

DIRECTORATE OF EDUCATION, OLD SECRETARIAT: DELHI
GOVERNMENT OF NCT OF DELHI
ESTABLISHMENT-IV BRANCH

No.4 (8)/23-E-IV/Lab Asstt./2010-11/

5443-5518

Dated: 3-3-010

To,

All the Head of Departments,
Govt. of NCT of Delhi.

Sub. : **Regarding Inclusion of name in Tentative Eligibility List for the promotion to the post of Laboratory Assistant.**

Sir/Madam,

It is informed that Directorate of Education is considering the promotion to the post of Laboratory Assistant in the pay scale Rs.4000-6000/-(Pre-revised) from the eligible Group- D employees of the Govt. of NCT of Delhi.

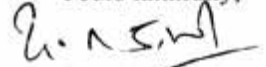
You are, therefore requested to bring it to the notice of all concerned and provide/furnish the details of eligible employees in attached FORMAT(signed Hard copy and Soft Copy in EXCEL form as well) of all the interested Group-D/Class-IV employees **who are eligible for promotion to the post of Laboratory Assistant in pay scale Rs.4000-6000/-(Pre-revised) and completed 03 years service as regular employee and who are Matriculate or equivalent/Higher Secondary with Science (Physics and Chemistry with Practical or Physics, Chemistry & Biology with Practical) and employees who are matriculate or equivalent/ Higher Secondary without Science : provided they have successfully undergone a three months Orientation Course in Science conducted by the Directorate of Education.**

You are requested to provide the attested copy of all the certificate i.e. Educational Qualification (Mark sheet & Certificate), Caste Certificate, Work & Conduct Report and Vigilance Clearance Certificate (**individual separate folders of each employee**) to this directorate up to **31-3-2010** positively. It is further requested that the name of employees who are not possessing necessary essential qualification upto 31-3-2010 may not be sent to this office.

It is again reiterated that last date of receiving the details of eligible employees in prescribed format is **31-3-2010** and this office will not entertain any application of eligible employees after the last date i.e. 31/03/2010 and this department will not be responsible for not including the name of such eligible employees in tentative eligibility list of Laboratory Assistant. No individual application directly from employees will be entertained by this office.

Encl. : As above.
(FORMAT)

Yours faithfully,



(Hans Raj Singh)

Asstt. Director of Education (E-IV)

Dated: 3-3-010

No. 4(8)/23-E-IV/Lab Asstt./2010-11/ 5443-5518

Copy to:

1. All the DDEs, Directorate of Education, Govt. of NCT of Delhi, Delhi.
2. All the Branch of Head Quarter (Education).
3. All the Branch In-charge/HOS (through concerned DDEs).
4. O.S. (IT), Dte. of Education with direction to load this circular on the Website in POP-UP form.
5. P.S. to Principal Secretary, Dte. of Education, Govt. of NCT of Delhi.



((Hans Raj Singh)

Asstt. Director of Education (E-IV)

FORM A I(Hard & Soft copy in Excel Form only)

Sl. No.	Name & Designation	Date of acquiring requisite qualification	Deptt. where working	Date of Birth	Date of Appointment	Work & conduct	Vigilance clearance	Subject at 10 th Level	Fit/Not Fit	Board/ University	SC/ ST/ PH/Gen	Remarks/ Documents required in order to be Fit for promotion
1	2	3	4	5	6	7	8	9	10	11	12	13

Certified that:

1. The above particulars in r/o above official has been verified & checked from Service Book/Record and is correct to the best of my knowledge.
2. No vigilance/disciplinary case is pending or being contemplated against the above named official.
3. The work & conduct of above named official is satisfactory.

Dated:

(Sign. of Head of Office)

With Office Seal

Note: The above proforma should be in MS (Excel) format and it may be ensured that Date of appointment in column 5 should be filled only in this pattern e.g.(Date in figure/Month in words/Year in figure) for example 01-April-1971 (as applicable).