

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF DEPUTY DIRECTOR OF EDUCATION
DISTRICT NORTH: LUCKNOW ROAD: DELHI
ADMINISTRATION BRANCH

F.No.DDE/N/Admn./2024/ 1112-1115

Dated: 17/08/2024

Memorandum

Sub: - Regarding Original Document Verification of promoted Assistant Teacher of DOE to TGT/TGT (MIL).

In pursuance of order no. DE.3(24)/E-III/Promotion/2023/1261-68 dated- 29.07.2024 and subsequently posting Order No.DE.3(24)/E-III/ Promotion /2023 /308-313 dated 31.07.2024 issued by (E-III) w.r.t. promotion from the post of Assistant Teacher (Primary/Nursery) of MCD, DOE & Lab Assistant to the TGT/TGT(MIL) who have been allocated various schools under the jurisdiction of District-North.

The HOS concerned are also directed to ensure that all documents in original are checked and found as per Recruitment Rules. It shall be the personal responsibility of the HOS concerned to check the recognition of the University/Institution and authenticity & validity of Degree/Course during the particular period as per Recruitment Rules before verify by the district level.

The verification of documents is scheduled on **20.08.2024** from 11:00 AM to 04:00 PM in the office of Admn. Branch, Office of the Deputy Director of Education, District-North, Lucknow Road, New Delhi-110054.

Accordingly, Sh. Sooja Ram newly promoted teachers for the post of TGT Sanskrit & posted in the jurisdiction of District-North is hereby directed to report for the verification of their document on above mentioned schedule.

The list of necessary documents required at the time of documents verification as per checklist attached.

A. L. D. D.
17/8/24

Deputy Director of Education
District- North

F.No.DDE/N/Admn./2024/

Dated:/08/2024

Copy To:

1. HOS (concerned) of District-North through concerned DDE (Zone).
2. Sh. Sooja Ram (Assistant Teacher Primary, SBV Burari ID-1207009)
3. S.O. (IT) with the request to upload the same in the Public Circular.
4. Guard File.

A. L. D. D.
17/8/24

Deputy Director of Education
District- North

Check List for Document Verification of recently Promoted Asst. Teacher Primary/ Nursery to TGT from EDMC/SDMC/NDMC

| S.NO. | DOCUMENTS | PAGE NO. |
|-------|---|----------|
| 1 | Personal Detail/Verification Performa as attached | |
| 2 | Certificate regarding Educational Qualification duly attested by HOS (In Attached Performa) | |
| 3 | No RDA/ No Penalty Certificate | |
| 4 | Certificate regarding dies-non/ suspension/ break-in -service | |
| 5 | Vigilance Clearance Status Report | |
| 6 | Attested copies of other relevant documents like:- Medical Certificate(Physical Disability), Caste Certificate (as applicable) | |
| 7 | Attested copies of Educational Qualification Mark Sheets/Certificates (from Class X onwards including B.Ed. or its equivalent).(All year mark sheets) | |
| 8 | Permission letter for acquiring higher educational qualification after entering in Govt. Service (if applicable) etc. | |
| 9 | Copy of 1 st page of service book (personal details)and copy of page having entries of requisite educational qualifications (Duly attested by concerned HOS) | |
| 10 | Work and Conduct Report | |
| 11 | Integrity Certificate | |

Note:- The Concerned teacher is hereby directed to bring all the above mentioned documents in original along with attested copies at the time of verification (Except original service book).