

REMINDER-II
URGENT/TIME BOUND

**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 (13)/2025/TTE/E-IV/033811902/3480-85
To

Dated: 22/09/2025

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

Sir/Madam.

Kindly refer to this office letter no F.3 (13)/2025/TTE/E-IV/033811902/3331-36 dated 03.09.2025 and its subsequent reminder dated 15.09.2025 vide which it was requested to provide the particulars in prescribed format and furnish details as per Services Department circular dated 26.08.2025 for inclusion of name in the eligibility list of regular Class-IV employees. However, only few Institute/Branch of this department has submitted their report in the above said matter.

You are again requested to provide particulars in enclosed formats and furnish details as prescribed in the above mentioned circular of Services Department, to this office **latest by 25.09.2025**. Otherwise it will be presumed that Class-IV/MTS working in your Institution/Branch is either not eligible or not willing for inclusion of name in the eligibility list of regular Class-IV employees for promotion to the post of Grade-IV/(DASS)/Junior Assistant. This may treated as final communication in the instant matter.

This issues with the approval of Competent Authority.


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

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Dated: 22/09/2025

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 on the Departmental website of this Department.


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