

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION,
MUNI MAYARAM MARG, PITAMPURA, DELHI-110088.
ESTABLISHMENT-IV (Phone No: 011-27322927).**

No: F.3 (38)/2013/TTE/E-IV/Lab Asst./Vol-III/033802011/1817-22 Dated: 20/05/2025

To

The Controller, BTE, Principals/
Head of the Institutions of,
all ITIs/BTC Pusa, IBBS (CSI),
Dy. App. Adviser and all Branch In-charges of
Department of Training & Technical Education,
Govt. of NCT of Delhi, Pitampura, 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 2023 & 2024 (including carry forwarded vacancies)-reg.

Sir/Madam.

This is with reference to Directorate of Education, GNCTD circulars dated 03.10.2024 and 28.04.2025 on the above cited subject. In this regard, I am directed to forward here with a copy of above mentioned circulars issued by Directorate of Education, Govt. of NCT of Delhi, with the request to same may be brought to the notice of all concerned Group-C (erstwhile Group-D) officials working under your control.

You are requested to provide particulars in enclosed formats and furnish details as prescribed in circular/letter dated 03.10.2024 issued by Directorate of Education, GNCTD to this office by 22.05.2025.

This issues with the approval of Competent Authority.

Encl: As above.


(C.SRI RAMAN)
SECTION OFFICER (ADMN.)

No: F.3 (38)/2013/TTE/E-IV/Lab Asst./Vol-III/033802011/1817-22 Dated: 20/05/2025

Copy to the:

1. PS to Secretary, DTTE
2. PS to Director, DTTE.
3. Joint Director (Planning), DTTE
4. All Dy. Directors, DTTE
5. System Analyst, DTTE with request to upload this letter along with enclosures on the Departmental website of this Department.


(C.SRI RAMAN)
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.Asstt.(Promotion)/2023-24/248-302 Dated 28/04/2025

To,

All Head of Departments (through public circular)
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 2023 & 2024 (including carry forwarded vacancies)-regarding.

Sir/Madam,

Please refer to the circular/letter of even number dated 03/10/2024 and subsequent letter dated 20.11.2024, 11.12.2024 whereby applications were invited from the eligible Group-D employees (now Group-C) of Govt of NCT of Delhi to the post of Laboratory Assistant in the level-4 (Pre-Revised PB-1+ Grade Pay Rs2400), which should reach this office on or before 02/12/2024. Now as per the direction, it is to inform you that the Competent Authority has decided to extend the closing date of application upto 31/05/2025 till 5:00 PM.

Rest of the instructions/Directions in the circular/letter dated 03/10/2024 will remain the same.

You are requested to bring it to the notice of all the concerned.

This issues with the prior approval of the Competent Authority.

278/DD/A
13/5/25

1241/E-IV
13/5/25

13/5/25

SO (CA)

PARVEEN KUMAR
Section Officer (E-IV)
Directorate of Education
Section Officer (E-IV) of Delhi
Old Secretariat, Delhi-110054

No.: DE.4/8/23/E-IV/Lab.Asstt.(Promotion)/2023-24/248-302 Dated 28/04/2025

Copy for information to: -

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

13/5/25

Section Officer (E-IV)
PARVEEN KUMAR
Section Officer (E-IV)
Directorate of Education
GNCT of Delhi

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.Asstt.(Promotion)/2023-24/1002-1005 Dated : 03/10/2024

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 2023 & 2024 (including carry forwarded vacancies) regarding.

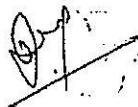
Sir/Madam,

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 2023 & 2024.

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 31/12/2019 in the attached FORMAT (in hard copy) to the undersigned. The concerned official(s) should have completed 03 years service as regular employee on 31/12/2022 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 31/12/2022.

The particulars in a prescribed format along with separate folder for each employee containing the following documents should reach this office on before 30/10/2024 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.



7/c
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 30/10/2024. 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 prior approval of the Competent Authority.

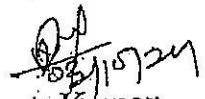
Encl: As above


Arun Kumar
Section Officer (E-IV)

No.: DE.4/8/23/E-IV/Lab.Asstt.(Promotion)/2023-24/1002-1005 Dated : 03/10/2024

Copy for information to:

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


Arun Kumar
Section Officer (E-IV)

6/c

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 (In Hard Copy)

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)	Department 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/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 certified. Certificates are attached.
4. The employee(s) concerned possess(es) essential qualification especially "Science with practical" at 10th level/in matriculation as per Recruitment Rule of the post of Laboratory Assistant.

(Signature of Head of Office)

With office seal

Name :

Address of office :

Contact No.:

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 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. Hard copy must be signed with office seal.