

**PROCEEDINGS OF  
THE OFFG ADDITIONAL DIRECTOR GENERAL NCC, NCC DIRECTORATE (K&L),  
STATE WING, THIRUVANANTHAPURAM-10  
(PRESENT: BRIGADIER A RAGESH)**

NCC Establishment – Appointment of Last Grade Servant-Lascar Grade-II (Ex-Servicemen Only) (First NCA-SC & First NCA-M) on Rs 23000-50200/- in the NCC Department in Kottayam District - orders issued.

1974/A2/II-Est/2018/NCC

Thiruvananthapuram

Dated: 02 Dec 2024

Read : - KPSC District Office, Kottayam, Advice No Kill(4)647708/2022 dated 03.10.2024.

**ORDER**

1. The candidates, whose details given below were advised by the District Officer, Kerala Public Service Commission, District Office, Kottayam as per the letter read above for appointment as Last Grade Servant, Lascar Grade-II (Ex-Servicemen Only) (First NCA-SC & First NCA-M) in NCC Department, in Kottayam District in the scale of pay of Rs 23000-50200/-.

Advice SI.No	Name and Address of Candidate	Name of Father or Guardian	Date of Birth	Qualification and experience	Turn of Advice (OC/Res)
1	<b>RAJENDRAN T R</b> SREE SYLAM, VATHIKULAM, THEKKEKARA, ALAPUZHA-690107  (H/SC-THANDAN)	RAGHAVAN	24.05.1973	1) SSLC 2) Ex-Serviceman (26 Years 1 months of Military Service)	Reservation Turn
2	<b>SHOUHARKHAN S</b> MANZIL E THOUHEED, NETHAJIPURAM P O. THIRUVANANTHAPURAM PIN – 695589  (MUSLIM)	SHAHUL HAMEED	16.05.1983	1) SSLC 2) Ex-Serviceman (15 Years 8 Months 8 days of Military Service)	Reservation Turn

2. The candidates shown below are appointed temporarily on scale of pay of Rs 23000-50200/- and are posted in the office noted below against their names in the existing vacancy.

S/No	Name	Post	NCC Unit Which Posted
1	RAJENDRAN T R	Lascar Grade-II	5(K) Naval Unit NCC, Changanacherry.
2	SHOUHARKHAN S	Lascar Grade-II	17(K) Bn NCC, Pala.

3. The above mentioned candidates are directed to report to the respective, Commanding Officers of the office concerned **within 15 days** on receipt of this proceedings with necessary documents in original to prove date of birth, qualifications etc. In case of candidate whose community is noted in the appointment order, his prescribed community certificate/Non – Creamy Layer Certificate as applicable also are to be produced. Candidates are also required to produce a **Medical Certificate as prescribed in GO (P) No.20/2011/P&ARD dated 30.06.2011** in original from a Medical Officer not below the rank of an Assistant Surgeon having MBBS Degree and two character certificates from Gazetted Officers, failing which they will not be admitted for duty.

4. The appointment of the candidates are temporary under Rule 9 (a) (i) of the General Rules of the Kerala State and Subordinate Service Rules 1958 as provided in Rule 10 (b) of the above rules and also subject to satisfactory report on Police verification later regarding their character and antecedents. The

service of the candidates are subject to Rule 3 (c) of the General Rules of the Kerala State and Subordinate Service Rules 1958.

5. The candidates will be on probation in the cadre of Last Grade Servant for a period of one year on duty within a continuous period of three years from the date of joining duty.

6. The Head of Office concerned should obtain Police verification proforma (available with NCC website) duly filled in by the candidates before they are allowed to join duty. **The One Time Registration certificate (in original) of the candidates are also enclosed** for verification of photograph and signature of the candidate and the fact should be recorded on the identification certificate itself. If there is any discrepancy noticed, the candidates should not be allowed to join duty and the fact should be reported forthwith. The original community certificate/ Non creamy layer certificate as applicable should be verified at the time of joining duty. The Head of Office concerned is also directed to verify the original advice memo issued to the candidate from KPSC District Office, Kottayam at the time of joining duty. **The date of joining duty should be reported promptly.**

7. The candidates are also directed to affix their thumb impression on the medical fitness certificate along with an attested copy of photograph as per GO (P) No.20/2011/P&ARD dated 30.06.2011. As per GO (P) No. 118/2021/Fin dated 17.08.2021, e-Service book is mandatory for those employees entered in service on or after 01.01.2021. The e-Service Book of the individual should be opened within one week from the date of joining duty. **As directed by KPSC, Thiruvananthapuram in letter No AA&VW I-I/1/2020-KPSC dated 14.12.2021, the proforma including personal memorandum and service details (proforma available with NCC website) of the incumbent furnished by the office concerned with proper attestation of the head of office, should be forwarded for service verification being held by KPSC. Original One Time Verification Certificate duly verified and after recording verification details and necessary entries is to be forwarded to this Directorate for onward submission to Kerala Public Service Commission.**

8. The candidates should report for duty within **15 days** on receipt of this order, failing which action would be taken to cancel the appointment without further notice. If the candidates are unable to join duty, such vacancy should be reported along with necessary supporting documents as 'Not Joining Duty vacancy' through the OC Unit concerned.

9. All employees are appointed on or after 01.04.2013 should submit application in duplicate to treasury concerned for allotment of Permanent Retirement Account Number (PRAN). The DDO should take due action as per circular No. 111/2021/Fin dated 23.11.2021.

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Note: - 1. The Head of Office will obtain SPARK FORM No 1 duly filled for registering SPARK system to obtain Permanent Employment Number (PEN).

2. One Time Registration Certificate of the candidate should also be returned along with the **NJD report if any.**

3. The direction regarding Joining Duty report should strictly be complied with

**Sd/- x x x**  
Offg Additional Director General NCC

To

1	RAJENDRAN T R SREE SYLAM, VATHIKULAM, THEKKEKARA, ALAPUZHA-690107	By Registered Post with AD
2	SHOUHARKHAN S MANZIL E THOUHEED, NETHAJIPURAM P O. THIRUVANANTHAPURAM PIN - 695589	By Registered Post with AD

Copy to:-

1. The Commanding Officer  
5(K) Naval Unit NCC,  
Changanacherry.  
(OTR No. PCN 240007490 &  
Ser No. 0524884)
2. The Commanding Officer  
17(K) Bn NCC, Pala.  
(OTR No. PCN 210011926 &  
Ser No. 0524885, 0524886)

By Registered Post  
(OTR / Verification certificate enclosed)

3. NCC Gp HQ, Kottayam
4. KPSC, District Office, Kottayam

Internal: - File/IT for website/A6/ SF



Approved for issue

A handwritten signature in green ink, appearing to read "Sajimon M".

SAJIMON M  
PEN 385602  
Administrative Assistant  
NCC Directorate (K&L)  
Thiruvananthapuram-10