

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

F.14 (1)/1/CI-IV/Prom/2013/S-III/ 1228 -1233

Date: 14/08/2025

ORDER NO...130....

On the recommendation of the Departmental Promotion Committee, the Competent Authority is pleased to nominate the following official holding Class-IV/Group-C (erstwhile Group- D) post for appointment to the post of Junior Assistant in the Pay Matrix of Level 2 of Rs. 19900-63200, on regular basis under Rule 7 of Govt. of NCT of Delhi Subordinate Service Rules, 2022, notionally with effect from the date mentioned against his name:-

S. No.	Eligibility No.	Name of the official	Cat.	DOB	Present Deptt.	Notional date of Promotion
1	1040	Ranveer Singh	UR	12.07.1971	IND	08.07.2014

The services of the above mentioned official will be governed by the Govt. of NCT of Delhi Subordinate Service Rules, 2022, as amended from time to time and any other administrative orders in force.

Head of Department, where the nominated official presently working, should ensure that no disciplinary proceeding is pending against the official, before relieving him to take up his new assignment on promotion. If the official is not clear from vigilance angle, as on the date, or he 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 Department may issue order of appointment to the post of 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 official.

The nominated official shall not be allowed to withdraw his willingness for promotion after he is relieved by his parent department. In case of failure of the official to join duty as Junior Assistant, 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/Group-C (erstwhile Group- D) employees who are nominated for promotion to the post of 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 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.

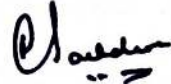
Head of Department may direct the above mentioned official, under their control, to appear in the typing test to be conducted by Directorate of Training & Technical Education, Govt. of NCT of Delhi, from time to time and also need to send a half yearly progress report to Services (III) Department.

The above mentioned official may exercise their 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 Junior Assistant.

The matter regarding arrears of pay for the period of notional promotion preceding the date of actual promotion, if so and to what extent in r/o the official, will be decided by the appointing authority i.e. Head of Department by taking into consideration all the facts and circumstances of the disciplinary proceeding/criminal prosecution as per guidelines contained in DoPT O.M. dated 14.09.1992.

Consequent upon nomination for promotion to the post of Junior Assistant, the following official are 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	1040	Ranveer Singh	12.07.1971	IND	IND

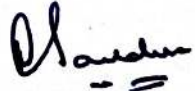
  
(RAJESH SACHDEVA)  
DY. SECRETARY (SERVICES)

F.14 (1)/1/CI-IV/Prom/2013/S-III/ 1228 - 1233

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

1. PS to Principal Secretary (Services), Services Department, GNCT Delhi.
2. The concerned Head of Department, Govt. of NCT of Delhi.
3. PA to Special Secretary (Services)/Deputy Secretary (Services), Govt. of NCT of Delhi, New Delhi.
4. The concerned Head of Office with the request to send the relieving order/taken on strength order in respect of above cited official on the e-mail ID of Services-III Branch i.e. [supt3services.delhi@nic.in](mailto:supt3services.delhi@nic.in).
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.

  
(RAJESH SACHDEVA)  
DY. SECRETARY (SERVICES)