

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-III)
7TH LEVEL, 'B' WING, DELHI SECRETARIAT
I. P. ESTATE, NEW DELHI-110002.

No.F.14 (1)/1/CI-IV/Prom/2019/S-III / 166-70

Date: 20/01/2021

ORDER NO.....03.....

On the recommendation of the Departmental Promotion Committee, the Additional Chief Secretary (Services) is pleased to nominate the following official holding Class-IV/Group-C post for appointment to the post of Grade-IV(DASS)/Junior Assistant in the Pay Matrix of Level 2 of Rs. 19900-63200, on regular basis under Rule 6 of Delhi Administration Subordinate Services Rules, 1967, with immediate effect :-

S.No.	Eligibility No.	Name of the official	Category	DOB	Present Deptt.
1.	2556	ANITA SINGH	UR	07.02.61	F&S

The services of the above mentioned official will be governed by the DASS Rules, 1967, as amended from time to time and any other administrative orders in force. **This official will be on probation for a period of two years.**

Head of Departments, where the nominated official are presently working, should ensure that no disciplinary proceeding is pending against the official, before relieving him/her to take up his/her new assignment on promotion. If the official is not clear from vigilance angle, as on the date, or he/she has resigned from service/expired etc., the same should be brought to the notice of this Department, as well as, to the notice of the Head of Department, where the official is to join duty on promotion.

Head of Departments may issue orders of appointment to the post of Grade IV DASS/ Junior Assistant, with the terms and conditions as stipulated in the order of Services Department and may verify/confirm the veracity of original matriculation certificate and SC/ST/OBC and disability certificates, if any, in respect of the respective officials.

The nominated official shall not be allowed to withdraw her willingness for promotion after she has been relieved by her parent department. In case of failure of the official to join duty as Grade IV DASS/ Junior Assistant, an intimation, with proper reasons/grounds of his/her not joining the promoted post, be given to the Services III Department, within a reasonable time period for consideration of the Competent Authority and issue of necessary orders.

The Class IV Employees who are nominated for promotion to the post of Grade IV DASS/ Junior Assistant shall be required to pass a test in typing at the speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word), to be conducted by Dte. of Training & Technical Education, Govt. of NCT of Delhi, during the period of his/her probation. They shall not be granted any increment in the scale of Grade IV DASS/ Junior Assistant unless they qualify the typewriting test at the prescribed speed or they are exempted from passing type test by the Competent Authority. However, the officials, who have already attained the age of 45 years as on the date of promotion, are exempted from passing the type test.



Head of Departments may direct the above mentioned official, under his control, to appear in the typing test to be conducted by Directorate of Training & Technical Education, Govt. of NCT of Delhi, from time to time and also need to send a half yearly progress report to Services (III) Department.

The above mentioned officials may exercise her option with regard to fixation of pay, if any, as per FR 22, within one month from the date of appointment to the post of Grade IV DASS/Junior Assistant.

Consequent upon nomination for promotion to the post of Grade-IV(DASS), Smt. Anita Singh is hereby transferred/posted, with immediate effect, against the vacant posts as mentioned below:-

S.No.	Eligibility No.	Name of the official	DOB	Present Deptt.	Transferred To
1.	2556	ANITA SINGH	07.02.61	F&S	EDN

(BHAIRAB DUTT)
DY. SECRETARY (SERVICES)

No.F.14 (1)/1/Cl-IV/Prom/2019/S-III / 166-70

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Copy forwarded to the following for information and further necessary action:-

1. OSD to Chief Secretary, Govt. of NCT of Delhi, New Delhi.
2. PS to Additional Chief Secretary (Services), Services Department, GNCT Delhi.
3. All the concerned Heads of Departments, Govt. of NCT of Delhi.
4. PA to Spl. Secretary (Services), Govt. of NCT of Delhi, New Delhi.
5. The Section Officer (Co-ord.), Services Department, GNCT Delhi with the direction to upload the order in the official website.
6. Guard File/Office Order Register.

(BHAIRAB DUTT)
DY. SECRETARY (SERVICES)