

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
1, Pt. RAVI SHANKER SHUKLA LANE, K.G. MARG, NEW DELHI-110001

F.No.9(9)/Admn./Misc/WCD/2017/III/ 43621-622 Dated:

09 JAN 2018


CIRCULAR

Sub:- Regarding inviting the names of eligible Group-D (Now Group-C) employees for preparation of Tentative Eligibility List for promotion to the post of Laboratory Assistant on Adhoc basis in the Directorate of Education, Govt. of NCT of Delhi.

Please find enclosed herewith letter No. DE.4(8)/23/E-IV/Lab.Asstt./2017/308-410 dated 03.01.2018 received from Assistant Director Education, Establishment-IV Branch, Directorate of Education, Old Secretariat, GNCTD, on the subject cited above.

In this regard, all the DDOs/HOOs are hereby requested to furnish the requisite information/documents of the eligible Group-D (Now Group-C) employees for processing the matter so that further necessary action can be initiated at the earliest. The information should reach within 7 days of issue of the circular.

Encl: 04 Pages.


(D. K. Ahlawat)
S.O (Admn.)

To,


All the concerned DDOs/HOOs of the Headquarter/District Offices/Homes/Institutions/ICDS Projects, DWCD.

F.No.9(9)/Admn./Misc/WCD/2017/III/ 43621-622

Dated: 09 JAN 2018

Copy to:-

1. Asstt. Programmer, WCD (HQ) for uploading on website.


(D. K. Ahlawat)
S.O (Admn.)

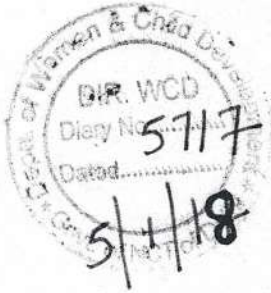
Dairy No. 4578
Date 8/1/18
Spl. Dir. (WCD)
GNCT/DWCD

**GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION**

ESTABLISHMENT -IV BRANCH, OLD SECRETARIAT, DELHI

No.: DE.4(8)/(23)/E-IV/Lab.Asstt./2017/308-4/0

Dated : 03-01-18



To,

All the HOD of Department,
Govt of NCT of Delhi
Delhi/New Delhi

Subject: Regarding inviting the names of eligible Group-D (Now Group-C) employees for preparation of Tentative Eligibility List for promotion to the post of Laboratory Assistant on Adhoc basis in the 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 (Now Group-C) of Govt of NCT of Delhi to the Group-C post of Laboratory Assistant on adhoc basis in the Level-4 (Pre-revised PB-1 + grade pay Rs 2400).

You are requested to bring it to the notice of all the concerned and furnish the details of all the **willing** and eligible Group-D Employees (Now Group-C) **appointed on or before 31.12.2002 (No bar of such date for Physically Handicapped candidates)** in the 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 & Chemistry with Practical or Physics, Chemistry & Biology with Practical)**. Further cut-off date for acquiring required educational qualification is **01.01.2016**.

The particulars in a prescribed format along with separate folder for each employee containing the following, should reach this office on before **22.01.2018** positively.

- (i) Attested copies of Educational Qualification (Mark Sheet & Certificate)
- (ii) Attested copies of SC/ST & PH Certificate.
- (iii) Work & Conduct Report, Vigilance Clearance Report & Integrity Certificate.
- (iv) First page of service book showing the Name, DOB, Caste (Category) etc of employee.
- (v) Concerned page of service book containing the entry of 'Date of absorption/redeployment', in case of the employee is absorbed/redeployed in GCT of Delhi
- (vi) The concerned page of service book containing the entry of "Date of Appointment" and "educational qualification" of the official clearly.
- (vii) An undertaking of Willingness in the prescribed format from the concerned official duly certified by the forwarding officer.

4773/2017A
8/1/18

Sm

Spl. Dir.
(Admin)

DD (Admin)
DD (Tech.)

8/1/18

09/01/18

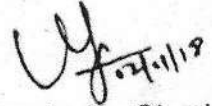
Dr. Praveen Jey

It is brought to the notice that as per Gazette Notification dated 29.07.2013 issued by Ministry of Social Justice and empowerment Visually Handicapped / Disabled person is not suitable for the post of Laboratory Assistant.

Promotion will be on ad-hoc basis and strictly on terms & conditions mentioned in OM No.F.16(3)(e)/DSSSB/2017-S-III/5239 of Services Department issued vide dated 30.11.2017.

The officials who initially refused promotion is not eligible to apply as per OM No. 5/1/2008-CS-1(s) dated 08.04.2011 issued by DOPT, Govt of India.

No individual application directly from employee(s) will be entertained in any case. Further this Directorate will be unable to entertain applications(s) received after 22.01.2018. It is again reiterated that only the names of eligible & willing officials may be sent to this office.



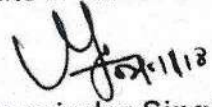
(Manvinder Singh)

ASSISTANT DIRECTOR EDUCATION (E-IV)

No.: DE.4(8)/(23)/E-IV/Lab.Asstt./2017/ 308-410

Dated : 03-01-18

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/DE/SplDE(Admn)/Addl DE(Admn), Dte of Education, Govt. of NCT of Delhi.
5. O.S.(IT), Dte. of Education to up-load this circular on the Website in Public POP-UP.



(Manvinder Singh)

ASSISTANT DIRECTOR EDUCATION (E-IV)

FORMAT (Hard & soft copy[in CD] in Excel sheet only)

Sl 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-1980)	Deptt. where working	Branch/ Zone/ Circle / Unit/ Distt. where working.	Date of Birth (in DD-MM-YYYY format only For Example 01-Jan-1980)	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-1980)	Whether Work & Conduct (Satisfactory) OR Not Satisfactory	Whether integrity certified (Yes or No)	Whether clear from Vigilance Angle (Yes or No)	Subjects at 10th Level as per certificate	Board / University	SC/ST/ PH/ GEN	Fir or unfit for promotion	Remarks
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/have been verified & checked from Service Book/record and is correct to the best of my knowledge.
2. No vigilance case/disciplinary proceedings is pending or being contemplated against the above named official(s). Certificate is enclosed.
3. The work & conduct of above official(s) is/are satisfactory and integrity certified. Certificates are attached.
4. The employee(s) concerned possess(s) essential qualification especially "Science with practical" at 10th level/in matriculation as per Recruitment Rules of the post of Laboratory Assistant.

(Signature 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 Appointment, Date of Appointment in case the employee is absorbed in GNCT of Delhi, provide his Date of absorption/re-deployment, should be filled only in this pattern i.e. (Date in figure/Month in words/Year in figure) for example 01-Jan-1980.
2. Soft copy of the format may invariably be forwarded in C.D.
3. Hard copy must be signed with office seal.

Terms /Instructions

- The Directorate of Education reserves the right to post promoted officials in any Govt. school of Dte. of Education where vacancy exists.
- The official once posted on promotion will have a lock-in period of 2 year in that school and no application of request for transfer will be entertained.

Undertaking of willingness for promotion to the post of Laboratory Assistant

I, _____ (name of employee), _____
(designation) has read & agreed with the above terms/instructions. I, hereby give my willingness for promotion to the post of Laboratory Assistant and give my consent to forward my name and other relevant particulars to the Dte. of Education.

Signature of Employee _____

Name _____

Designation _____

Certified that the official has given consent & willingness and signed in-front of me

Signature & seal of office
With name of forwarding Officer..