

**DIRECTOR OF EDUCATION
DIRECTORATE OF EDUCATION
DISTRICT NORTH EAST-II, E-BLOCK, NAND NAGRI, DELHI-93**

No.F.52 (1) DDE/NE-II/Admn./2023-24/

Dated:-

CIRCULAR

A committee has been constituted vide order No.F.52(1)/DDE/NE-II/Admn/2023-24/2253 dated 30/10/2023 regarding document verification of Assistant Teacher (Primary) of MCD promoted to the post of Trained Graduate Teachers and to be posted in the schools comes under the purview of O/o DDE (NE-II). The Documents Verification shall be held at Room No. 7, First Floor, O/o DDE (NE-II), E-Block, Nand Nagri. The schedule of Document Verification is given below:

S.No.	Particulars	Subject	Date & Time
1.	Candidates as per Order No:DE.3(24)/E-III/Promotion/2023/3140-3151, 3128-3139, 3116-3127, 3104-3115 dated 20.10.2023	English, Math, Natural Science, Urdu	10:30AM to 01:00 PM 02/11/2023
2.	Candidates as per Order No:DE.3(24)/E-III/Promotion/2023/3080-3091 dated 20.10.2023	Hindi	02:00 PM to 05:00 PM 03/11/2023
3.	Candidates as per Order No:DE.3(24)/E-III/Promotion/2023/3016-27 dated 20.10.2023	Social Science	02:00PM to 05:00 PM 04/11/2023

**Dy. Director of Education
District (NE-II)**

No.F.52 (1) DDE/NE-II/Admn./2023/ 2291-2294

Dated:- 11/11/23

Copy to:-

1. DDE (Zone VI)
2. DDE (Zone V)
3. Committee Chariman/Members
4. S.O. (E-III), HQ, Dte. of Education.
- ✓ 5. I/C (Computer Cell), DOE with the request to upload the order on the website of department.
6. Guard File

**Dy. Director of Education
District (NE-II)**

admn
01/11/23

CHECK LIST FOR PROMOTION FROM ASST. TEACHER TO TGT

With reference to the promotion orders dated 27/09/2023 to the post of TGT/TGT (MIL) from Assistant Teachers of MCD. As per order of the department, the documents will be checked at the District Level for finding the eligibility of promotion.

The following documents are required to be verified for promotion:-

Sr. No.	Docuemnts	Page No.
1.	Promotion Order mentioned with name of teacher dated 27/09/2023.	
2.	Posting order mentioned with name of teacher dated 20/10/2023.	
3.	Copy of the Mark Sheet of B.A./B.Com./B.Sc.	
4.	Copy of the Degree of BA./B.Com./B.Sc.	
5.	Copy of Degree, Mark Sheet of B.Ed.	
6.	Fresh Vigilance Clearance Report.	
7.	No RDA/ No Penalty Certificate.	
8.	Copy of Caste Certificate, if any	
9.	Any other documents, if any	
10.	Attested copy of first page of Service Book and copy of page having entries of requisite educational qualifications	
11.	Certificate from the HOS regarding educational qualification possessed by the teacher concerned as per Recruitment Rules	

Note: All the documents must be arranged in sequence as per list given above and duly attested by the HOS/Principal concerned with stamp.

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17/11/23
Dy. Director of Education
District (NE-II)