

Ad.B3/29422/2011

Dated: 22/11/2011

CIRCULAR

Sub: Regularization of Junior service of teachers appointed between 2003 – 2007.

All the teachers who are now working as HSST (appointed through by transfer appointment in the years 2003-2007) and whose appointments have not been regularized in the post HSST (Jr) are requested to submit the performa for regularization in the Junior Post. The Performa is appended here with.

The Performa should be addressed to the Director Higher Secondary Education, Housing Board Building, Santhi Nagar P.O, Thiruvananthapuram-695001. A copy of the appointment order as HSST (Jr) may also be sent along with the performa.

**Sd/-
Senior Administrative Officer**

DIRETORATE OF HIGHER SECONDARY EDUCATION
Proforma for Regularization of Jr. Service (for teachers appointed provisionally
through by transfer appointment as HSST Jr in the years 2002 to 2004
PROFORMA

1. Name of the incumbent :
2. Designation (Present) :
3. Subject :
4. Name of School with School code
District and pincode (present school) :
5. Date of Birth :
6. Date of superannuation :
7. Phone No. of School with STD code &
Mobile No. :
8. Pay and Scale of Pay :
9. Date of joining as HSST :
10. Appointment order and Date :
11. Whether appointed by transfer as HSST
from the post of HSST (Jr) :
- 12. Details of Service to be Regularized**
 - 1. Appointment order No. & Date** :
 - 2. Date of Joining as HSST Jr.** :
 - 3. School of 1st posting** :
13. Details of joining date as HSA/UPSA/LPSA
 - (a) No. and date of PSC advice with Sl.No.
and district :
 - (b) Date of joining service as HSA/UPSA/LPSA :
 - (c) Details of Inter District Transfer if any,
(Date of joining in new district to be
Furnished) :
 - (d) No. and date of PSC advice with Sl.No.,
if appointed in another district :
 - (e) Order No. and date of order if appointed as
HSA by promotion :
 - (f) Date of declaration of probation in the post
Of HSA/UPSA/LPSA
(Specify order No. and date) :

14. **Service History**

Sl. No.	Designation	Name of School with School code & District	Date of joining	Date of Leaving	Appointment/Placement Order No. and Date

16. **DECLARATION BY THE INCUMBENTS**

I.....(Name).....(Designation)
(School) hereby certify that all the details of
 my service as HSST (Jr.) given above are correct to the best of my
 knowledge and belief.

Place :

Date :

Signature

Name :

15. **CERTIFICATE**

Certified that the details furnished above have been verified with the service records of the incumbent and are found correct.

Office Seal

Signature of
 Principal with Name and Seal

Place :

Date :