

CHAPTER - 17 (MANUAL - 16)

FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

17.1 MEANS / METHODS ADOPTED BY THIS DIRECTORATE FOR DISSEMINATION OF INFORMATION

- NEWSPAPER /
DOORDHARSHAN and LOCAL CABLE TV
- NOTICE BOARD AT THE DIRECTORATE AND BRANCH OFFICES
- PRINTED MANUALS
- WEBSITE OF THIS DIRECTORATE

* * * * *

FRENCH EDUCATION FREQUENTLY ASKED QUESTIONS

- ❑ Public Examinations conducted by the Education Department for French Education-
 - a) Brevet Elementaire (two sessions) equivalent to Matriculation.
 - b) Certificat d'Etudes primaires Elementaires Francais equivalent to 8th std for the purpose of employment.

- ❑ Time of these examinations-
 - **Brevet Elementaire examination** -
first session in the first week of March and
Second session in the first week of June

 - Certificat d'Etudes primaire Elementaire francais examination**
only one session, probably in the first week of April)

- ❑ **Eligibility to write the Brevet Elementaire examination**
 - 3e or 10th Std students in the French School who have completed 15yrs
 - Private candidates who have completed 15 yrs

- ❑ **Eligibility to write the CEPE examination**
 - CM2 or 6th std students who have completed 12years
 - Private candidates studying in Lycee Francais or any other school, who have completed 12 yrs

- ❑ **Method of applying for the Brevet Elementaire examination and required documents-**
 - Regular students should send their application affixing 50 paise court stamp through their respective institution, in the month of January with their birth certificate and a sum of Rs.5/- for registration.
 - Private candidate should give their application affixing a 50 paise court stamp alongwith birth certificate and a certificate from the French teacher stating that he has trained the student for the Brevet Elementaire examination and a sum of Rs.5/- for registration to the Office of the Dy. Director (French Education) in the Peruintalaivar Kamarajar Education Complex, Anna Nagar, Pondicherry-5
 - Students of Karaikal and Mahe should give their application in the Office of the Chief Educational Officer Karaikal and Mahe respectively.

❑ **Procedure for applying for the CEPE de frs examination.**

- Regular students should send their application through their respective institution with 50 paise court stamp alongwith their birth certificate and one rupee registration fee in the month of February
- underaged candidate should produce age relaxation certificate issued by the Education Department.
- private candidate who have completed 11 yrs can apply.
- birth certificate alongwith their application affixing 50paise court stamp
- One rupee registration fee.
- A certificate from a French teacher stating that he has trained the student for the CEPE examination.
- Application should be submitted in the O/o, the Dy. Director (French Education), Peruintalaivar Kamarajar Education Complex, Anna Nagar, Pondicherry -5.

❑ **Procedure for applying for age relaxation.**

- Minimum age limit for
Brevet Elementaire examination - 15yrs / CEPE - 11yrs.
- Students below these ages should apply for age relaxation
- regular students should apply through their institution with.
 1. Birth Certificate
 2. Progress Report
 3. Recommendation of the HM.
- students of Karaikal and Mahe should apply through the Chief Educational Officer of Karaikal and Mahe respectively.

❑ **Eligibility to appear for the Brevet Elementaire examination in June session?**

- Brevet Elementaire examination
 - a. Written Examination
 - b. Oral examination

Minimum requirement for pass:120out of240 in the written examination
- Students who have passed the written examination are eligible for the oral examination. Minimum requirement in the oral exam is 130/360 for a pass in the Brevet Elementaire examination students who have scored 80 out of 240 in the written examination are eligible to appear again for the June session.
- Absentees for the March session can appear for June Session with the doctor certificate and prior intimation.

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION(WOMEN)

- ❑ Minimum age for admission to LKG : 3+ yrs
- ❑ Minimum age for admission to UKG? : 4 + yrs
- ❑ Minimum age for admission to I Std : 5 + yrs
- ❑ Last date for admission to schools : 31 July
- ❑ Age relaxation period for admission to 1st std.
30 days relaxation i.e. upto 30th August.
- ❑ The Competent Authority for granting age relaxation for 1st std?
Inspecting Officers concerned.
- ❑ The parental income for getting benefits under Free supply schemes:
The parental income for getting benefits under various schemes-
Free supply schemes like text books, stationery , uniform, footwear,
midday meal **Parental income Rs.24000/- per annum.**

- ❑ Number of years' service for the conferment of Senior Scale-
12 years (excluding EOL)

- ❑ Number of years' service for the conferment of selection Scale-
24 years or 12 years after getting Senior Scale.

- ❑ The School timings in urban area-

Type of Schools	Category of Schools	URBAN		RURAL	
Regular	Primary School			8.30 to 12.15	1.45 to 4.15
	Middle School			8.30 to 12.15	1.45 to 4.15
	High school			8.30 to 12.15	1.45 to 4.15
	Higher Sec school			8.30 to 12.15	1.45 to 4.15
Shift	Primary School			8.30 to 12.15	1.30 to 5.55
	Middle School			8.30 to 12.15	1.30 to 5.55
	High school			8.30 to 12.15	1.30 to 5.55
	Higher Sec school			8.30 to 12.15	1.30 to 5.55

STATE NSS CELL

1. Is NSS a State Scheme or National Scheme?
The **National Service Scheme (NSS)** is a **National Scheme** implemented all over India jointly both by Central and State Governments.
2. Who all can join NSS?
Students studying in Higher Secondary Course and UG course in College can join NSS, provided there is an NSS unit in the institution.
3. How many **NSS volunteers** are at present in Pondicherry U.T.?
12000 NSS volunteers in the UT of Pondicherry, for the year 2005-06, (1950 are in Colleges and 10050 are at Higher Secondary level)
4. How many hours of work an NSS volunteer is expected to put in?
Two years with a minimum of 240 hours @ 120 hours a year.
5. Is there a certificate for NSS?
Yes, all eligible volunteers after completing 240 hours of community service in a period of 2 years are issued certificate by the State NSS Cell.
6. Does the certificate provide any **benefits to volunteers**?
Yes, they get 3% weightage in admission to higher courses, except in Professional courses with entrance examination.
7. Are there **girl volunteers in NSS**?
Yes, in the UT of Pondicherry 50 percent of volunteers are girls - both in Colleges and at Higher Secondary level.
8. What are the major activities organized in NSS?
The activities are of two kinds , namely,
Regular activities and
Special Camping Activities.
From time to time the Government of India prescribes short term and long-term activities to NSS.
9. What is the **duration of Special Camp**?
10 days and it is **residential.**
10. Is NSS in operation in all the regions of Pondicherry U.T.?
Yes, NSS is in operation in Pondicherry, Karaikal, Mahe and Yanam regions of the Union Territory.

OFFICE OF THE DEPUTY DIRECTOR (SPORTS AND YOUTH SERVICES)

- ❑ For information relating to **coaching facilities** available for the following disciplines, namely

Volley Ball / Kabaddi / Kho-Kho / Table Tennis / Cricket/ Hockey
Athletics / Basketball /Football / Badminton / Weight-lifting

Please contact the **Deputy Director (Sports & Youth Services)**, at the Directorate of School Education, **Education Complex, Anna Nagar, Pondicherry - 5.**

- ❑ The **location** of the **coaching centres** -

1. Rajiv Gandhi School of Sports, Indira Gandhi Sports Complex, Ouppalam, Pondicherry.
2. Coaching Centre, Office of the Deputy Director of Sports and Youth Services, Indira Gandhi Sports Complex, Ouppalam, Pondicherry.
3. Sports Authority of India Training Centre, Indira Gandhi Sports Complex, Ouppalam, Pondicherry.

- ❑ The **incentives** available to for Meritorious Sports Persons

1. **Scholarship** and lumpsum **award** from

- i) The Directorate of School Education
- ii) The Sports Authority of India

2. **Reservation in Higher Studies** and **Appointment in Government Service** - as per rules and regulations in force from time to time.

- ❑ Who is eligible to get **Meritorious Sports Person** certificate and where is to be obtained?

1. Sports persons winning medals in first three positions or taking part in approved Games/Sports through the All India Level Sports Federations approved by the Ministry of Sports and Youth Affairs, New Delhi
2. Meritorious Sports Persons certificate can be obtained from the "Deputy Director, (Sports & Youth Services), Directorate of School Education, Pondicherry on production of the following documents (Xerox copies)

- a. Participation / winning certificate in the event.
- b. Form - II, Form -III Form - IV from the organizing authorities.
- c. Employment Registration Card.
- d. Birth Certificate
- e. Educational Qualification Certificate
- f. Ration Card.

- ❑ How can a player participate in Sports and Games?

School level - Zonal Games Championships, State School Games Championships, and National School Games Championships.

Universities- through Sports Associations in Pondicherry

EXAMINATIONS

- ❑ The procedure for applying for **Duplicate Higher Secondary Mark statement** of Public Examination?

The prescribed form for applying for the irrecoverably lost Public Examination Mark Statement can be had from the **Examination Cell, Office of Joint Director, Directorate of School Education, Education Complex, Anna Nagar, Pondicherry - 5.**

After filling in the application form , one has to enclose the original copy of **"Not traceable the Certificate" issued by the Police Station**
A certificate from revenue official not below the rank of Deputy Tahsildar
 The **receipt for payment of Rs.505/-** as per the instruction given in the Application form.

Enclosing all the above, the application shall reach the office of Joint Director through the Head of Institution where the student had studied last.

After receiving the application, the office of Joint Director will take appropriate action for issue of duplicate mark statement at the earliest.

- ❑ What are the Examinations conducted by Pondicherry Education Department to award Scholarship?

National Talent Search Examination

There are three stages of National Talent Search Examination, namely -

National Talent Search Examination (NTS) - **Preliminary Stage** (State Level) conducted by the Education Department, Pondicherry.

Students selected from the Preliminary Stage have to attend the **second stage (National Level)** of NTS Exam which is conducted by NCERT, New Delhi. Usually Centre for second stage Exam too, are at anyone of the Pondicherry Urban schools . **Viva-Voce** for selected students at National level by NCERT, at Chennai.

For the second and third stages of Examination, the Dates / Venues and Hall Tickets are sent by NCERT, after getting particulars of selected students at Preliminary stage from Education Department, Pondicherry.

- ❑ What is the **eligibility to apply for National Talent Search Exam (NTS)**?
Students studying in **Class X or its equivalent** as approved by the state and central Government will be eligible.

- ❑ How to apply for the National Talent Search Exam(NTS)?
Aspiring students will get **application** at the cost of Rs.3/- from the Cashier of the **Chief Educational Officer, Pondicherry, Karaikal, Mahe and Delegate to DSE, Yanam and DSE, Pondicherry** during the month of August / September every year.

- ❑ Along with the required particulars, the **application** has to be sent to the **Joint Director through the Head of Institution** where the student is studying.

Every year to make the students aware of the Exam, the Education Department, Pondicherry issues a press release in the leading news papers, during the month of August.

- ❑ **When** will the NTS Examination be held?
Preliminary stage Exam at State Level will be held by Education Department of Pondicherry on the third Sunday of November. Eight students from *General Category* and two students from *scheduled caste category* are selected from this Preliminary stage to award State Government Scholarship.

- ❑ When will the **result** be published?

Names of the students selected in the Preliminary Stage will be sent to the students concerned by the Education Department directly, after getting approval from NCERT, New Delhi.

- ❑ When will the **second stage of NTS Exam** be conducted and how to apply for it?

The second stage of NTS Exam will be conducted by NCERT during the first Sunday of the month of May.

There is no need for the selected students to apply separately for the second stage. NCERT will get the names of selected in the first stage and it will send the Hall Tickets to the students directly from the State Government.

- ❑ What are the eligibilities to get **Scholarship from Central Government?**

The students who have successfully come out from the first and second stage of Exam will attend an interview at Chennai. Those who are selected in interview are eligible to get scholarship from the Central Government. In Pondicherry, the Education Department has arranged special coaching classes for the selected students in preliminary stage in order to prepare them for the National level stage of Exam.

- ❑ How should NGOs and Philanthropic organisations apply for the **list of Toppers in Higher Sec. Public Examination?**

They should send a requisition letter to the **Joint Director, II floor, Education Complex, Anna Nagar, Pondicherry - 5** to get such particulars related to Higher Secondary Public Exam, indicating the purpose for which the particulars are required.

- ❑ How can the private candidates get Application forms for Higher Secondary Examination and how to apply?

Private Candidates who wish to attend March/October Exams could get information from the news items released by Education Department in leading Newspapers and T.V Channels then and there. They can get Application form from the Exam cell, O/o Joint Director, II floor - 'A' Block, Edn. Complex, Anna Nagar, Pondicherry - 5 and send the filled in application to the address as mentioned in the Application.

RECOGNITION OF PRIVATE SCHOOLS

- Whether permission of the Government is necessary to open a private school?

As per the provisions of the Pondicherry School Education Act, 1987, permission of the Director of School Education is necessary to establish any private school i.e.Pre-Primary to Hr.Sec.School stage.

- Whether there is any prescribed application to seek permission to start a Private School?

The application to seek permission for establishing a new private school shall be made in Form I prescribed in the Pondicherry School Education Rules, 1996.

- To whom should the application be submitted?

The application shall be submitted in triplicate through the Deputy Inspector of Schools of the Zones in respect of regions of Pondicherry and Karaikal. In respect of Mahe region, such application shall be submitted through the Chief Educational Officer concerned. The applications in respect of Yanam region shall be submitted through the Delegate to the Director of School Education.

- What are the facilities to be provided and conditions to be fulfilled by the private schools seeking permission/recognition?

The educational agencies seeking permission to establish new private schools shall fulfill the conditions and provide the facilities prescribed in the Pondicherry School Education Rules, 1996.

- Whether the management of a recognized private school can be transferred to another educational agency?

Any educational agency which proposes to transfer the management of a recognized private school should apply for approval to the Director of School Education in Form - IV prescribed in the Pondicherry School Education Rules, 1996.

* * * * *