

No.D5/89555/10/DPI

Office of the  
Director of Public Instruction,  
Thiruvananthapuram Dated: 04.08.2011.

**CIRCULAR**

**Sub:-** Gl- Edn-Estt –Selection of qualified HMs'/AEOs' as Principals in Government Higher Secondary Schools-List of Eligible HMs'/AEOs -regarding.

**Ref:- 1.** Letter No.Ad.B1/46770/10 Dated: 21/12/2010 of the Director Higher Secondary, Thiruvananthapuram.

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The Director, Higher Secondary Education as per his letter cited, has requested to furnish the Seniority list of Headmasters of Government High School/Assistant Educational Officers who are qualified and willing for the post of principals in Government Higher Secondary Schools. It has also been informed that the HMs who have got declared their probation in the cadre of HM/AEO, only would be considered for the post of Principal and the Confidential Reports for the last 3 years also be enclosed with the same.

Qualification prescribed for Headmasters for appointment as principals in Government Higher Secondary Schools as per Special rules are:-

- 1) Masters Degree with not less than 50% marks from any of the Universities in Kerala or a qualification recognized as equivalent there to by any of the Universities in Kerala.
- 2) B.Ed. Degree from any of the Universities in Kerala or a qualification recognized as equivalent there to by any of the Universities in Kerala( Those who have passed LTTC instead of B.Ed Degree are not eligible for Principal post)
- 3) Minimum approved teaching experience of 12 years at Higher Secondary or High School level.

In the circumstances stated above, all the Headmasters of Government High School/Assistant Educational Officer who are qualified and willing for the post of principals in Government Higher Secondary Schools are directed to produce their certificates and mark list in original (with attested copies) in this office on 12/08/2011 for verification.

The following details/documents are required for verification

1. Date of Birth
2. Educational Qualifications
3. P.G.Degree
4. B.Ed. Degree
  - a) Specify Subject
  - b) Name of University & year of passing
  - c) Regular or correspondence
  - d) If the degree obtained from outside the State, details of equivalency certificate obtained from any of the Universities in Kerala.
  - e) Details of TC, Conduct, Course Certificate verified, if the Degree is from outside.
  - f) Teaching experience No. of years(Higher Secondary or High School level only)
  - g) Date of promotion in the cadre of HM/AEO
  - h) Date of joining duty as HM/Assistant Educational Officer
  - i) Order No,& date of Probation declaration in the post of HM/Assistant Educational Officer.
  - j) Disciplinary action, if any.
  - k) The Confidential Reports for the last 3 years.

In the case of Degree taken from University outside Kerala, equivalence certificates issued any of the Universities in Kerala should be produced. In some equivalence certificate, it is seen that only "Regular" course has recognized as equivalent. In such cases, course certificate, Transfer Certificate etc, should be produced for verification, If regular degrees were while in service, Service Book should be produced for verification,

All Deputy Directors(Edn.) are directed to bring the above direction to the notice of all Heads of Government High School/Assistant Educational Officer under their jurisdiction.

  
**For Director of Public Instruction.**

**To**

All Deputy Director of Education.