

**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 (16)/2016/TTE/E-IV /7706-07

dated: 06/9/2022

To

All Principal / HOO,
Institutes under DTTE,

Controller,
Board of Technical Education
(under Deptt. of Trg. & Tech. Edu.)

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. 01.01.2006 to 31.12.2020 and having matriculation or equivalent from recognized Board/Institution.

Sir/Madam,

Please find enclosed herewith letter issued by Dy. Secretary (Services), Services Department vide No. F.14(1)/1/CL.IV/2022/S-III/1735 dated 08.08.2022 (downloaded from the website of Services Department) on the subject cited above.

All Principals / HOOs / DDs are, therefore, requested to kindly send the requisite information alongwith relevant documents (in Annexure-I & II prescribed by Services Department) in respect eligible Class-IV/Group-C (erst. Group-D) officials to this office, **latest by 08.09.2022**, failing which the onus of not including their names in the eligibility list will be that of the concerned Principal / HOO, so that the same may be forwarded to Services Department latest by 10.09.2022, for further necessary action.

This may kindly be accorded **TOP PRIORITY.**

Encl: As above.

Yours faithfully,

SECTION OFFICER (ADMN.)/L.O.

dated: 06/9/2022

No: F.3 (16)/2016/TTE/E-IV /7706-07

Copy forwarded to:-

1. System Analyst, Computer Branch, DTTE (HQ) with the request to upload this office letter along with above said Services Department letter dated 08.08.2022 (copy enclosed).

SECTION OFFICER (ADMN.)/L.O.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 7TH LEVEL, DELHI SECRETARIAT,
NEW DELHI 110002
(<http://services.delhigovt.nic.in>)

No.F. 14(1)1/CL.IV/2022/S-III / 1735

Date: 08/08/2022

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. 01.01.2006 to 31.12.2020 and having matriculation or equivalent from recognized Board/Institution.

Sir,


I am directed to say that this department is in process of preparing of eligibility list of regular Class-IV/Group-C (Erst. Group-D) employees working in various department of GNCT of Delhi who had been appointed w.e.f. 01.01.2006 to 31.12.2020 and having educational qualification at least matriculation or equivalent from recognized Board/Institution regarding deciding eligibility number for their 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) who have been appointed w.e.f. 01.01.2006 to 31.12.2020, 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/PH). 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 10.09.2022.

Yours faithfully,

Encl: As above


(BHAIRAB DUTT)
DY. SECRETARY (SERVICES)

ANNEXURE-I

NAME OF THE DEPARTMENT _____
 DATE-WISE LIST OF GROUP 'D' EMPLOYEES OF GOVERNMENT OF NCT OF DELHI

S. No.	Name & Designation	Qualification (Pl. indicate matrix with science or without science)	Date of Birth	Date since when continuously holding the post of Group D in the prescribed pay scale	Date of appointment as Group D on Regular basis	Whether the appointment was made by the SSB/Selection Committee	Date of confirmation if any, with date	Whether SC/ST/OBC/PH	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Certified that the above particular have been checked and verified from Service Book and other Service Record

Signature of HOO/HOD

NAME & STAMP

NB:- DULY ATTESTED COPY SHOULD BE FURNISHED IN SUPPORT OF QUALIFICATION AND BELONGING TO SC/ST/OBC/PH.

ANNEXURE-II

PROFORMA

1. Name of the official _____
2. Educational Qualification
(Please indicate Matric with Science
or without Science) _____
3. Date of Birth _____
4. Date since when continuously holding
the post of Class-IV in the prescribed
Pay scale _____
5. Whether appointment was made by SSB/
Selection Committee /re-deployed _____
6. Date of appointment as Class-IV
employee on regular basis
(In case re-deployed mentioned date of
re-deployment) _____
7. Date of confirmation in the grade, if any
(Do not indicate date of Q.P. here) _____
8. Office/Department where working _____
9. Whether SC/ST/OBC/PII(OI/VI/III)
(Specify category and attached duly attested
copy of certificate) _____
10. Residential Address _____
11. 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)