

No.1212/DSE/Estt.II/D/2017
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

MOST URGENT

Puducherry, dt. 19.12.2017

C I R C U L A R

Sub: School Education – Estt.II - Filling up of vacancies in various disciplines in the post of Lecturer in the Department by way of promotion - Service particulars of eligible teachers- Called for.

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It is proposed to fill up the vacancies in the following disciplines in the cadre of Lecturer by promotion.

TAMIL	ENGLISH	MALAYALAM	HINDI	FRENCH	ARABIC	SANSKRIT
MATHS	PHYSICS	CHEMISTRY	ZOOLOGY		POLITICAL SCIENCE	
HOME SCIENCE		COMMERCE		ECONOMICS		

2. The promotion is to be made from among the teachers in the Grades of Trained Graduate Teacher and Trained Graduate Teacher (Languages) **who have completed two years of service in the grade and in possession of Bachelor's Degree and Post Graduate Degree in the main subject and B.Ed. or B.T from a recognised university.**

3. The Heads of Institutions are, therefore, requested that the service particulars of all the Trained Graduate Teachers who are eligible as on **01.01.2018** may be furnished to the Directorate in the proforma appended along with the following Certificates:

- i) Integrity Certificate,
- ii) Certificate to the effect that no disciplinary proceeding is pending/being contemplated against the official,
- iii) APARs for the last 5 years,
- iv) Certificate to the effect that the official has no break in service,
- v) Self attested copies of Certificates of SSLC / Matric, Bachelor's Degree, Post Graduate Degree and B.Ed. or B.T Degree, and
- vi) Equivalence certificate obtained from the Universities concerned if Degrees awarded are in other names in the above said disciplines.

4. As the eligible teachers will have the option to get promotion either to the post of Lecturer or to the post of Head Master Gr. II, an option to that effect (enclosed) is required to be exercised by the Teacher concerned for considering him/her for the post of Lecturer. **The service particulars of those who have opted for the post of Lecturer may alone be furnished in proforma - I along with their options. However, the options exercised by the teachers for the post of Head Master Gr.II along with the details as required in the proforma-IV are also required to be furnished.**

...2/-

5. The teachers claiming reservation under SC category should belong to a caste which is recognized as Scheduled Caste under " The Constitution of India (Pondicherry) Scheduled Castes Order, 1964", dated 05.03.1964 read with " The Constitution of India (Scheduled Caste) Orders (Second Amendment) Act, 2002 (Central Act 61 of 2002) and produce Certificate therefor issued on or after 06.01.2017 by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar without fail.

6. The Services particulars of all the eligible teachers should reach the Directorate **on or before 5th January, 2018 without fail. Personal attention of the Heads of Institutions / Inspecting Officers is required to ensure that no eligible official opted for the post of Lecturer has been left out for consideration and that the service particulars of such eligible teachers furnished are correct. A certificate to the effect is also required to be furnished.** In case, there are no eligible teachers for being considered, a **Nil** report may invariably be furnished.

7. It may be noted that omission of eligible teachers or furnishing of incorrect particulars, if any will be viewed seriously and responsibility will be fixed on the concerned Heads of Institutions / Inspecting Officers.

8. **The Principals/Vice-Principals of Higher Secondary Schools are hereby requested to furnish the details of vacancies in various disciplines in the cadre of Lecturer as on 01.01.2018 as required in proforma-II without fail.**

(By order)


(V.JAISANKAR)
DEPUTY DIRECTOR (ADMN.)

Encl: Proforma I to IV & option form .

To

1. The Joint Director (SE), DSE, Puducherry
 2. The Principal/Vice-Principals of all Higher Secondary Schools, Puducherry, Karaikal, Mahe, Yanam.
 3. The Deputy Director (Women Education), Puducherry
 4. The Deputy Director (Secondary Education), Karaikal
 5. The Chief Education Officer, Puducherry/Karaikal/Mahe
 6. The Delegate to DSE, Yanam
- in the Schools under their control may be collected and furnished in a consolidated manner.
7. The Dte. Estt. Section, DSE, Puducherry.

It is requested that the particulars of eligible teachers working

PROFORMA – III

INTEGRITY CERTIFICATE

Having scrutinized the character rolls and personal file of Shri/Smt. _____ presently working as _____ and having taken into account all other available information, it is certified that the individual has good reputation of integrity and honesty beyond doubt. The Official has no break in service. The performance of the official is also good and He / She is fit for promotion to the post of **Lecturer** according to his/her option.

2. It is also certified that there are no disciplinary proceedings pending/ contemplated against him/her.

**Signature of the Head of Office/
Institution with seal**

FORM OF OPTION

(TO BE EXERCISED FOR BEING CONSIDERED FOR PROMOTION TO THE
POST OF **LECTURER/HEAD MASTER Gr-II**)

I _____,
presently working as Trained Graduate Teacher / Trained Graduate Teacher in
Tamil/Malayalam/Telugu/Hindi/Sanskrit/Arabic in _____(School) hereby
exercise my option for being considered for promotion to the post of **Lecturer/Head
Master Gr-II**.

I understand and accept that the option exercised herein by me is **final**.

SIGNATURE WITH DATE :

NAME :

DESIGNATION :

Cell:

PROFORMA-I

**SERVICE PARTICULARS OF ELIGIBLE TRAINED GRADUATE TEACHERS / TRAINED GRADUATE TEACHERS (TAMIL, MALAYALAM, TELUGU, HINDI, ARABIC, SANSKRIT)
AS ON 01.01.2018 FOR BEING CONSIDERED FOR PROMOTION TO THE POST OF LECTURER.**

NAME OF THE INSTITUTION:

Sl. No.	Seniority No. in the TGT, if available	Name, Designation and place of working	Date of birth	Date of appointment in the present post	Details of qualifications (Self attested copy of certificates of SSLC/Matric, Bachelor's Degree, Post Graduate Degree and B.Ed. or B.T. should be enclosed)			
					Language studied in Secondary level	Name of the Bachelor's degree with main subject	Name of the Post Graduate degree with main subject	Name of Professional Degree (B.Ed or B.T)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Whether belongs to SC as per the Constitution (Pondicherry) SC order, 1964 (certificate to be enclosed)	Whether any disciplinary case is pending / being contemplated / undergoing operative punishment, with period	Whether integrity certificate enclosed	Remarks	Confidential Report in original for past 5 years from the year 2012-13 to 2016-17
(10)	(11)	(12)	(13)	(14)

Certified that no eligible teacher is left out. Certified that the above particulars have been verified with reference to the service books of the concerned teachers and found correct.

SIGNATURE OF HEAD OF OFFICE/ INSTITUTION

PROFORMA-II

VACANCY POSITION IN VARIOUS DISCIPLINES IN THE CADRE OF LECTURER AS ON 01.01.2018

NAME OF THE INSTITUTION:

Sl. No.	Name of the discipline	Sanctioned Strength	No. of posts Vacant	Date from which the post is lying Vacant	Reason thereof	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Signature of the Head of Office/
Institution with seal**

PROFORMA IV

Sl. No.	Name of the Teacher eligible for promotion as Lecturer /Head Master Gr.II	Whether opted for promotion as		Whether option by him/her is enclosed
		Lecturer	Head Master Gr.II	

Certified that no teacher opted for the post of Lecturer is left out.

**Signature of the
Head of Office/Institution**