

Subject (In RED ink)

DIRECTORATE OF HIGHER SECONDARY EDUCATION

Regularization & Declaration of probation of HSSTs/HSST(Jrs)

1	Name of the incumbent	
2	Designation	
3	Subject	
4	Name of School with School code District and pincode	
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 Higher Secondary Education service with designation and school with school code of first posting	
10	If appointed by transfer as HSST from the post of HSST (Jr) (i) Specify order No. and date (ii) Date of joining in the post of HSST	
11	Whether enrolled in a) PF (Yes/No) : A/c No : b) SLI (Yes/No) : A/c No : c) GIS (Yes/No) : A/c No :	
12	Whether availed any leave other than C/L during the period of probation If yes, furnish details, If No, 'Nil' should be written in the column shown below :	

Nature of Leave	From	To	Prefix / Suffix if any	Total Period of Leave

13	Whether participated in strike during the probation period If yes, furnish details	
14	Whether any disciplinary action was initiated against the teacher during the probation period. If 'yes' furnish details.	
15	Details of joining date as HAS/UPSA/LPSA	
a)	No. and date of PSC advice with Sl.No. and district	
b)	Date of joining service as HAS/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)	

16 Educational Qualifications : (Original Certificate and Mark Lists are to be produced at the time of verification).

Qualification	Optional Subject(s)	University / Board	Year of Passing	Marks obtained / Out of	Class (I/II/III)	% of Marks	Whether Regular/Private / Correspondance	Name of University from which EC Obtained & Details of course
Degree								
PG								
B.Ed (Others)								
SET								
Additional Qualification								

17 Service History

Sl.No	Designation	Name of School with School Code & District	Date of Joining	Date of Leaving	Appointment / Placement Order No & Date

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DECLARATION BY THE INCUMBENT

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

Place :

Signature

Date :

Name :

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CERTIFICATE

Certified that the details furnished above have been verified with the service records of the incumbent and are found correct. Further it is certified that during the probation period the work and conduct of Sri/Smt.....

HSST/HSST (Jr) in is good/satisfactory/not satisfactory (strike off whichever is not applicable) we..... further certified that the incumbent is fully qualified for the post of HSST/HSST (Jr)as per Special Rules.

Recommended that he/she may be declared to have completed the period of probation the post of HSST/HSST (Jr).....satisfactorily with effect from

Office Seal

Signature of Principal
with Name & Seal

Place :

Date :