

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(Govt. of N.C.T. OF DELHI)
MAHARANAPRATAP ISBT BUILDING, KASHIMERE GATE
DELHI-110006

F.9(9)/Admn./Misc./WCD/2017/ 16142-43

Dated: 18 JAN 2021

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.(Promotion)/2020/113-117 dated 06.01.2021 of Assistant Director Education, Establishment IV Branch, Directorate of Education, Old Secretariat, GNCTD, on the subject cited above.

In this context, all the DDOs/HOOs are hereby requested to furnish the requisite information/documents of all the willing & eligible Group-D (Now Group-C) employees, DWCD for onward submission to Directorate of Education, GNCTD. The information/documents should reach in Admn. branch within 5 days of issue of this circular.

Encl: 04 pages

(Ravindra Kumar Meena)
Section Officer(Admn.)

To,

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

F.9(9)/Admn./Misc./WCD/2017/ 16142-43

Dated: 18 JAN 2021

1. System Analyst, WCD(HQ) for uploading on website.

(Ravindra Kumar Meena)
Section Officer(Admn.)

GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION
ESTABLISHMENT - IV BRANCH, OLD SECRETARIAT, DELHI
Website: <http://www.edudel.nic.in>

No. DE-4 (8) (23)/E-IV/Lab. Assd (Promotion) 2020/13-117 Dated: 06/01/2021

CIRCULAR

To,

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

Subject: 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-regarding.

Sir/Madam,

I am directed to inform you that Directorate of Education, Govt. of NCT of Delhi is considering the promotion (on ad-hoc basis) 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 Pay Level-4 (Pre-revised PB-1 + grade pay Rs 2400).

In this context, you are requested to bring it to the notice of all the concerned to furnish the details of all the willing and eligible Group-D Employees (Now Group-C) appointed on or before 31/12/2015 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 on 31/12/2018 and should possess (es) **"Matriculation 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 31/12/2018.**

The particulars in a prescribed format along with separate folder for each employee containing the following documents should reach this office on before 01/02/2021 positively.

- (i) Attested copies of Educational Qualification (Mark Sheet & Certificate)
- (ii) Attested copies of SC/ST & PH Certificate, if applicable.
- (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 GNCT 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 HOO Branch Incharge.

Further, it is brought to your notice that:

- a) Promotion will be on **ad-hoc basis**, since the matter of promotion is sub-judice in the Hon'ble Supreme Court of India. (Union of India Vs All India Equality forum/SLP © No. 031288-2017 & Jarnail Singh VS Lachhmi Narain Gupta SLP © No. 030621/2011)
- b) Department may forward willingness and an undertaking of the concerned official in the prescribed format along-with other service particulars.

- c) 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.
- d) The officials who were promoted to the post of Laboratory Assistant and further repatriated to his/her previous post in previous department on his/her request is not eligible for again promotion to the post of Laboratory Assistant as per circular No.DE.4(8)/23/E-IV/Lab.Asstt./2012/Pt.-III/3038-53 dated 02.08.2017 issued by Directorate of Education, GNCTD.
- e) No individual application from any employee(s) will be entertained directly, in any case.

This Directorate will not entertain any applications received after 01/02/2021. No weightage will be given to previous panels.

It is advised that kindly get in touch with the Directorate of Education website (<http://www.edudel.nic.in/>) for timely information in this matter.

This issues with the prior approval of the Director (Education), Govt. of NCT of Delhi.

 6.1.21

Encl: As above

ASST. DIRECTOR OF EDUCATION (E-IV)

No.: DE.4 (8)/(23)/E-IV/Lab.Asstt.(Promotion) /2020/113-114 Dated : 06 /01 /2021

Copy to :

1. P.S. to Director (Education), Old Sectt., Delhi.
2. PA to JD, (Admn.) Old Sectt., Delhi.
3. All RDE/DDE Directorate of Education.
4. OS (IT) to upload this order on the website of the Department in Public Circular.

 6.1.21

ASST. DIRECTOR OF EDUCATION (E-IV)

FORMAT (Hard & soft copy 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-2014)	Department where working	Branch/Zone/Circle/Unit/District where working	Date of Birth (in DD-MM-YYYY format only For Example 01-Jan-2014)	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-2017)	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/S T/PH/ GEN	Fit 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 certificates are attached
4. The employee(s) concerned possess(es) essential qualification especially 'Science with practical' at 10th level / 12th levels 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 Absorption/Redeployment, should be filed only in this pattern i.e. (Date in figure/Month in words/Year in figure) for example 01-Jan-2017
2. Soft copy of the format may invariably be forwarded in C.D/pen drive

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 HOO/Branch Incharge