

**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.Asstt/10224

dated: 13/8/13

To

The Principals/Head of the Institutions,
All Polytechnics/ITIs and BTE/Branch In charges,
Department of Training & Technical Education,
Govt. of NCT of Delhi.

Sub: - Regarding inviting the names of eligible Group-D employees for preparation of Tentative Eligibility List for promotion to the post of Laboratory Assistant in Directorate of Education, GNCT of Delhi.

Sir/Madam

Kindly refer to the above noted subject, I am directed to inform that Directorate of Education, Govt. of NCT of Delhi is considering the promotion of eligible Group-D employees of the Govt. of NCT of Delhi to the Group-C post of Laboratory Assistant in the Pay Band of Rs. 5200-20200 (G.P Rs. 2400/-).

Further, a copy of the letter in this regard vide No. F. DE 4(8)/ (23)/E-IV/Lab. Asstt/2013/4821-4850 dated 30/07/2013, issued by the Directorate of Education, Govt. of NCT of Delhi is forwarded herewith for circulating among all concerned and for furnishing the details of all willing and eligible Group D employees in the ***PRESCRIBED FORMAT (Hard copy as well as soft copy in EXCEL format) attached along with, by 23/08/2013 without fail.*** The Directorate may not be in a position to entertain applications after the stipulated date and in the event of failure in timely forwarding of such applications, the concerned Institutes/Branch will be responsible for not including the name of such eligible employees in tentative eligibility list.

The particulars in prescribed format along with separate folder for each employee containing attested copies of educational qualification (Mark Sheet & Certificate), Caste certificate, Work & Conduct Report, Vigilance Clearance Report, Integrity Certificate and first page of service book/concerned page of service book containing absorption/redeployment entry in the case of the employee is absorbed/redeployed in GNCT of Delhi and also the concerned page of service book showing the date of appointment of official should be reached to the undersigned by **23/08/2013 positively.**

Encl: As above.

No: F.3 (38)/2013/TTE/E-IV/ Lab.Asstt/

(PRASAD KUMAR P.),
SUPERINTENDENT (ADMN).
dated:

Copy to the:

1. PS to Secretary, TTE
2. PS to Director, TTE.
3. Assistant Programmer, Computer cell, DTTE (HQ), along with a copy and format of letter dated 30/07/2013 issued by the Directorate of Education, Govt. of NCT of Delhi with the request to upload the same on Website of DTTE.

(PRASAD KUMAR P.),
SUPERINTENDENT (ADMN).

**DIRECTORATE OF EDUCATION, OLD SECTT, DELHI
GOVT. OF NCT OF DELHI
ESTABLISHMENT-IV BRANCH**

No.F.DE 4(8)/(23)/E-IV/Lab Asstt./2013/ 4821-4850

Dated: 30/7/13

Dir. of Tgt. & Tech. Education
Diary No. 3432
05 AUG 2013
Muni Maya Ram Marg
Pitam Pura, Near T.V. Tower
DELHI-110088

All the Head of Departments,
Govt of NCT of Delhi,
Delhi/New Delhi

Subject: Regarding inviting the names of eligible Group-D employees for preparation of Tentative Eligibility List for promotion to the post of Laboratory Assistant in Directorate of Education, GNCT of Delhi.

Sir/Madam,

I am directed to inform that Directorate of Education, Govt. of NCT of Delhi is considering the promotion of eligible Group-D employees of the Govt. of NCT of Delhi to the Group-C post of Laboratory Assistant in the Pay Band of Rs.5200-20200 (Grade Pay Rs 2400/-)

You are requested to bring it to the notice of all concerned and furnish the details of all the willing and eligible Group-D employees in attached FORMAT (Hard copy as well as soft copy in EXCEL format) to the undersigned. The concerned official(s) should have completed 03 years service as regular employee and should possess(es) "Matriculate or equivalent/Higher Secondary with Science (Physics and Chemistry with Practical or physics, chemistry & biology with Practical) and employees who are matriculate or equivalent/Higher secondary without science : provided they have successfully undergone a three months Orientation Course in Science conducted by the Directorate of Education". Further, to decide the eligibility the cut-off date is 01.01.2012

The particulars in prescribed format along with separate folder for each employee containing attested copies of educational qualification (Mark Sheet & Certificate), Caste Certificate, Work & Conduct Report, vigilance Clearance Report, Integrity Certificate and first page of service book (concerned page of service book containing absorption/redeployment entry in the case of the employee is absorbed/redeployed in GNCT of Delhi and also the concerned page of service book showing the Date of Appointment of the official) should be reached to the undersigned by 30.08.2013 positively. No individual application directly from employees will be entertained in any case. Further, this Directorate will be unable to entertain application(s) received after 30.08.2013 and concerned department will be responsible for not including the name of such eligible employees in tentative eligibility list. It is reiterated that only the names of eligible group-D employees who are in the possession of necessary essential qualification as on 01.01.2012 may be sent to this office.

Yours faithfully,

YJP

(YOGESH JAIN)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

Encl As above

No.F.DE 4(8)/(23)/E-IV/Lab Asstt./2013/ 4821-4850

Dated: 30/7/13

1. All the DDEs, Directorate of Education, Govt of NCT of Delhi, Delhi
2. All the Branch of Head Quarter (Education).
3. All the Branch In-charge/HOS(through concerned DDEs).
4. P.S. to Principal Secretary/D E./Spl D.E (Admn.)/Addl.D.E.(E-IV), Dte.of Education, Govt. of NCT of Delhi
5. O.S (I T), Dte of Education to up-load this circular on the Website in Public POP-UP.

YJP

(YOGESH JAIN)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

26/9/13 E-IV
08/08/13

08/08/13

1797/DD/A
8/8/13

364
12/8

FORMAT (Hard & Soft copy in Excel Sheet only)

Name & Designation	Residential Address and Contact number of the official	Date of Acquiring requisite Qualification If DD-MMM-YYYY format only For Example 01-Jan-2012	Dept. where working	Branch/Zone/Unit/Post where working	Date of Birth (In DD-MMM-YYYY format only for Example 01-Jun-2012)	Date of Appointment In case the employee is absorbed in District of Delhi, specify precise his/her Date of absorption/redeployment (In DD-MMM-YYYY format only For Example 01-Jan-2012)	Work & Conduct Satisfactory / not satisfactory	Whether clear vigilance (Yes/No)	Whether security certified (Yes/No)	Subject at 3 rd level as per certifi- cate	Name of Security Supervisor	Category ISO/STP/PH/Deob	Part test for promotion	Remarks Specified in order to be filled for proposed.	
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 been verified & checked from Service Book/Record and is correct to the best of my knowledge
2. No vigilance/disciplinary case is pending or being contemplated against the above named official(s).
3. The work & conduct of above official(s) is satisfactory and integrity certified.

Dated:-

(Sign. of Head of Office)

With Office Seal

Name

Address of office

Contact No.

Note:-

1. The above proforma should be in MS (Excel) format and it may be ensured that Date of Acquiring Requisite Qualification, Date of Birth and Date of Appointment in case the employee is absorbed in GDCI of Delhi, provide his Date of absorption/redeployment should be filled only in this pattern e.g. (Date in figure/Month in words/Year in figure) for example 01-Jan-2012,
2. Soft copy of the format invariably forwarded in C.D.

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