

DIRECTORATE OF EDUCATION: GOVT. OF NCT OF DELHI
ESTABLISHMENT III BRANCH: ROOM NO. 222
OLD SECRETARIAT. DELHI 110054.

No.DE.3(36)/E-III/PARD/DR/2016/ 861

Dated: 25/07/16

To,

O. S. (IT)
Directorate of Education
GNCT of Delhi,

Subject : Uploading of Forms to be submitted by the Candidate during Document verification.

Sir,

You are requested to upload the following documents on the website of this Directorate i.e. www.edudel.nic.in under the heading "Recruitment " and with the Sub Heading "Recruitment for Post of TGT/TGT(MIL) - Forms to be submitted by the Candidate during Document verification " for General Public.

1. Form for Acceptance of Offer of Appointment (2 pages)
2. Undertaking for not having debarred (1 page)
3. Declaration and Oath of Allegiance (1 page)
4. Undertaking / Form (1 page)
5. Undertaking for OBC candidates (1 page)
6. Employee Information (1 page)
7. Undertaking/ Declaration (1 page)
8. Medical Examination Memo (1 page)

Copy of these forms is enclosed.

This issues with prior approval of Spl. Director of Education (Admn).

Encl : As Above

✓ Copy to :

1. Programmer (MIS) HQ, Dte of Education.

Yours faithfully

OFFICE SUPERINTENDENT
E-III Branch

OFFICE SUPERINTENDENT
E-III Branch

DIRECTORATE OF EDUCATION: GOVT. OF NCT OF DELHI
ESTABLISHMENT III BRANCH: ROOM NO. 222
OLD SECRETARIAT. DELHI 110054.

No.DE.3()/E-III/DR/2016/

Dated:

MEMORANDUM

SUB: Offer of appointment to the Post of TGT ().
Sh./Smt./Km -----, a nominee of the Delhi Subordinate Service Selection Board (DSSSB) is hereby given an offer to a temporary post of TGT () in the pay scale of Rs.9300 - 34800 with Grade Pay of Rs.4600/- plus usual allowances as admissible under the rules. This appointment is subject to the following terms and conditions:-

1. That this offer of appointment is subject to successful verification of original documents in respect of educational qualification, age, category and other documents. If any discrepancy is found, this offer of appointment shall stand cancelled without assigning any reason.
2. That this offer of appointment is purely on temporary basis for a period of two years which is likely to be made regular after two years on completion of the probation successfully and following verifications:-
 - (i) Date of Birth
 - (ii) Educational Qualifications, NOC etc.
 - (iii) Category, status, Caste/Tribe Certificate.
3. That the Candidate would be on Probation for a period of two years which can further be extended at the discretion of the appointing authority.
4. That the appointment may be terminated at any time by giving one month's notice from either side viz. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of stipulated period of notice by making payment to him/her a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereto.
5. That the appointee is liable to be posted in any school run by Directorate of Education, Govt. of National Capital Territory of Delhi.
6. That the appointment shall be subject to the general orders and terms and conditions made/issued by the Administrator of NCT of Delhi.
7. That the appointment will be subject to his/her being declared medically fit by the Competent Authority and the verification of his/her Character and Antecedents and all other essential qualifications.
8. That he/she will also produce original testimonials in support of his/her education, academic and technical qualifications that render him/her qualified for appointment on the said post at the time of formal appointment.
9. That if he/she is found ineligible for the said post in accordance with its Recruitment Rules, framed by the department even after the issue of this offer of appointment, the same will be stand withdrawn without any notice.
10. That he/she will have to produce the original certificate regarding his/her belonging to SC/ST/OBC and Physically Handicapped where applicable and claim in respect of age relaxation before the appointing authority.
11. That if at any stage, it is found that any information/declaration and submission given by the candidate is false and any information has been concealed/misrepresented, the appointment will be terminated and he/she will be liable to be proceeded against in the manner deemed fit..
12. That inter-se/seniority of the officials will be determined in accordance with their position in the merit list of the DSSSB irrespective of the district to which a person may be allotted or transferred.

13. That he/she shall file a **Self declaration** to the effect that the certificates/documents produced by him/her and the copies of the same deposited by him/her with the application form and during the course of verification of certificates/documents by the Board/Department are genuine and are issued by recognized institute/Board/University as the case may be and if the same are found to be fake/false, subsequently by the employer his/her service shall be liable to be terminated without any notice, in addition to penal action as warranted by appropriate authority.
14. That no T.A. /D.A. will be admissible to him/her for joining the said post or for production of documents and medical examination etc.
15. That this is only an offer and does not entitle him/her appointment subject to the conditions mentioned herein on the said post
16. That the appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificate (As per DOPT OM No.36033/4/97-Estt.(Res) dated 25 July 2003.)
17. The appointment will be further subject to:-
 - (i) Submission of declaration in the form enclosed and in the event of his/her having more than one living wife/husband his/her appointment will be subject to his/her exemption from the enforcement of the rules in this regard.
 - (ii) Taking Oath of Allegiance of faithfulness of the Constitution of India or making a solemn affirmation to the effect in the enclosed Performa.
18. That he/she will submit undertaking to the effect that he/she has not been debarred by any Board/University/Commission in any examination.
19. That in case Mr./Mrs./Ms ----- is willing to accept this offer on the above terms and conditions, he/she should appear in person-----
-----, Directorate of Education, Old Secretariat, Delhi-110054 on _____ at _____AM/ PM alongwith following documents to enable this office to complete the necessary formalities.
 - (i) Four current passport size photographs duly **self attested**.
 - (ii) **Self declaration** as per instructions No.1(format enclosed)
 - (iii) Form of acceptance of offer of appointment, oath of allegiance for Indian National (enclosed with this letter) dully filled in and signed by the candidate.
 - (iv) In case he/she does not appear in person/no reply is received in this office within one month from the date of issue of this offer letter, cancellation proceedings would be initiated without any further reference to the candidate.
 - (v) All educational/technical qualification certificates/Degrees and mark sheets in original alongwith their one photocopied set duly self attested.
 - (vi) Non-Creamy Layer status certificate from the competent authority (in case of OBC only) for the current year.

Encl: As above.

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OFFICE SUPERINTENDENT

To

DIRECTORATE OF EDUCATION: GOVT. OF NCT OF DELHI

ESTABLISHMENT III BRANCH: ROOM NO. 222

OLD SECRETARIAT.DELHI 110054.

FORM FOR ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby accept the all terms & conditions to the post of TGT / TGT(MIL) offered to me vide Memorandum No. DE-3()/E-III/2016/ dated thereof submit further particular as under :-

1.	Father's Name		Affix recent Passport size photograph and sign across it.
2.	Husband's Name		
3.	Date of Birth		
4.	Whether belong to SC/ST/OBC/PH/Ex-S.Men etc		

5. Academic/Professional Qualification from 10th Onwards :-

S. no	Name of Course/Degree etc	Name of Board / University	Subject	Div	%age	Year of Passing

6.	If Displaced person, Place from where migrated	
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7. Details of Post(s) held previously:-

Name of the post	Date of Joining	Date of Leaving	Name of the Employer(s)

8.	Present Address	
9.	Permanent Address	
10.	If employed at present, the date when he/she will be relieved from the post.	
11.	Any other information	

DECLARATION

I solemnly declare that the information given above is true and correct to the best of my knowledge and belief and nothing has been concealed.

Dated :

Signature :

Name :

UNDERTAKING

I.....give an undertaking that I have never been debarred by any Board/University/Commission in any examination. If at any stage it is found false or detected incorrect, my candidature/selection/appointment is liable to be cancelled/terminated automatically without any notice to me and action can be taken against me accordingly.

UNDERTAKING BY THE CANDIDATE WITH DATE AND SIGNATURE

DECLARATION

I.....is hereby declare as under:-

- (i) That I am Unmarried/Widower/Widow.
- (ii) That I am married and have only one spouse living.
- (iii) That I have entered into or contracted a marriage with a person having a spouse living.
Application for grant of exemption is enclosed.
- (iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment. I shall be liable to be dismissed from service.

Dated:

Signature

Name

Note: Please delete clause/clause not applicable.

OATH OF ALLEGIANCE FOR INDIAN NATIONALS

I _____do

Swear/solemnly affirm and declare that I will be faith full and bear true allegiance to India and to the Constitution of India, as by law established, that I will uphold the sovereignty of India and that I will carry out the duties of my office loyalty, honestly and with impartiality.

Dated:

Signature

Name.

UNDERTAKING/FORM

Self declaration for getting services from Government Departments/Local Bodies/Autonomous Institutions under GNCT of Delhi.

I _____ son/daughter of Sh. _____

age _____ (years) resident of _____

do hereby affirm and declare:-

1. That the certificates/documents produced by me and the copies of the same deposited by me with the application form are genuine and are issued by the recognized Institute/Board/University, and if the same are proved to be fake/false during the course of verification of certificates/documents by the DSSSB/Directorate of Education as the case may be and subsequently by the employer my service shall be liable to be terminated without any notice in addition to penal action as warranted by the appropriate authority.
2. That the information given to the Department in the Acceptance form of Offer of Appointment and at any other stage of the Appointment in the enclosed documents/Performa is true and correct to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that concealment of facts and giving false information is a punishable offence and in case I am guilty of giving false information or concealment of facts herein, I will be liable to be punished with imprisonment and/or fine as per the relevant provisions of law. I also undertake that the benefits availed by me by furnishing such false information or concealment of facts shall be liable to be summarily withdrawn.
3. That I bear good moral Character and the same may be got verified from any appropriate Authority.

Signature _____

Full Name in Capital Letters _____

Place _____

Date:

UNDERTAKING

(for OBC candidates only)

I _____ son/daughter of Shri _____

Resident of village/town/city _____ District _____
state _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Govt. of Delhi for the purpose of reservation in service/appointment in Delhi Government service in accordance with notification No.28(93)/91-92/SCST/P&S/4385-95 dated 20.01.1995 of Government of Delhi. It is also declared that I do not belong to person/section (Creamy Layer) mentioned in Column 3 of the Schedule in Department of Personal and Training office Memorandum No. 36012/22/93-Estt(SCT date 8/9/1993, which is modified vide Department of Personnel and Training office Memorandum No. 36033/3/2004 Estt(Res) dated 9/3/2004 and 36033/3/2004 Estt.(Res) dated 14/10/2008.

I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within the prescribed limits as on financial year ending on March 31 2016. I understand that my appointment offer will stand cancelled in case the "Non-creamy Layer Certificate" submitted by me is found not genuine/invalid

Place:

Date:

Signature of candidate

EMPLOYEE INFORMATION FOR POSTING ON THE POST OF TGT/TGT(MIL)

1. First Name :
2. Middle Name :
3. Last Name :
4. Date of Birth :
5. Father/Husband Name :
6. Marital Status :
7. Gender(Male/Female) :
8. Category(SC/ST/OBC/PH/Gen) :
9. Residential Address :
10. Nearest Govt. School from Residence :
(For calculation of Distance for allotment of School)
11. Contact No. :

Dated:

SIGNATURE OF APPLICANT/OFFICIAL

DECLARATION

I ----- S/o, D/o, W/o ----- do hereby undertake that I am the same person who applied for the post of ----- under post code ----- whose name, photograph, signatures and other particulars are appeared in the application form/acceptance on offer of appointment, affidavit and other educational certificates etc.

(The above matter to be written by the candidate in his/her own handwriting in the box below.)

SIGNATURE OF CANDIDATE

THUMB IMPRESSION

DIRECTORATE OF EDUCATION: GOVT. OF NCT OF DELHI
ESTABLISHMENT-III BRANCH:
ROOM NO.222, OLD SECRETARIAT, DELHI.

(Website: www.edudel.nic.in, Link: Public Circular)

No. F. DE.3 ()/E-III/DR/2016/

Dated:

To

The Medical Superintendent,

Govt. of NCT of Delhi,

Sub: Regarding Medical Examination.

Sir,

The bearer of this letter whose name, signature and Date of Birth alongwith Photograph as given below has been nominated by the DSSSB for appointment to the post of TGT_____ under Category _____ in pay scale of Rs.9300 - 34800 with Grade Pay of Rs.4600. It is therefore, requested that he/she may kindly be medically examined and a report to this effect may please be sent to the undersigned at the earliest.

It is pertinent to mention here that you are being requested to make necessary arrangement for the medical examination of newly recruited teacher of the Dte. of Education in view of letter No. F1(165)/H&FW/TRC/07/1061-67 dated 03/03/2009 of Dy. Secretary, Health & Family Welfare, Govt. of NCT of Delhi.

Name	.
Date of Birth	.
Signature of Candidate	.
Paste a attested Passport size recent Photograph	

Yours faithfully

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OFFICE SUPERINTENDENT

Copy to: -

Sh./Ms. _____

With the direction to report to the Medical superintendent, aforesaid hospital.

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OFFICE SUPERINTENDENT