

## C I R C U L A R

Sub : General Education – TTC Course 2013 - 2015 – Selection of Teachers and Non Teaching Staff under Department Quota – Application called for - regarding.

The District Educational Officers and Assistant Educational Officers are directed to obtain and forward the applications for selection to the TTC Course during 2013-2015 under Departmental Quota in the form appended from the following categories, duly countersigned so as to reach this Office on or before 31.03.2013. Applications from Department ministerial employees shall be forwarded by DDE's.

1. (a) Untrained P.D. Teachers of Government Schools
- (b) Junior Language Teachers and Specialist Teachers are also eligible for selection to the TTC. Course under Departmental Quota if they desire so.  
  
No Stipend or subsistence allowance will be given during their training period (Vide G.O (Rt.) No. 1778/92/GE., dated 16.05.1192)
- (c) 5 Seats have been reserved for Full Time Non Teaching Staff (Vide G.O. (Rt). No. 130/93/GE, dated 16.08.93) who have at least 5 years of continuous service and secured 50 % of marks in Plus two Examination.
2. The details furnished in the application should be verified with relevant records before forwarding the applications to this office. All the columns in the application should be filled up correctly and properly.
3. The following points should also be noted while forwarding the applications.
  - (a) Applications from all untrained P.D Teachers who are in regular service and who have not passed TTC (Except those who have been exempted) Should be obtained and forwarded.
  - (b) A list of applications should also be submitted along with the applications. All applications should be duly countersigned with date by the Educational Officers concerned.
4. Request for cancellation of selected candidate will not be considered on any account. Allotment to the training centers will be made by the Director of Public Instruction strictly on the basis of length of service and subject to the availability of seats/Vacancies in Government and Aided Training Institute in the State.

5. The Director of Public Instruction reserves right to cancel the selection of any candidate if the particulars furnished are found in correct and on any other grounds.
6. If selected the employees should apply for eligible leave the entire period of the course.

The District Educational Officers and Assistant Educational Officers are requested to communicate this Circular along with Specimen form of applications to All Heads of Schools of their control immediately. Belated applications will not considered.

*23/2/13*

*23/2/13*  
*DB*

*Director*  
for DIRECTOR OF PUBLIC INSTRUCTION

To

1. All Deputy Director of Education
2. District Educational Officers & Assistant Educational Officers.

**APPLICATION FOR THE SELECTION FOR TEACHER TRAINING  
CERTIFICATE COURSE 2013-2015 UNDER DEPARTMENTAL QUOTA**

1. Name of Employees :
2. Category of the Employee and the Nature of Recruitment :
3. Qualification with Percentage of Marks (a) :
- (b)
4. Name of School /Office in which working with Full Postal Address including Pin code :
5. Name of Sub District & Educational District in which working
6. Reason for being Recruited as Untrained Teacher (Whether SC/ST) :
7. Whether selected for training previously, if so, the reason for not going the training :
8. Order No. & Date of Order exempted from Undergoing the training in each case
9. Details of service & Total Service as on 31.03.2013 (Up to and inclusive on 31.3.2013)
10. Native Place with Name of Revenue District :
11. Name of Training Schools proposed in the Order or preference. :
12. Medium of Instruction (Malayalam/ Tamil/Kannada) :

**Signature of Applicant**

Place :

Date :