

No.D5/59261/15/DPI

Office of the Director of Public Instruction  
Thiruvananthapuram, dated 14-12-2015

**C I R C U L A R**

Sub:- General Education-Estt-Selection of Qualified HMs/AEOs as Principals  
in Government Higher Secondary Schools-reg.

Ref:- Circular No. ADB7/23174/HSE/2015 of the Director, Higher Secondary  
Education, Thiruvananthapuram.

The Director, Higher Secondary Education as per his Circular cited above has requested to furnish the Confidential Reports of Headmasters of Government High Schools/AEO's for Higher Secondary Principal Promotion. It has also informed that HMs/AEOs who were already applied for the above post should submit copy of the PG Mark list and Certificate's along with filled up proforma on or before 23/12/2015 to this office in person. Failing which the persons will not be considered for promotion.

Sd/-

Director of Public Instruction

//Approved for issue//

  
Superintendent

## PROFORMA

1. Name of Headmaster :
2. Educational Qualifications :
3. PG Degree :
  - a) Specify subject :
4. B.Ed Degree :
  - a) Specify Subject :
  - b) Name of University & Year of passing :
  - c) Regular or Correspondence :
  - d) Teaching experience No. of years  
(Higher Secondary or High School level only) :
  - e) Date of promotion in the cadre of HM/AEO :
  - f) Date of joining duty as HM/AEO :
  - g) Order No & Date of Probation declaration in the  
post of HM/AEO :

In the case of Degree taken from University outside Kerala Equivalence Certificate issued from any of the University in Kerala should be produced. In some equivalence certificate, it is seen that only "Regular" course has been recognized as equivalent. In such cases, course certificate, transfer certificate etc should be produced for verification.