

MOST URGENT/OUT TODAY

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54**

F.1(19)/GA/DC/HQ/2023/581

Dated:-

23/03/2023

To,

The SDM-HQ (Admn.),
All DMs office,
Revenue Department,
Govt. of N.C.T of Delhi.

Sub: 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 in the Directorate of Education, GNCT of Delhi for the year 2021 & 2022-regarding.

Sir/Madam,

Please find enclosed herewith a copy of letter no. DE.4/ 8/ 23/ E-IV/ Lab.Asstt. (Promotion)/ 2022/ 341-350 dated 14/03/2023 (Copy Enclosed) received from Directorate of Education, Govt. of N.C.T of Delhi on the above cited subject vide which they have informed that Directorate of Education, Govt. of N.C.T of Delhi is considering the promotion of eligible Group-D employees (Now Group-C) of Govt. of N.C.T of Delhi to Group-C Post of Laboratory Assistant in the Pay Level-04 (Pre-revised PB-1, Grade Pay-2400) on regular basis for the year 2021 & 2022.

In this context, All SDM(HQ) / Head of office (All Districts offices), are requested to bring it to the notice of all concerned officials to furnish the details of all the willing and eligible Group-D (Now Group-C) appointed on or before 31/12/2017 in the attached format (Hard Copy as well as soft copy in Excel Format).

All prescribed format along with the separate folder for each employee containing the required mentioned documents in the letter should reach this office by 10/04/2023 positively for onward submission to Dte. of Education.

Encl:- As above.

(Sharad Kumar)

Sub Divisional Magistrate-III (HQ)

F.1(19)/GA/DC/HQ/2023/581

Copy to:-

Dated:-

23/03/2023

1. All Branch-in-Charge, Revenue (HQ), for information and necessary action please.

2. System Analyst, with the request to upload the Circular on the Department's website.

(Sharad Kumar)

Sub Divisional Magistrate-III (HQ)

Most Urgent

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.Assst.(Promotion)/2022/34)-350

Dated : 14/3/2023

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 in the Directorate of Education, GNCT of Delhi for the year 2021 & 2022-regarding.

Sir/Madam,

I am directed to inform you 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 in the Pay Level-4 (Pre-revised PB-1 + grade pay Rs 2400) on regular basis for the year 2021 & 2022.

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 31/12/2017 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 31/12/2020 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 31/12/2020.

The particulars in a prescribed format along with separate folder for each employee containing the following documents should reach this office on before **15/04/2023** 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.

Page 1 of 3

Gen. Admn. Branch
Diary No. 2/117
Date 20/3/23

20.03.23
CO(GA) 2/20/03/23
A. C. ...
DA (M.T.S.)

Further, it is brought to your notice that:

- a) Department may forward willingness and an undertaking of the concerned official in the prescribed format along-with other service particulars.
- b) 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.
- c) 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.
- d) No individual application from any employee(s) will be entertained directly, in any case.

This Directorate will not entertain any applications received after 15/04/2023. No weightage will be given to previous panel/s.

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.

Encl: As above

DEPUTY DIRECTOR OF EDUCATION (E-IV)

No.: DE.4/8/23/E-IV/Lab.Asstt.(Promotion)/2022/341-350

Dated : 14/3/2023

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.

DEPUTY DIRECTOR OF EDUCATION (E-IV)

Terms /Instructions

- The Directorate of Education reserves the right to post promoted officials in any Govt. school of Directorate 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

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

Sl No	Name	Residential Address and contact number of the official	Date of acquiring requisite qualification (in DD-MM-YYYY format only For Example 01-Jan-1980)	Dept. where working	Branch/ Zone/ Circle/ Unit/ Dist. 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/HH/ OEN	Fit or unfit for promo (Yes or No)	Remarks
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/have been verified & checked from Service Book/record and is correct to the best of my knowledge.
- No major case/disciplinary proceedings is pending or being contemplated against the above named official(s). Certificate is enclosed.
- The work & conduct of above official(s) is/sare satisfactory and integrity certified. Certificates are attached.
- The employee(s) concerned possess(es) 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 :**
- 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.
 - Soft copy of the format may invariably be forwarded in C.D.
 - Hard copy must be signed with office seal.