

GOVERNMENT OF N.C.T. OF DELHI  
DIRECTORATE OF EDUCATION  
ESTABLISHMENT-IV BRANCH  
OLD SECRETARIAT: DELHI-54

DE.4(8)/23/E-IV/Lab Asstt./2012/ 2191-2250

Dated: 21/5/12

To,

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

Sub: - **Regarding inviting the names of eligible Group-D employees for preparation of Tentative Eligibility List for promotion to the post of Laboratory Assistant in Directorate of Education.**

Sir/Madam,

I am directed to inform that Directorate of Education, Govt. of N.C.T. of Delhi is considering the promotion of eligible Group-D employees of the Govt. of NCT of Delhi to the Group-C post of Laboratory Assistant in the Pay Band of Rs. 5200-20200 (Grade pay Rs. 2400/-).

You are requested to bring it to the notice of all concerned and furnish the details of all the willing and eligible Group-D employees in attached FORMAT (Hard Copy as well as soft copy in EXCEL format). The concerned official(s) should have completed 03 years service as regular employee and should possess(es) *“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”*. Further, to decide the eligibility the cutoff date is 01.01.2011.

The information in prescribed format along with separate folder for each employee containing attested copies of educational qualification (Mark sheet & Certificate), Caste Certificate, Work & Conduct Report, Vigilance Clearance Report, Integrity Certificate and first page of service book (concerned page of service book containing absorption/redeployment entry in case the employee is absorbed/redeployed in GNCT of Delhi) should reach the undersigned **by 15.6.2012 positively**. No individual application directly from employees will be entertained in any case. Further, this Directorate will be unable to entertain application(s) received after 15.6.2012 and concerned department will be responsible for not including the name of such eligible employees in tentative eligibility list.

Encl.: As above (FORMAT)

Yours faithfully,



(S.S. TOKAS)

Asstt. Director of Education (E-IV)

DE.4(8)/23/E-IV/Lab Asstt./2012/

2191-2250

Dated: 21/5/12

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. P.S. to Principal Secretary/D.E./Spl.D.E.(Admn.), Dte. of Education, Govt. of NCT of Delhi.
5. O.S. (I.T.), Dte. of Education to up load this circular on the Website in Public POP-UP.

(S.S. TOKAS)

Asstt. Director of Education (E-IV)

**FORMAT (Hard & Soft copy in Excel Sheet only)**

No	Name & Designation	Residential Address and contact number of the official	Date of Acquiring Requisite Qualification (in DD-MM-YYYY format only For Example 01-Jan-2012)	Deptt. where working	Branch/ Zone/ Circle/ Unit/ Dist where working	Date of Birth (in DD-MM-YYYY format only For Example 01-Jan-2012)	Date of Appointment. In case the employee is absorbed in GNCT of Delhi, strictly provide his/her Date of absorption/ redeployment (in DD-MM-YYYY format only For Example 01-Jan-2012)	Work & Conduct (satisfactory / not satisfactory)	Whether clear from vigilance angle (Yes/ No)	Whether integrity certified (Yes/No)	Subjects at 10 <sup>th</sup> level as per certificate	Name of Board/ University	Category (SC/ST/ PH/Gen)	Fit/ Not Fit for promotion	Remarks/ Documents required in order to be Fit for promotion.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Certified that:-

1. The above particulars in r/o above official(s) 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(s).
3. The work & conduct of above official(s) is satisfactory and integrity certified.

Dated:-

(Sign. of Head of Office)  
With Office Seal

Name \_\_\_\_\_

Address of office \_\_\_\_\_

Contact No. \_\_\_\_\_

Note:-

1. The above proforma should be in MS (Excel) format and it may be ensured that Date of Acquiring Requisite Qualification, Date of Birth and Date of Appointment, in case the employee is absorbed in GNCT of Delhi, provide his Date of absorption/ redeployment should be filled only in this pattern e.g.(Date in figure/Month in words/Year in figure) for example 01-Jan-2012.
2. Soft copy of the format invariably forwarded in C.D.