

GOVT. OF NCT OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAM PURA, DELHI - 110034
(E-1 BRANCH)



F.I/1306/TA/E-1/TE/AD/ 1734-1739

MEMORANDUM

Dated 02/06/22

Sub: Offer of appointment to the post of **TECHNICAL ASSISTANT (MODERN OFFICE PRACTICE) ENGLISH** under the Post Code - 110/20.

Mr./Mrs./Ms. **Palak Gupta** a nominee of the DSSSB is hereby offered a post of **TECHNICAL ASSISTANT (MODERN OFFICE PRACTICE) ENGLISH** in the pre-revised Pay Band 5200-20200 having Grade Pay of 2400/- (Revised in Pay Matrix Level - 4) plus usual allowances as admissible under the Rules.

His/her appointment is subject to the following terms and conditions:-

1. The appointment will be made on probation for a period of two years subject to verification of candidates' eligibility in all respect like educational qualification, category status and date of birth as furnished in the application. The appointment may be terminated at any time by one months' notice given by either side viz. the appointee or the Appointing Authority, without assigning any reason thereof.
2. The appointment will be subject to medical fitness and verification of character and antecedents and verification of caste certificates.
3. The candidate shall have to produce the original certificate regarding date of birth, educational qualification etc (including certificate belonging to Schedule Caste/Schedule Tribe/OBC/PH/Sports quota/Ex-Service etc. Wherever applicable before the Appointing Authority).
4. Submission of declaration of marital status and in the event of his/her having more than one living wife/husband, his/her appointment will be subject to being exempted from the enforcement of rule in the behalf.
5. Upper age limit of the candidate is to be reckoned with reference to the crucial date specified in the notice of the examination as per rules and not with reference to the date which he/she joins service.
6. The appointment is provisional and subject to the community certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to other backward classed or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and with prejudice to such further action as may be taken under the provision of Indian Penal Code for production of false certificates.
7. Posting as **Technical Assistant (Modern Office Practice), English** can be made under any Institute of Technology under DTTE or DSEU Campus in Delhi/New Delhi.
8. The appointment is subject to outcome of any relevant court case in the NCT of Delhi.
9. 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 offer of appointment the same will stand withdrawn without any prior notice.
10. This is only an offer and does not entitle him/her for appointment subject to the conditions mentioned herein on the said post.
11. The appointment of recommended candidate will be subject to his biometric verification.
12. Other condition of the service will be governed by the relevant rules and regulation in force from time to time.

In case, **Palak Gupta** is willing to accept the offer on the above terms and conditions, he/she may please indicate his/her acceptance within 21 days time from the date of issue of the offer of appointment in person before the undersigned at **Room 106, Establishment - I Branch, DTTE (HQ), Muni Maya Ram Marg, Pitam Pura, Delhi-110034**, along with 5 Passport Size photographs to enable this office to issue necessary letter for his/her medical examination by the Medical Superintendent/Staff Physician. In case, no reply is received within 21 days from the issue of this original offer of appointment, the offer of appointment would lapse automatically.

This issue with the approval of Competent Authority.

(Harnamo Ram)

Head of Office/Deputy Director (E-1)

Mr./Ms. **Palak Gupta**

R/o D-3/13 A, STREET NO. 9, MAHAVIR ENCLAVE, NEW DELHI Pincode-110045

Mobile No.: 9990323433

Email: palakgupta3434@gmail.com

F.I/1306/TA/E-1/TE/AD/ 1734-1739

Dated 02/06/22

Copy forwarded for information and necessary action to the following:-

1. PS to Director, TTE
2. Registrar, DSEU, Sector-9, Dwarka, New Delhi-110077
3. System Analyst, DTTE (HQ) with request to upload this on the departmental website.
4. The Section Officer(P&P), DSSSB, FC-18, Institutional Area, Karkardooma, Delhi-110092 with reference to letter No. F.I(299)/DSSSB/P&P/2015/586 dated 05.05.2022 dated 09.05.2022
5. Dossier of the candidate.

(Harnamo Ram)

Head of Office/Deputy Director (E-1)

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