

**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/2023/S-III/29-39

Date: 06.01.25

ORDER NO. 74.....

On the recommendation of the Departmental Promotion Committee, the Competent Authority is pleased to nominate the following officials 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, with immediate effect:-

S.No.	Eligibility No.	Name of the official	Category	DOB	Present Deptt.
1	3414	Poonam	SC	14-09-1977	MMMH
2	3415	Raju	SC	10-06-1993	F&S
3	3416	Mukul Anand	SC	31-07-1992	GTBH
4	3417	Puneet Kumar	SC	25-11-1997	GTBH
5	3419	Sanjay Kumar	SC	27-08-1993	DSSSB
6	3420	Sushila Devi	UR	22-09-1971	GTBH

The services of the above mentioned officials 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 Departments, where the nominated officials 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 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 officials shall not be allowed to withdraw their willingness for promotion after they are relieved by their parent department.** In case of failure of the official to join duty as 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/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 Departments may direct the above mentioned officials, 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 officials 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.

Consequent upon nomination for promotion to the post of Junior Assistant, the following officials 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	3414	Poonam	14-09-1977	MMMH	MMMH
2	3415	Raju	10-06-1993	F&S	F&S
3	3416	Mukul anand	31-07-1992	GTBH	GTBH
4	3417	Puneet Kumar	25-11-1997	GTBH	GTBH
5	3419	Sanjay Kumar	27-08-1993	DSSSB	DSSSB
6	3420	Sushila Devi	22-09-1971	GTBH	GTBH

(BHAIRAB DUTT)  
DY. SECRETARY (SERVICES)

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Date: 06.01.25

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

1. PS to Principal Secretary (Services), Services Department, GNCT Delhi.
2. All the concerned Heads of Departments, Govt. of NCT of Delhi.
3. PA to Special Secretary (Services)/Deputy Secretary (Services), Govt. of NCT of Delhi, New Delhi.
4. All the concerned Head of Office with the request to send the relieving order/taken on strength order in respect of above cited officials on the e-mail ID of Services-III Branch i.e. **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.

(BHAIRAB DUTT)  
DY. SECRETARY (SERVICES)