



No.: EDN-HMR (E-II) 21/2011-Prom (LA)-Vol-I/ 3266  
**Office of the Dy Director of Higher Education,**  
**Hamirpur, District Hamirpur (HP)-177001**

**:01972-221499** : **ddhe.hamirpur@rediffmail.com**

Dated: Hamirpur-177001 7 June, 2024.

- To
- 1 All the Principals,  
Govt. Degree Colleges in Distt. Hamirpur (HP).
  2. The Dy. Director of Elementary Education Officer /Inspection Cadre,  
Hamirpur Distt. Hamirpur (HP).
  - 3 The Principals/Headmaster,  
GSSS/GHS in Distt. Hamirpur (HP).
  4. The Commanding Officer,  
4<sup>th</sup> Indep. NCC Coy. Hamirpur (HP).
  5. The Librarian,  
Distt. Library Hamirpur (HP).

**Subject: - Regarding service particulars of regular Class-IV Employees for the promotion as Lab Attendants.**

Sir,  
 Reference the subject cited above.  
 In this context, it is informed that there are 18 posts of Lab. Attendants are lying vacant in this District and the matter regarding promotion of Class-IV employees as Lab attendants is under consideration of the undersigned, for which service particulars in r/o the Class-IV employees, presently working in your school/office/under your control, who have passed **Matriculation examination with Science subject and completed 5 years of satisfactory regular services (Up to 30.06.2024)**, are required in the office of the undersigned along-with information as per proforma given below. The requisite information must reach in this office, **on or before 01.07.2024 through by dak strictly**. The promotions cases received after due date will not be accepted by this office and recommendations for disciplinary action for the Head of Institution will be sent to higher authorities for further action.

1. Attested copy of Educational qualification (**Matric passed with Science subject** from a recognized Board/University).  
Service certificate (having put in at **least 5 years of regular** service as Class-IV employee).
3. Option/Willingness for the promotion as Lab. Attendant.
4. Work and conduct certificate (**not below "Good"**) for last three years.

**PROFORMA**

SN	Name of Class-IV, with place of posting Sh/Smt	Date of Apptt. (as Reg C-IV)	Whether passed <b>Matric with Science</b> (Attach copy )	Name of recognize Board/Uni.	Snty No (as C-IV)	Category (SC/ST/OB C)	Remarks
1	2	3	4	5	6	7	

*[Signature]*  
 Dy. Director of Higher Education  
 Hamirpur Distt. Hamirpur (HP)

**Option for promotion as Lab Attendant**

I,..... S/o, w/o, d/o.....  
working as Class-IV employee on regular basis in office of the /GSSS/ GHS/GMS... ..  
.....Distt. Hamirpur, do hereby opt for the promotion as Laboratory Attendant  
and I shall accept the assignment.

Sign. of employee

Countersigned

Head of institution  
with office stamp

**WORK AND CONDUCT CERTIFICATE**

Certified that the work and conduct of Sh/Smt..... who  
is working as regular Class-IV in GSSS/ GHS/GMS ... ..as peon, remained  
**Good/very good/** .....during the last three years i.e. 2021-22,2022-23 and 2023-24  
onwards . He / She is fit for the further promotion. It is also certified that as per record  
available, the above Class-IV employees is working on regular basis w.e.f .....  
... and has completed **05 years (Five Years)** of continuous and satisfactory service as on  
date.

There is no Court Case/Vigilance /Departmental enquiry is pending against  
the above official, which may debar him from the promotion.

Head of institution  
with office stamp.