

GOVT. OF N.C.T. OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH)
7th FLOOR, MSO Building,
I.P.Estate, New Delhi-110002

F.81(36)/2010/DSW/Estt./Vol.II

1807-1866

Dated:

26/5/25

To

1. All the HOOs/DDOs/Supdt./Branch Incharge,
Homes/Institutions/Schools/Districts,
Department of Social Welfare, GNCTD.

Subject:- Inviting the names of eligible Group-D(Now Group-C) employees for promotion to the post of Laboratory Assistant in the Directorate of Education, GNCTD for the year 2023 & 2024-reg.

Sir/Madam,

Please find enclosed herewith letter No. DE4/8/23/E-IV/Lab Asstt(Promotion)/2023-24/298-302 dated 28/04/2025.

In this regard, it is hereby requested to provide particulars of eligible officials in a prescribed format alongwith requisite documents to this office before 27/05/2025 positively.

This may be treated as "Most Urgent".

Encl: As above.


Section Officer (Admn)

F.81(36)/2010/DSW/Estt./Vol.II

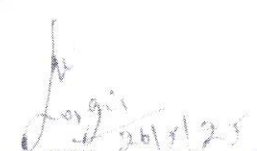
1807-1866

Dated:

26/5/25

Copy for information to:

1. PS to Secretary, DSW(HQ), 7th Floor,MSO Building, I.P. Estate, New Delhi.
2. PA to Director, DSW(HQ), 7th Floor,MSO Building, I.P. Estate, New Delhi.
3. Assistant Programmer, I.T. Cell (with the request to upload the orders on the official website of DSW.
4. Guard File.


Section Officer (Admn)

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REMINDER-III

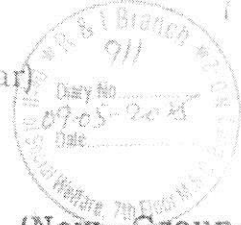
Most Urgent

**GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION
ESTABLISHMENT -IV BRANCH, OLD SECRETARIAT, DELHI
Website: <http://www.edudel.nic.in>**

No.: DE.4/8/23/E-IV/Lab.Assst.(Promotion)/2023-24/248-302 Dated 28/04/2025

To,

All Head of Departments (through public circular)
Govt. of NCT of Delhi,
Delhi/New Delhi



Subject: Inviting the names of eligible Group-D (Now Group-C) employees for preparation of Tentative Eligibility List for promotion to the post of Laboratory Assistant in the Directorate of Education, GNCT of Delhi for the year 2023 & 2024 (including carry forwarded vacancies)-regarding.

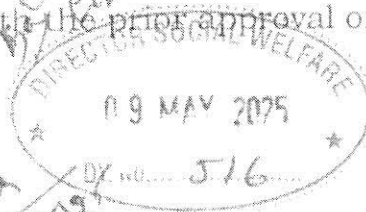
Sir/Madam,

Please refer to the circular/letter of even number dated 03/10/2024 and subsequent letter dated 20.11.2024, 11.12.2024 whereby applications were invited from the eligible Group-D employees (now Group-C) of Govt of NCT of Delhi to the post of Laboratory Assistant in the level-4(Pre-Revised PB-1+ Grade Pay Rs2400), which should reach this office on or before 02/12/2024. Now as per the direction, it is to inform you that the Competent Authority has decided to extend the closing date of application upto **31/05/2025 till 5:00 PM.**

Rest of the instructions/Directions in the circular/letter dated 03/10/2024 will remain the same.

You are requested to bring it to the notice of all the concerned.

This issues with the prior approval of the Competent Authority.



Section Officer (E-IV)
Directorate of Education, GNCT of Delhi
Old Secretariat, Delhi-11001

No.: DE.4/8/23/E-IV/Lab.Assst.(Promotion)/2023-24/248-302 Dated 28/04/2025

Copy for information to: -

1. P.S. to Director (Education), Directorate of Education Old Sectt., Delhi.
2. PA to Addl. DE.(Admn.) Directorate of Education Old Sectt., Delhi.
3. All RDE/DDE, Directorate of Education, GNCT of Delhi.
4. OS (IT) to upload this order on the website of the Department in Public Circular.

Section Officer (E-IV)

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Terms /Instructions

- The Directorate of Education reserves the right to post promoted officials in any Govt. school of Directorate of Education where vacancy exists.
- The official once posted on promotion will have a lock-in period of 2 year in that school and no application of request for transfer will be entertained.

Undertaking of willingness for promotion to the post of Laboratory Assistant

I, _____ (name of employee), _____ (designation) has read & agreed with the above terms/instructions. I, hereby give my willingness for promotion to the post of Laboratory Assistant and give my consent to forward my name and other relevant particulars to the Dte. of Education.

Signature of Employee _____

Name _____

Designation _____

Certified that the official has given
Consent & willingness and signed in-front of me

Signature & Seal of office
With name of HOO/Branch Incharge

FORMAT (In Hard Copy)

S.No	Name & Designation	Residential Address and contact number of the official	Date of acquiring requisite qualification (in DD-MM-YYYY format only For Example 01-Jan-1980)	Department where working	Branch/Zone/Circle/Unit/Dist. where working	Date of Birth (in DD-MM-YYYY format only For Example 01-Jan-1980)	Date of Appointment (in case the employee is absorbed in GNCT of Delhi, strictly provide his/her Date of Absorption/Redeployment. (in DD-MM-YYYY format only For Example 01-Jan-1980)	Whether Work & Conduct (Satisfactory OR Not Satisfactory)	Whether integrity certified (Yes or No)	Whether clear from Vigilance Angle (Yes or No)	Subjects at 10th Level as per certificate	Board / University	SC/ST/PH/GEN	Fit or unfit for promotion	Remarks
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/have been verified & checked from Service Book/record and is correct to the best of my knowledge.
2. No vigilance case/disciplinary proceedings is pending or being contemplated against the above named official(s). Certificate is enclosed.
3. The work & conduct of above official(s) is/are satisfactory and integrity certified. Certificates are attached.
4. The employee(s) concerned possess(es) essential qualification especially "Science with practical" at 10th level/in matriculation as per Recruitment Rule: of the post of Laboratory Assistant.

(Signature of Head of Office)

With office seal

Name :

Address of office :

Contact No.:

1. The above proforma should be in MS (Excel) format and it may be ensured that Date of Acquiring Requisite Qualification, Date of Appointment, Date of Absorption/Redeployment, should be filled only in this pattern i.e. (Date in figure/Month in words/Year in figure) for example 01-Jan-1980.
2. Hard copy must be signed with office seal.

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