

**PROCEEDINGS OF  
THE ADDITIONAL DIRECTOR GENERAL NCC  
NCC DIRECTORATE (K&L), STATE WING, THURUVANANTHAPURAM-10  
(PRESENT: MAJOR GENERAL MANDIP SINGH GILL)**

NCC Dept -Establishment - Appointment of LD Typist (Ex-servicemen only) on Rs.19000-43600/- (PR), (Revised Rs.26500-60700/-) in Kottayam District – Orders issued.

No 2781/A2-III/Est/2019/NCC

Thiruvananthapuram

Dated: 03 Nov 2021

Read: Letter No K III (4) 2050/2018 dated 01.10.2021 from the District Officer, KPSC District Office, Kottayam.

**ORDER**

1. The candidate, whose details are given below has been advised by the District Officer, Kerala Public Service Commission, District Office, Kottayam as per the letter read above for appointment as **Lower Division Typist (Ex-Servicemen only)** in NCC Department (Kottayam District) on Rs.19000-43600/- (PR), (Revised Rs.26500-60700/-) in the existing vacancy.

Sl No	Name and address of candidate	Name of father or guardian	Date of birth	Qualification and experience	Date of earliest effective advise, if any	Turn of Advic & Nature of vacancyrn
1	<b>SYAM KUMAR M</b> Chandra Bhavanam North West Thazhava Kuthirapanthy P O Kollam Pin – 690 523 (-)	Muraleedharan Nair	<b>24.05.1982</b>	1. SSLC 2. KGTE Typewriting English (Higher) 3. KGTE Typewriting Malayalam (lower) 4. KGTE Computer word processing lower 5. Ex Serviceman		OC Turn

2. The candidate shown above is appointed temporarily as Lower Division Typist in the scale of pay Rs.19000-43600/- (PR), (Revised Rs.26500-60700/-) and posted in the office of **5 Kerala Naval Unit NCC, Changanacherry** in the existing vacancy.

3. The above mentioned candidate is directed to **report before The Commanding Officer, 5 Kerala Naval Unit NCC, Changanacherry within 15 days on receipt of this proceedings with necessary documents in original** to prove the date of birth, qualifications and experience etc and in case of candidate whose community is noted in the Appointment Order, his Community certificate/NCLC in original to be produced. As per GO (P) No. 20/2011/P&ARD dated 30.06.11 he is also required to produce a medical certificate of health in original from a medical officer not below the rank of an Assistant Surgeon having MBBS Degree failing which he will not be admitted for duty.

4. The appointment of the candidate is temporary under clause (i) of Sub Rule (a) of the Rule 9 of General Rules of the Kerala State and Subordinate Service Rules 1958 as provided in the Rule 10 (b) of those Rules vide GO (P) No. 49/74/PD dated 05.03.74 and also as ordered in GO (MS) No. 170/74 PD/ Public Services (D) dated 18.07.74. Satisfactory report in police verification regarding his character and antecedents to be obtained later. The service of the candidate is subject to Rule 3 (c) of the General Rules of the Kerala State and Subordinate Service Rules 1958.

5. He will be on probation in the cadre of Lower Division Typist for a period of two years on duty within a continuous period of three years from the date his joining duty. The candidate should pass **Malayalam Typewriting (Lower)** before completing probation.

6. The Head of Office will obtain the Police verification proforma (which is available in NCC website) duly filled in by the candidate before he is allowed to join duty (police station and Dist. must be mentioned clearly) and forward the same to this Directorate for further action. As per GO(P) No. 20/2011/P&ARD dated 30.06.11, the candidate is also directed to affix his thumb impression on the medical fitness certificate along with an attested copy of photograph. Service book in respect of the individual may be opened within one week from date of joining duty. Attested copies of 1 to 4 pages of Service Book containing name, address, thumb impression, signature, Turn of Advise, PSC advise details, appointment details and personal identification marks are to be forwarded to this Directorate along with joining report and OTV in original duly filled, for onward submission to Public Service Commission. The Head of Office should satisfy himself about the identity and signature of candidate before he is allowed to join duty. For this purpose, original of One Time Verification Certificate which includes the scanned image of photo and signature of the candidate is enclosed herewith. The photograph and the signature of the candidate may be verified and the fact may be recorded in one time verification certificate (Part - I) itself. Head of Office shall verify the Original Advice memo issued to the candidate from KPSC Office at the time Joining Duty. If there is any discrepancy the candidate should not be allowed to join duty and the fact should be reported to this office forthwith. The appointment shall be regularized only after obtaining verification certificate from the PSC. The Head of Office shall forward attested copy of one to four pages of the Service Book of the incumbent to this office as ordered in GO (P) No. 20/2011/P&ARD dated 30.06.11 along with the original One Time Verification Certificate duly updated the Part II of OTV certificate (signature will be done by the appointing authority (ie ADG). PSC advice details and appointment details as well as any previous appointment made though KPSC must be endorsed in the fourth page of SB. The date of joining should be reported promptly.

7. The candidate should report for duty within **15 days on receipt of this Order**, failing which action will be taken to cancel the appointment without further notice. The candidate unable to join duty, such vacancy be reported along with necessary supporting documents as Not Joined Duty vacancy through Office to whom posted.

8. All employees appointed on or after 01.04.13 would submit filled up application form in duplicate to concerned treasury **within 7 days of their appointment** for allotment of Permanent Retirement Account Number (PRAN).

Note: 1. The Head of Office will obtain SPARK FORM No. 1 from the indl and retain the same at unit duly filled for registering in the SPARK system to obtain Permanent Employee Number (PEN).

2. Original One Time Verification Certificate of the candidate should also be returned along with the NJD report, if any.



Sd/- x x x x  
Additional Director General NCC

To,

**1. SYAM KUMAR M**

Chandra Bhavanam

North West Thazhava

Kuthirapanthy P O, Kollam - 690 523

- By Registered post with AD

**2. The Commanding Officer, 5 Kerala Naval Unit NCC, Changanacherry - 02**

By registered post (With original Verification Certificate PCN-160056686 (2 sheets) attached)

**3. The Group Commander, NCC GP HQ, Kottayam**

**4. The District Officer, KPSC District office, Kottayam - 686 004**

Internal: A2-III/ SF/ IT for publication in Web Site

**Approved for issue**

A handwritten signature in blue ink, appearing to be "Sreejith R", written over a purple stamp.

**SREEJITH.R**  
PEN384880