

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/2010/67-136

Dated: 10/1/13

Circular

Sub: Regarding promotion of Group 'D' employees in the Directorate of Education to the post of Laboratory Assistant.

This has reference to this office order dated 7.1.2013, vide which 579 Group 'D' employees of the departments of GNCT 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 (Whereever applicable).
- iii) Attested copies of relevant page of service Book where entry regarding Date of Appointment has been entered.
- 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 7.1.2013	Date of schedule for Verification	Time	Venue
1 to 60	15.01.2013	11.00 AM to 1.00 P.M.	E-IV Branch, Room No. 11-B, Old Secretariat, Delhi-110054.
61 to 120	16.01.2013		
121 to 170	17.01.2013		
171 to 260	18.01.2013		
261 to 320	21.01.2013		
321 to 370	22.01.2013		
371 to 420	23.01.2013		
421 to 480	24.01.2013		
481 to 525	28.01.2013		
526 to 579	29.01.2013		

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

This issues with the prior approval of Director, Education.

YJP
(YOGESH JAIN)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

No.DE.4(8)/23/E-IV/2010/67-136

Dated: 10/1/13

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

- 1 All the Head of Departments, GNCT of Delhi.
- 2 P.S. to Pr. Secretary (Education) / P.S. to Director Education / Addl. Director of Education (E-IV), Old Secretariat, Delhi.
- 3 OS (IT) to upload this order in the POP-UP form on the website of the Department.

YJP
(YOGESH JAIN)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

AFFIDAVIT

I (Name) _____

S/o Shri. _____

R/o _____ do hereby

solemnly affirm and declare as under :-

- 1 That I am a citizen of India.
- 2 That certificates and documents produced by me and the copies of the same deposited by me alongwith the application form during the course of verification of certificates are genuine and have been issued by recognized Institute or Board and if the same are proved to be fake or false, subsequently by the employer at any stage, my services shall be liable to be terminated without notice in addition to initiation of penal action as warranted.
- 3 That it is my true and correct statement.

DEPONENT

VERIFICATION

Verified at Delhi on this day i.e. _____ that the contents of this affidavit are true and correct to the best of my knowledge and belief and no part of the affidavit is false and nothing has been concealed or misstated therein.

DEPONENT

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