

## Office of the Chief Education Officer, Mini-Secretariat Shopian

Email: CEOSPN@GMAIL.COM, Ph. No. 01933-260980, FAX: 01933-260479

Subject:- Promotion of Class-IV officials who have qualified the type test on Computer Keyboard as Junior Assistants

Reference:- Departmental Promotion Committee's decision dated:- 01/04/2026

## ORDER NO. 21 -CEO (SPN) OF 2026

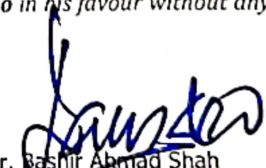
DATED: 22 -04-2026

As approved by the District Level Departmental Promotion Committee in its meeting held on 01/04/2026 and subsequent clearance obtained from GAD (Vigilance), sanction is hereby accorded to the promotion of the following three (03) Class-IV officials, who have qualified the type test on Computer Keyboard, to the post of Junior Assistant in Pay Level-4 (25500-81100) with immediate effect.

S. No.	Name of the Official	Designation	Present Place of Posting	Qualification	DOB	Date of 1 <sup>st</sup> Apptt.	Place where adjusted as Jr. Assistant on the available vacant post
1	Aadil Nayeem Itoo	Lib. Bearer	HSS Herman	10+2	09/04/1991	15/01/2013	ZEO Imamsahib
2	Sethi Ram	Orderly	SCERT Jammu Division	10+2	15/08/1982	18/10/2014	DIET Shopian
3	Majid Hussain Lone	Lab. Bearer	GHSS Shopian	10 <sup>th</sup>	10/07/1987	25/10/2014	ZEO Vehil

The promotion of Class-IV officials to the post of Junior Assistant shall be subject to the fulfillment of the following conditions:

1. If any Class-IV official named above, upon subsequent verification, is found ineligible for such promotion, this order shall not confer any right upon him and his promotion to the higher post shall be deemed to have been cancelled *ab initio*. It shall be the personal responsibility of the Drawing and Disbursing Officer (DDO) to verify the particulars of the promotee with reference to his/her original service records and to ensure that the date of 1<sup>st</sup> appointment as Class-IV, as well as other particulars recorded herein, are correct. Any variation found shall be brought to the notice of this Office for further course of action. In such an event, the official shall not be relieved for joining the higher post.
2. The promotee must necessarily be holding a substantive and genuine appointment with uninterrupted service. The benefit of promotion shall not be allowed in case the promotee is under suspension or if any departmental proceedings are pending against him, or if his work and conduct are found unsatisfactory.
3. The promotion shall be without prejudice to the final outcome of any case, if sub judice, impugned, or pending before any Hon'ble Court of law, as well as any orders passed by the competent authority, which may not be immediately within the knowledge of this Office.
4. The Drawing and Disbursing Officer (DDO) must ensure that there is nothing adverse against the official from the Vigilance Organization Kashmir (VoK), Crime Branch, or Police authorities.
5. The Drawing and Disbursing Officer concerned shall ensure the genuineness of qualification/degree certificates (if any) and verify that the official has obtained such qualifications from recognized institutions/ universities.
6. The promotee shall report at his new place of posting within twenty-one (21) days from the date of issuance of this order, failing which this order shall be deemed to have been rescinded *ab initio* in his favour without any further notice.

  
Mr. Rashid Ahmad Shah  
Chief Education Officer  
Shopian

No. CEO/SPN/Estt/NT/Prom/26/1828-38

Dated:- 22 /04/2026

Copy to the:-

1. Director School Education Kashmir, Srinagar, for favour of information.
2. Under Secretary to Government, School Education Department, Civil Secretariat, Srinagar, for favour of information.
3. Joint Director (South), Kashmir, for favour of information.
4. Principal DIET Shopian for information and necessary action.
5. Principal, HSS Sedow (DSEK Member/ Representative), for information.
6. Principal, HSS Herman/ GHSS Shopian, for information and necessary action.
7. Zonal Education Officer, Imamsahib/ Vehil, for information and necessary action.
8. Accountant, Chief Education Office Shopian, for information and necessary action.
9. I/c Website, Chief Education Officer Shopian, with the direction to upload the order on the official website.
10. Order file.