

**Government of NCT of Delhi**  
**Establishment.-IV Branch, Directorate. of Education**  
**Room No.11-B, Old Sectt., Delhi.**

No.DE.4(8)/23/E-IV/10-11/Vol-II *15658-737* Dated: *3/10/11*  
**Circular**

Sub; Promotion of Group 'D' employees <sup>in</sup> of Directorate of Education to the post of Laboratory Assistant.

This has reference to this office order dated 28.9.2011, thereby 415 group-D employees of the departments of Govt. of NCT of Delhi were promoted to the post of Laboratory Assistant in Directorate of Education.

All the HODs, (except Directorate of Education for which separate order is being issued) are hereby requested to issue strict directions to all concerned promoted employees to report to E-IV Branch of this Directorate for verification of their documents alongwith the following documents in original as well as one set of attested copies of the same by any Gazetted Officer as per schedule attached herewith:-

- i) Attested copies of mark Sheets and certificates etc.
- ii) Attested copies of Caste Certificate / PH Certificate (wherever applicable)
- iv) Affidavit on Non Judicial Stamp of Rs.10 as per format enclosed duly attested by Notary Public (Format enclosed).

A Schedule for verification of eligibility and other relevant particulars / documents of promoted Laboratory Assistants is given as under:

Sl.No. in Promotion order dated 28.9.2011	Date of schedule for Verification	Time	Venue
1 to 40	07.10.2011	11.00 AM to 1.00 P.M.	E-IV Branch, Room No.11-B, Old Secretariat, Delhi-110054.
41 to 80	10.10.2011		
81 to 140	12.10.2011		
141 to 200	13.10.2011		
201 to 280	14.10.2011		
281 to 340	17.10.2011		
341 to 380	18.10.2011		
381 to 415	19.10.2011		



All the HODs are hereby requested that promoted employees may be relived only on receipt of further orders from education Department.

This issues with the prior approval of Director of Education.



(B.D.GUPTA)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

No.DE.4(8)/23/E-IV/10-11/Vol-II 15688-737 Dated: 3/10/11

Copy forwarded to the following for information and necessary action to:-

- 1 All the Head of Departments, Govt. of NCT of Delhi.
- 2 P.S. to Pr. Secretary (Education)/P.S. to Director Education/Spl. Director of Education, Old Sectt., Delhi.
- 3 OS (IT) to upload this order in the POP-UP form on the website of the Department.



(B.D.GUPTA)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

**Format for  
Affidavit**

I. .... S/D/F/W/o .....

R/o ..... Do hereby solemnly affirm and declare as under-

1. That I am citizen of India
2. That Certificate. Documents produced by me and the copies of the same deposited by me along with the application form during the course of verification of certificate are genuine and have been issued by recognized Institute or Board and if the same are proved to be fake, false subsequently by the employer, my service shall be liable to be terminated without notice in addition to initiative of penal action as warranted.
3. That is my true and correct statement.

Deponent

**Verification**

Verified that the contents of the affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein:

Verified at New Delhi on this the .....day of .....

Deponent

**(SEAL & SIGNATURES OF NOTARY PUBLIC of Rs.10/-)**