

**PROCEEDINGS OF
THE ADDITIONAL DIRECTOR GENERAL NCC, NCC DIRECTORATE (K&L)
STATE WING, THIRUVANANTHAPURAM-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: 26 July 2021

Read: Letter No K III (4)2050/2018 dated 10.06.2021 from the District Officer, KPSC District Office, Kottayam.

ORDER

1. The candidates, whose details are given below have 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 vacancies.

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	Whether Advised in OC/BC turn
1	ARJUNAN K TC 1070/86 House No 56 SN Nagar, Pettah Thiruvananthapuram Pin – 695 024 (Permanent Address) 19-140, Arjun Bhavan Kodithara Vilai, Thirparappu Kanyakumari Pin – 629 161	C Kochu Kunju	05.03.1970	1) SSLC (Tamilnadu) 2) KGTE - Typewriting English (Lower) 3) 15 yrs Service as Clerk in Indian Army 4) Ex-Serviceman	-	DA(LV) Turn
2	PRAHLAD RENJITH THILAKAN Abhinavam Akotupara Thottathil Nedumangad Thiruvananthapuram Pin – 695 541	Prahladan Nair B	20.05.1977	1) SSLC 2) KGTE - Typewriting English (Lower) 3) KGTE - Typewriting Malayalam (Lower) 4) KGTE- Computer word Processing (Lower) 5) Ex-Serviceman	-	OC Turn

3	MAXWELL H Bethlahem Vadakkum Bhagom Chavara South Kollam- 691 584 (Christian, Latin Catholics)	Hairic	16.05.1977	1) SSLC 2) 15 yrs service as Clerk in Indian Air Force 3) Ex-serviceman	-	Res Turn
4	SHIBU DR Pranavamritham Karoor Pothencode Thiruvananthapuram Pin – 695 584 (Permanent Address) Keezhekonathu Veedu Karoor Pothencode Thiruvananthapuram Pin – 695 584	Divakaran Nair G	29.05.1978	1) SSLC 2) 15 yrs service as Clerk in Indian Air Force 3) Ex-serviceman	-	OC Turn

2. The candidates shown above are appointed temporarily as Lower Division Typist in the scale of pay Rs.19000-43600/-(PR),(Revised Rs.26500-60700/-)and posted in the following offices in the existing vacancies.

SI No	Name of Candidate	Name of Office to which posted
1	ARJUNAN K	5 Kerala Girls Bn NCC,Changanacherry
2	PRAHLAD RENJITH THILAKAN	5 Kerala Naval Unit NCC, Changanacherry
3	MAXWELL H	16 Kerala Bn NCC,Kottayam
4	SHIBU DR	5 Kerala Girls Bn NCC,Changanacherry

3. The above mentioned candidates are directed to **report before the Commanding Officer of the respective unit as shown against their name 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 candidates are 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. They 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 thump 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, thump 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 pages 1-4 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.

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/-xxxx

Additional Director General NCC

To,

1. Sri.ARJUNAN K

TC 1070/86
House No 56
SN Nagar,Pettah
Thiruvananthapuram
Pin – 695 024

2. Sri.PRAHLAD RENJITH THILAKAN

Abhinavam
Akotupara Thottathil
Nedumangad
Thiruvananthapuram
Pin – 695 541

3. Sri.MAXWELL H

Bethlahem
Vadakkum Bhagom
Chavara South
Kollam- 691 584

4. Sri.SHIBU DR

Pranavamritham
Karoor
Pothenode
Thiruvananthapuram
Pin – 695 584

- By Registered post with AD

5. The Commanding Officer, 5 Kerala Girls Bn NCC,Changanacherry

By registered post (With original Verification Certificates PCN-170036622 (2 sheets) & 200007566 (2 sheets) attached)

6. The Commanding Officer, 5 Kerala Naval Unit NCC, Changanacherry

By registered post (With original Verification Certificate PCN-160012030 (2 sheets) attached)

7.The Commanding Officer, 16 Kerala Bn NCC, Kottayam

By registered post (With original Verification Certificate PCN-190021489 (2 sheets) attached)

8. The Group Commander, NCC GP HQ, Kottayam

9. The District Officer, KPSC District Office, Kottayam

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Approved for issue

ASHOK KUMAR
PEN : 385270
Administrative Assistant
NCC Directorate (K&L)
Thiruvananthapuram - 10