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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-III)
5TH LEVEL, 'B' WING, DELHI SECRETARIAT
I. P. ESTATE, NEW DELHI-110002.**

F.No.14(1)/1/CL-IV/ELIGIBILITY/2025/S-III/1258

Date: 26/08/25

To

The Heads of all Departments,
Government of N.C.T. of Delhi,
Delhi/New Delhi.

Sub: Inclusion of name in the eligibility list of regular Class-IV employees working in various department of GNCTD who had been appointed w.e.f. 01.01.2021 to 31.12.2024 and having matriculation or equivalent from recognized Board/Institution.

Sir,

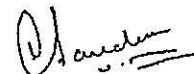
I am directed to inform that this department is in process of preparing eligibility list of regular Class-IV/Group-C (Erst. Group-D) employee working in various department of GNCT of Delhi who had been appointed w.e.f. 01.01.2021 to 31.12.2024 and having educational qualification at least matriculation or equivalent from recognized Board/Institution for the promotion to the post of Grade-IV (DASS)/Junior Assistant.

It is, therefore, requested to kindly forward the names of those Class-IV/Group-C (Erst. Group-D) officials who had been appointed w.e.f. 01.01.2021 to 31.12.2024, in the prescribed proforma as per Annexure-I & II enclosed herewith duly filled in and verified from Head of Department along with attested copies of educational qualifications and certificate of category (SC/ST/OBC/PWD). If no officials in eligible the same may be informed to Services Department. If names of any eligible Class-IV/Group-C (Erst. Group-D) officials are not furnished to this department, the onus of not including their names in the eligibility list will be that of the concerned department.

The names along with duly verified particulars in Annexure-I & II may be furnished to this department latest by 30.09.2025.

Encl: As above

Yours faithfully,



**(RAJESH SACHDEVA)
DY. SECRETARY (SERVICES)**

ANNEXURE -I

NAME OF THE DEPARTMENT

LIST OF CLASS-IV EMPLOYEES (In the order of date of appointment)

S.NO.	Name, Designation & Grade Pay of initial appointment	Education Qualification (Please indicate matrix with science or without science)	Date of Birth	Date since when continuously holding the post of Class-IV in the prescribed pay scale	Date of appointment as Class-IV on Regular basis	Whether the appointment was made by the SSB/Selection Committee	Date of confirmation (if any)	Whether SC/ST/OBC/PH (OH/VH/HH)	MACP Granted (Yes/No), Date of granting MACP & Pay Level/Grade Pay after MACP	Present Position and Grade Pay of Official	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

It is certified that the above particulars have been checked and verified from Service Book and other Service Record.

Signature of HOO/HOD
NAME & STAMP

NOTE :- KINDLY ENCLOSE DULY ATTESTED COPY OF EDUCATION QUALIFICATION (CERTIFICATE ISSUED BY BOARD/UNIVERSITY) AND CATEGORY CERTIFICATE (SC/ST/OBC/PWD)

PROFROMA

1. Name of the official
2. Educational Qualification
(Please indicate Matric with Science
Or without Science and attach duly attested
Copy of certificate)
3. Date of Birth
4. Post of Initial Appointment in Class-IV
5. Pay Level/ Grade Pay of Initial Appointment in Class-IV
6. Date since when continuously holding
the post of Class-IV in the prescribed
pay level
7. Whether appointment was made by SSB/
Selection Committee /re-deployed
8. Date of appointment as Class-IV employee on
regular basis (In case re-deployed mentioned
date of re-deployment)
9. Date of confirmation in the grade, if any
(Do not indicate date of Q.P. here)
10. Office/Department where working
11. Whether SC/ST/OBC/PH(OH/VH/HH)
(Specify category and attach duly attested
Copy of certificate)
12. Whether MACP granted (Yes/No)
 - i. Date of Granting MACP
 - ii. Pay Level/ Grade Pay after MACP
13. Whether official is promoted from
initial post of appointment (Yes/No)
14. Present Post held by official
15. Present Pay Level/ Grade Pay of official
16. Residential Address
17. Contact No.
18. Remarks

(Signature of the official)

Certified that the particulars as mentioned above have been checked and verified from the Service Book and other service record.

(Signature of Head of Office/Head of the Department)
(With Seal)