

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
(LABOUR DEPARTMENT)
(ADMINISTRATION BRANCH)
5- SHAM NATH MARG, DELHI-54.

No.F.1/31 (96)/03/LC/Admn.

Dated:

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 the Directorate of Education, GNCT of Delhi.

I am to forward herewith a copy of letter dated 30/07/2013(copy enclosed) issued by the Assistant Director (E-IV), Dte. Of Education for the subject cited above and to request you to kindly circulate to all the Group-D employees working in your respective District Offices / Branches. The applications in r/o willing Group 'D' employees for the above said post may kindly be forwarded to this office for onward transmission to Directorate of Education, GNCT of Delhi.

(D.P. Arora)

Dy. Labour Commissioner (Admn.)

Copy to the following:-

2301

dt 07/8/2013

- 1) The Assistant Director of Education (E-IV), Dte of Education, GNCTD, Estt.-IV Branch, Room No-11-B, Old Sectt, Delhi for information.
- 2) P.A. to Secy-Cum- Labour Commissioner, Labour Department, GNCT of Delhi for information.
- 3) All JLCs /DLCs / Branch Incharges of Labour Department, GNCT, of Delhi
- 4) The Welfare Commissioner, Delhi Labour Welfare Board, Labour Department, Vikas Bhawan-II, Civil Line, Delhi-54.
- 5) Personal File/ Guard File.

System Analyst

7/8/13

Dy. Labour Commissioner (Admn.)

DIRECTORATE OF EDUCATION, OLD SECTT, DELHI
GOVT. OF NCT OF DELHI
ESTABLISHMENT-IV BRANCH

3646/12

01/8/13

No.F.DE 4(8)/(23)/E-IV/Lab.Asst./2013/ 4821-4850

Dated:- 30/7/13

To,

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

Subject : 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, GNCT of Delhi.

Sir/Madam,

I am directed to inform that Directorate of Education, Govt.of NCT 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) to the undersigned. 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 cut-off date is 01.01.2012.

The particulars 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 the case of the employee is absorbed/redeployed in GNCT of Delhi and also the concerned page of service book showing the Date of Appointment of the official), should be reached to the undersigned by 30.08.2013 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 30.08.2013 and concerned department will be responsible for not including the name of such eligible employees in tentative eligibility list. It is reiterated that only the names of eligible group-D employees who are in the possession of necessary essential qualification as on 01.01.2012 may be sent to this office.

Yours faithfully,

Yogesh Jain

(YOGESH JAIN)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

Encl.As above.

No.F.DE 4(8)/(23)/E-IV/Lab.Asst./2013/ 4821-4850

Dated:- 30/7/13

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.)/Addl.D.E.(E-IV), 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.

Yogesh Jain

(YOGESH JAIN)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)



FORMAT (Hard & Soft copy in Excel Sheet only)

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/ Distt 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 th 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: -

- 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.
- No vigilance/disciplinary case is pending or being contemplated against the above named official(s).
- 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: -

- 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.
- Soft copy of the format invariably forwarded in C.D.

MP