

Reminder - I

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-III)
5TH LEVEL, 'B' WING, DELHI SECRETARIAT
I. P. ESTATE, NEW DELHI-110002.**

F.No.14(1)/1/CL-IV/ELIGIBILITY/2025/S-III/1403

Date: 14/10/25

To

The Heads of 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. 01.01.2021 to 31.12.2024 and having matriculation or equivalent from recognized Board/Institution.

Sir,

Kindly refer to this office letter dated 26.08.2025 wherein it was informed that Services Department is in process of preparing eligibility list of regular Class-IV/Group-C (Erst. Group-D) employee working in various department of GNCT of Delhi who had been appointed w.e.f. 01.01.2021 to 31.12.2024 and having educational qualification at least matriculation or equivalent from recognized Board/Institution for the promotion to the post of Grade-IV (DASS)/Junior Assistant.

In this regard, it is informed that various Departments have not furnished the details of abovementioned eligible officials.

It is, therefore, once again requested to kindly forward the names of those Class-IV/Group-C (Erst. Group-D) officials who had been appointed w.e.f. 01.01.2021 to 31.12.2024, in the prescribed proforma as per Annexure-I & II duly filled in and verified from Head of Department along with attested copies of educational qualifications and certificate of category (SC/ST/OBC/PWD). If no officials are eligible then 'NIL' report may be forwarded to Services Department. 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 10.11.2025.

Yours faithfully,

Digitally signed by
Rajesh Sachdeva
(RAJESH SACHDEVA)
DY. SECRETARY (SERVICES)
Date: 13-10-2025
10:12:36