

GOVERNMENT OF NCT OF DELHI  
**DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION**  
MUNI MAYA RAM MARG, PITAM PURA, DELHI-110034  
{E-II BRANCH}

e. File No.: DTTE-D025(12)/1/2025-E-II-DTTE/ 1708

Dated: 17.09.2025

To

The Principal/Vice Principal/HOO,  
All Industrial Training Institutes & Branches of DTTE(HQ)  
Delhi New Delhi

**Subject: Filling up the post of Craft Instructors in the pay level 6 (Rs. 9300-34800 with GP Rs. 4200/-) by promotion of Workshop Attendants working in the pay level 2 (Rs. 5200-20200 with GP Rs. 1900/-) of "Training wing" under the promotion quota.**

Sir/Madam,

This Department is initiating the process to fill up the vacant posts under the promotion quota of Craft Instructors in the pay level-6(Rs. 9300-34800 with GP Rs. 4200/-) by promotion of Workshop Attendants working in Pay Level-2 (Rs. 5200-20200 with Gp Rs.1900/-) of "Training Wing" DTTE.

Therefore, it is requested to submit the following information in the enclosed proforma, in respect of the eligible WSA (upto 31.10.2025 and as per the Recruitment Rules 2016 copy enclosed) of your institute/branch to this office/undersigned within a week time from the date of receipt of this letter and Principals/Vice-Principals (HOO) is to ensure that no eligible candidate is left out.

1. Work & Conduct and integrity report
2. Vigilance report at the institute level
3. Caste certificate in respect of the concerned officials, if applicable {(attested by Principal/Vice Principal (HOO))}
4. Copies of Academic/Technical Qualifications {(attested by Principal/Vice Principal (HOO))}
5. APAR Grading as per the format attached.
6. Any other remarks/information.

Encls: As above.

Yours faithfully

Digitally signed by  
Dharam Pal Saneja

Date: 17-09-2025  
13:03:00

(D. P. Saneja)  
Section Officer (E-II)

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1. Name of the Institute :-
2. Name of Official :-
3. Designation :-
4. Category (Gen/SC/ST) :-
5. Date of Birth :-
6. Date of entry in the Govt. Service :-
- a. Post :-
- b. Pay scale :-
7. Date of appointment as WSA :
8. Qualification: -
  - a. Academic Qualification :
  - b. Technical qualification :

**The official/officials whose particulars have been furnished above possess either of the following qualifying service: -**

1. The departmental Workshop Attendant of Training Wing, working in the pay Level-2 (PB-I, Rs. 5200-20200/- with Grade Pay of Rs. 1900/-) with 18 years regular service in the grade.
2. Academic Qualification: Matriculation from recognized Board/University.
3. Technical Qualification: Three years Diploma in Engineering /Technology in appropriate branch of trade concerned, from a recognized university/board/Institution.  
**OR**
4. National/State Trade Certificate/National Apprenticeship Certificate from a recognized Institute
5. In the service book and records of the Workshop Attendance have been checked/scrutinized and it is certificate that:
  - i. The work & conduct of the official is quite satisfactory.
  - ii. No disciplinary proceeds/Departmental inquiry/Vigilance case is pending or contemplated against the above mentioned official at the institute level.
  - iii. His/her integrity is satisfactory & beyond doubt.

This is to certify that Sh. \_\_\_\_\_ Workshop Attendant presently working in ITI \_\_\_\_\_ having \_\_\_\_\_ years of regular service is possessing the qualifying service as per point 01 (of essential qualification) mentioned above.

Dated:

**Name & Signature of Principal/HOO  
(With seal)**

### **PROFORMA**

1. **Work & conduct and Integrity Report:**

Certified that Sh./Smt./Ms. \_\_\_\_\_ is presently working in this institute as **Workshop Attendance (WSA)** and quality of his/her work & conduct is satisfactory and his/her integrity is beyond doubt and there is nothing adverse to my knowledge.

Dated: \_\_\_\_\_

Signature of Principal/HOO  
with seal

2. **Vigilance clearance report at the institute level:**

Certified that the records of service of Sh./Smt./Ms. \_\_\_\_\_ designation **Workshop Attendance (WSA)** who is to be considered for promotion to the post of **Craft Instructor in the pay scale of PB-2, Rs. 9300-34900 with the grade pay of Rs. 4200/-** has been carefully scrutinized and it is certified that no vigilance case is pending or contemplated at the institute level.

Dated: \_\_\_\_\_

Signature of Principal/HOO  
with seal

3. **Caste Certificate in respect of the concerned officials:**

This is to certify that Sh./Smt./Ms. \_\_\_\_\_ designation **Workshop Attendance (WSA)** belong to \_\_\_\_\_ caste which is recognized as schedule caste/Scheduled tribe as per his/her service record (Attested copy of the certificate of SC/ST is attached).

Dated: \_\_\_\_\_

Signature of Principal/HOO  
with seal

## Benchmark of Annual confidential report/ grading of Annual Performance & Assessment Report

S.No.	Synt. No.	Name of Employee (DOB)/Trade	Category	2Year 2020-21	Year 2021-22	Year 2022-23	Year 2023-24	Year 2024-25
1.								
2.								
3.								
4.								

\* Benchmarks (Poor/Satisfactory/Good/Very good/Excellent/Outstanding) /Apar Grading (1 to 10)

For considering the name of above Workshop Attendants for promotion to the post of Craft Instructor.

**Certificate:**

*This is certified that the Benchmarks (Poor/Satisfactory/Good/Very good/Excellent/Outstanding) /Apar Grading (1 to 10) is filled from the original ACR/APAR for the particular year of the official concerned.*

Principal/Vice Principal/HOO  
With seal