

**GOVERNMENT OF NCT OF DELHI**  
**Directorate of Education**  
**Establishment - I, Old Secretariat, Civil Lines**  
**Near Vidhan Sabha Metro Station, New Delhi, Delhi, Pincode - 110054**

No.F.F.DE.1(49)/376/E-I/Legal Assistant/2020/ 12259-60

Dated:  
12.10.2021

**MEMORANDUM**

Sub: Offer of appointment to the post of **Legal Assistant** under the Post Code: **83/17**.

In pursuance of DSSSB Result Notice No. 1234 dated - 16.09.2021 of the post code mentioned above in the subject matter. Sh./Smt./Km. **RAKESH KUMAR (DoB - 12.08.1988), (Roll No. 3880001169)** a nominee of the Delhi Subordinate Service Selection Board (DSSSB) is hereby given an offer to a temporary post of **Legal Assistant** in the pay scale of Rs. **9300-34800**, Grade Pay - **4200/-** (Pre-revised) plus usual allowances as admissible under the rules. This appointment is subject to the following terms and conditions:-

1. That this offer of appointment is subject to successful verification of the following original documents in respect of educational qualification, age, category and other necessary documents:-
  - a. Date of Birth.
  - b. Educational Qualification, NOC etc.
  - c. Category, Status, Caste/Tribe Certificate.During the verification or at any later stage/period of service, if any discrepancy is found, this offer of appointment shall stand cancelled without assigning any reason.
2. That this offer of appointment is **purely on temporary basis** and the candidate will be on Probation for a period of two years which can further be extended at the discretion of the Appointing Authority. The appointment is likely to be made regular only on successful completion of probation.
3. That the appointment will be further subject to his/her being declared medically fit by the Competent Authority and the verification of his/her character and antecedents and all other essential qualifications.
4. That if he/she is found ineligible for the said post in accordance with its Recruitment Rules framed by the department, even after the issue of this offer of appointment, the same will stand withdrawn without any notice.
5. That he/she will have to produce the original certificate regarding his/her belonging to SC/ST/OBC and physically handicapped wherever applicable for any claim in respect of age relaxation, before the Appointing Authority.
6. That the appointment shall be subject to the general orders and terms and conditions made/issued by the Administrator of NCT of Delhi.
7. That the appointee is liable to be posted in any school run by Directorate of Education, Govt. of National Capital Territory of Delhi.
8. That he/she will also produce original testimonials in support of his/her education, academic and technical qualifications that render him/her qualified for appointment on the said post at the time of formal appointment.
9. That appointment may be terminated at any time by giving one month's notice from either side viz the appointee or the Appointing Authority, without assigning any reason. The Appointing Authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of stipulated period of notice by making payment to him/her a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereto.
10. That the appointment is provisional and is subject to the caste certificate being verified through the proper channels. If the verification reveals that the claim of the candidate for belonging to Other Backward Classes/Scheduled Caste/Scheduled Tribe as the case may be or for not belonging to Creamy Layer in Other Backward Class is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificate (As per DOPT OM No. 36033/4/97-Estt (Res) dated 25 July 2003).
11. That the appointment will be further subject to:
  - a. Submission of declaration in the form enclosed and in the event of his/her having more than one living wife/husband his/her appointment will be subject to his/her exemption from the enforcement of the rules in this regard.
  - b. Taking oath of allegiance of faithfulness of the constitution of India or making a solemn affirmation to the effect in the enclosed performa.
12. That he/she will submit an undertaking to the effect that he/she has not been debarred by any Board/University/Commission in any examination.
13. That if at any stage, it is found that any information/declaration and submission given by the candidate is false and any information has been concealed/misrepresented, the appointment will be terminated and he/she will be liable to be proceeded against in the manner deemed fit.
14. That he/she shall file an **self declaration** to the effect that the certificates/documents produced by him/her and the copies of the same deposited by him/her with the application form and during the course of verification of certificates/documents by the Board/Department are genuine and are issued by the recognized Institute/Board/University as the case may be and if the same are found to be fake/false subsequently by the employer, his/her service shall be liable to be terminated without any notice, in addition to penal action as warranted by appropriate authority.
15. That inter-se seniority of the candidate will be determined in accordance with his/her position in the merit list of the DSSSB irrespective of the district/schools to which a person may be allocated or his/her transfer postings within the department.
16. That this is only an offer and does not entitle him/her for appointment, subject to the conditions mentioned herein on the said post.
17. That no TA/DA will be admissible to him/her for joining the said post or for production of documents and medical examination etc.

18. In case of OBC candidate, the appointment will be subject to outcome of OBC certificate clarification.

19. That in case Sh./Smt./Km **RAKESH KUMAR (DoB - 12.08.1988), (Roll No. 3880001169)** is willing to accept this offer on the above terms and conditions he/she should appear in person at **E-I Branch, Directorate of Education, Old Secretariat, Delhi-110054 within 21 days** along with following documents to enable this office to complete the necessary formalities:-

- a. Four current passport size photographs.
- b. **Self declaration** as per instructions No. 14.
- c. Form of acceptance of offer of appointment, oath of allegiance for Indian National duly filled in and signed by the candidate.
- d. All education/technical qualification certificates/Degrees, Mark sheets and caste/category certificates in original along with their one set of clear photocopy (**both side**) duly self attested.
- e. The candidate has to produce **NCTE** (National Council for Teacher Education) recognition certificate of the institute/College/University by which the candidate completed his/her BPEd degree course/BEIEd/DEd (applicable for PET, Asst. Teacher(primary) and Asst. teacher(Nursery) as the case may be).
- f. Valid Non-creamy Layer status certificate from the competent authority (in case of OBC category candidate).
- g. No Objection Certificate from Competent Authority / HOD in r/o DCF Candidates.

**In case he/she does not appear in person or no reply is received in this office within one month from the date of issue of this offer letter, cancellation proceedings would be initiated without any further reference to the candidate.**


**Note:**

1. Candidate is required to download (i) Form of acceptance of offer of appointment (ii) Undertaking for not been debarred (iii) Declaration & Oath of allegiance (iv) Undertaking/Form (v) Undertaking for OBC candidate (vi) Employee information (vii) Undertaking that I am the same person from the department's website- i.e. [www.edudel.nic.in](http://www.edudel.nic.in) in sub-link 'Recruitment'. These forms should be duly filled up and have to be submitted at the time of verification.
2. Subsequent to physical verification of all documents which are completed in all respects and receipt of medical examination, the candidate is required to check regularly the official website of Directorate of Education i.e. [www.edudel.nic.in](http://www.edudel.nic.in) for further appointment/ posting order(s) etc.
3. Further, attention of the candidate is drawn towards OM No. 9/23/71-Estt. (D), dated 06/06/1978, OM. No. 35016/2/93-Estt.(D) dated 09/08/1995 and OM. No. 1259494-Estt.(D) dated 09/08/2017, as available on the website of DoPT i.e. [www.DoPT.nic.in](http://www.DoPT.nic.in), on the issue of lapse of offer of appointment automatically, if the candidate do not join within specified period
4. In the event of the date on which the candidate has been called for verification of documents, being a Gazetted holiday is in force on that day, then the candidate should appear for verification on the immediate next working day.
5. Candidates are required to download the attestation form (pages 1 to 6) from Recruitment Rule (RR) Link as available on the official website of department i.e. [www.edudel.nic.in](http://www.edudel.nic.in). Duly filled up attestation form (**in triplicate**) are to be submitted at the time of documents verification.

To

**RAKESH KUMAR  
HOUSE NO.-312, BLOCK-C1, PALAM VIHAR, DISTRICT-  
GURUGRAM, STATE-HARYANA**

Copy to:- The System Analyst with the request to upload in public circular domain.

  
(Section Officer)

**RAKESH KUMAR  
V.P.O.-JATHERI,  
DISTRICT-  
SONEPAT,  
STATE-  
HARYANA Pinco  
de-131029**