

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION
शिक्षा निदेशालय, DIRECTORATE OF EDUCATION

Sri Vijaya Puram, Dated the 04th Day of August, 2025

To

1. The Principal, State Institute of Education, Shiksha Sadan, Sri Vijaya Puram.
2. The Deputy Director, Adult Education, Sri Vijaya Puram.
3. The Deputy Director Education (Science), Shiksha Sadan, Sri Vijaya Puram.
4. The Principal DIET, Garacharma.
5. The Education Officer, Car Nicobar.
6. The Deputy Education Officer, South Andaman/ Wimberlygunj/ Rangat/ Diglipur/ Mayabunder
7. The Principal - SSS Model, Sri Vijaya Puram/ SSS Boys/ SSS Girls/SSS Haddo(Tel)/ SSS RBV Sri Vijaya Puram / SSS Mohanpura / SSS School line / SSS Bathubasti/ SSS Prothrapur/ SSS Garacharma/ SSS Rangachang/ SSS Manglutang/ SSS Port Mout / SSS Wimberlygunj/ SSS Bambooflat/ SSS Model / SSS Ferrargunj (Model)/ SSS Mannarghat / SSS Tushnabad / SSS Diglipur / SSS Kalighat / SSS Kishori Nagar / SSS Swaraj Gram / SSS Sita Nagar / SSS Subhash Gram / SSS Mayabunder (Model) / SSS Karmatang / SSS Pahalgaon / SSS Swadesh Nagar/ SSS CFO Nallah / SSS Rangat / SSS Sabari Junction / SSS Long Island / SSS Bakultala / SSS Kadamtala/ SSS Oral Katacha/ SSS Saheed Dweep (Neil Island) / SSS Swaraj Dweep (Havelock) / SSS Hutbay (Model) / SSS Rama Krishnapur/ SSS Lapathy / SSS Malacca / SSS Sawai / SSS Kapanga / SSS Gol Tirkey / SSS Champin / SSS Campbell Bay / SSS Vijay Nagar.
8. The Assistant Education Officer, Nancowrie.
9. The In-Charge IT cell, MIS Cell, Recruitment Cell, EDP cell, DE's office to upload on the Department website <https://education.andaman.gov.in>.

Sub: Forwarding of Performa for circulation amongst Graduate Trained Teacher's for submitting their candidature/willingness for promotion to the post of PGT-reg:

Sir/Madam,

I am directed to forward a copy of proforma enclosed here with as Annexure- A which may kindly be circulated amongst Graduate Trained Teachers attached with your institution/Establishment. The Graduate Trained Teachers who are possessing PG Qualification in their concern subject may be asked to submit their willingness (in the enclosed proforma) for considering their names for promotion to the post of Post Graduate Teachers by Departmental Promotion.

The GTTs whose name appeared in the final seniority list of Graduate Trained Teachers eligible for consideration of promotion to the post of Post Graduate Teacher published by this Directorate vide communication No: A/726/2023-RMIS CELL-EDN_AN/6391/2651 dated 03-06-2024 need not to apply a fresh.

The filled-in proforma (Willingness-cum-Checklist) along with self-attested photo copies of all the UG mark sheets, UG Degree certificates, PG mark sheets, PG Degree Certificates and permission/acceptance letter issued by the competent authority in respect of all the academic/professional qualifications obtained after induction in the Department etc. be submitted to the undersigned through proper channel on or before **14-08-2025**. Nominations received after the stipulated date shall not be considered. Soft copy of received documents along with forwarding letter may be mailed to **recruitment.anieducation@gmail.com** to expedite the process. Hard copy of all the documents shall be sent by surface mail or through special messenger. It may be noted that in absence of hard copy, name will not be included in the list.

Contd...2

From pre-page-

It is further informed that once the teacher has furnished Checklist, he/she has to accept the promotion if offered, unconditionally and should report for duty at the place of posting immediately.

Adherence to the schedule highly solicited.

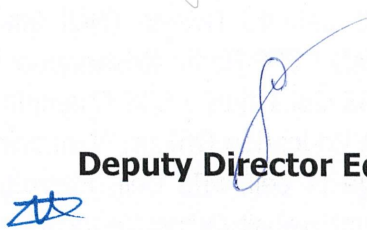
This work may be given "**Top Priority**"

Enclosure- Annexure-A

 **Deputy Director Education (Perl)**

Copy to:

1. The PS to Secretary (Education) for kind information of the Secretary (Education) Please.
2. The PA to Director (Education) for kind information of the Director (Education) Please.
3. The DDE (HoO)/(Plg)/Acad)/ Text Book for information Please.
4. The Assistant Director (Admn. -I & II)/ Statistical Officer/ Sr. Accounts Officer, DE's Office, Sri Vijaya Puram.
5. CCA/CCB/Recruitment cell/Establishment Section/MACP Cell/ ACR cell, DE's Office Sri Vijaya Puram.

 **Deputy Director Education (Perl)**

WILLINGNESS-CUM-CHECKLIST FOR DEPARTMENTAL PROMOTION TO THE POST OF POST GRADUATE TEACHER

Subject:	Medium:
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(PLEASE FILL ALL THE PARTICULARS IN BLOCK LETTERS ONLY)

- 1

Name in full (**BLOCK** letters)

:

.....

In case of change of name/surname (after marriage), please indicate the previous name/surname in full

:

.....
- 2

Date of Birth (Attach Class 10 Certificate)

:

.....
- 3

Present Place of Posting

:

.....

(Enclose self-attested copy of posting order)
- 4

Present Post held

:

.....

(Enclose self-attested copy of appointment order)
- 5

Initial appointment on regular basis

Order No-..... Date:
- 6

Promotion (if any)

Promoted from the post of

(Enclose self-attested copy of posting order)

Order No-..... Date:
- 7

Academic and professional qualification at the time of induction in the department

:

.....
- 8

Academic and professional qualification acquired after induction in the department

:

.....
- 9

Reference No. of communication from the Directorate of Education towards entry/acceptance of Academic and professional qualification acquired after induction in the department (enclose true copy)

:

.....
- 7

Mobile Number

:

.....
- 8

Email ID

:

.....

9. Educational & Professional Qualification:-								
Educational & Professional Qualification		Board / University	Month & Year of Admission	Month & Year of Passing	Marks Obtained	Maximum Marks	%	Remarks
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)
a. Secondary (10 th) Medium=.....								
b. Senior Secondary (12 th) Medium=.....								
c. UG	Main Subject:							
d. B. Ed. Degree								
e. PG	Main Subject:							
f. M. Ed.								
g. M Phil								

Date :

Place :

Signature of Govt. Servant

(Signature of HOI)

(Countersigned by DDO)

List of Enclosures

(It is mandatory to enclose self-attested true copy of all the certificates from Class-10 onward)

Sl. No.	Name of the document enclosed	Mark (✓) if enclosed
1	Secondary (10 th) or Matriculation Mark sheet	
2	Secondary (10 th) or Matriculation Pass Certificate	
3	Senior Secondary (12 th) Mark sheet	
4	Senior Secondary (12 th) Pass Certificate	
5	Permission letter for pursuing UG Degree (if joined/completed the course after induction in the Department). Date:	
6	Mark sheets of U.G degree all semesters (Total Nos:)	
7	Provisional / Degree Certificate of U.G	
8	Permission letter for pursuing PG Degree (if joined/completed the course after induction in the Department). Date:	
9	Mark sheets of P.G degree all semesters (Total Nos:)	
10	Provisional / Degree Certificate of P.G	
11	Communication from the Directorate of Education towards entry/acceptance PG	
12	Permission letter for pursuing B. Ed. Degree (if joined/completed the course after induction in the Department). Date:	
13	Mark sheet of B. Ed	
14	Provisional / Degree Certificate of B. Ed	
15	Permission letter for pursuing Additional PG Degree (if joined/completed the course after induction in the Department). Date:	
16	Mark sheets of additional P.G	
17	Provisional / Degree Certificate of additional P.G	
18	Communication from the Directorate of Education towards entry/acceptance additional PG	
19	Permission letter for pursuing M. Ed. Degree (if joined/completed the course after induction in the Department). Date:	
20	Mark sheet of M. Ed	
21	Provisional / Degree Certificate of M. Ed	
22	Communication from the Directorate of Education towards entry/acceptance M. Ed.	
23	Any other Certificate / Degree	
24		
25		

Signature of Govt. Servant