

**PROCEEDINGS OF THE ADDITIONAL DIRECTOR GENERAL NCC,
NCC DIRECTORATE(K&L), STATE WING, THIRUVANANTHAPURAM
(PRESENT: MAJ GEN RAMESH SHANMUGAM G)**

NCC Establishment – Appointment of Clerk (From Ex-Servicemen only) on ₹.26500-60700/- in the NCC Department in Kottayam District (District Vacancy & Headquarter Vacancy) - Orders issued.

No. NCC/916/2025-A2

Thiruvananthapuram

Dated: 11-08-2025

KPSC District Office, Kottayam, advice No. K III(4) 630879/22(1) dated 10.07.2025.

ORDER

1. The candidates, whose details are given below were advised by the District Officer, Kerala Public Service Commission, District Office, Kottayam as per the letter read above for appointment as Clerk (Ex-Servicemen only) in the NCC Department in Kottayam District in the scale of pay of ₹.26500-60700/-

Ser No	Name and address of candidate	Name of Father or Guardian	Date of Birth/ PCN No	Qualification and experience	Turn of Advice (OC/BC/Res)
1.	SHIBU KC MYLAMPLACKAL HOUSE, PARAMPUZHA PO, NEAR MOSCO BUND ROAD,686004,KOTTAYAM	CHANDRASEKHARAN NAIR KA	02.04.1973 250008132	SSLC (General)	DA-LD/ CP Turn
2.	NIBIN H HABIN MANZIL KUREEPUZHA PO, PERINADU, KOLLAM - 691604	HAMSA I	17.05.1992 170011967	SSLC (General)	DA-LD/ CP Turn
3.	NIDHISH GOPINATH V VADAKKETHIL HOUSE, MADAPPALLY,KOTTAYAM, MADAPPALLY - 686546 (E/B/T - EZHAVA)	GOPINATHAN VD	26.05.1986 240002579	SSLC (General)	BC Turn (HQ Vacancy)
4.	AJITH NR NANTHIYATTU HOUSE, PADINJARE MURI VAIKOM, KOTTAYAM - 686141 (-)	RADHAKRISHNAN G	30.04.1985 250007783	SSLC (General)	OC Turn

Ser No	Name and address of candidate	Name of Father or Guardian	Date of Birth/ PCN No	Qualificati on and experience	Turn of Advice (OC/BC/ Res
5.	ARUN N S ASSARIPARAMPIL HOUSE,NEDUMAVU, VAZHOOR, KOTTAYAM , PULICKAL KAVALA 686515 Communication Address ASSARIPARAMPIL HOUSE,NEDUMAVU, VAZHOOR, KOTTAYAM , VAZHOOR-686504 E/B/T - EZHAVA	SIVAN AN	20.05.1984 240003068	SSLC (General)	BC Turn
6.	RAJEEV N V RAJEEV BHAVAN, KOTTAVILA, KARUMANOOR, PARASSALA,P O THIRUVANANTHAPURA M PARASSALA 695502 (HINDU NADAR)	NESSAIAN P	31.05.1980 190002527	SSLC (General)	BC Turn HQ Vacancy
7.	SURESH K BABU KALLOLICKAL HOUSE, BUNGLOWKUNNU, KARUKACHAL, KOTTAYAM Communication Address KALLOLICKAL HOUSE, BUNGLOWKUNNU, KARUKACHAL, KOTTAYAM - 686540 (SC - PULAYA)	KRISHNANKUTTY K K	05.12.1978 250006847	SSLC (General)	BC Turn
8.	ARUN M U MOOLAKATTU HOUSE, N E WARD, KOTTAYAM VAIKOM - 686141 (-)	UNNIKRISHNAN NAIR	28.05.1986 250007213	SSLC (General)	OC Turn

Ser No	Name and address of candidate	Name of Father or Guardian	Date of Birth/ PCN No	Qualification and experience	Turn of Advice (OC/BC/Res)
9.	MANU MOHAN KAMUKUMPUZHAPUTH ENPURAYI, KURIANAD, KOTTAYAM, KURIANAD - 686636 (-)	MOHANAN NAIR K S	12.03.1990 250002216	SSLC (General)	OC Turn
10.	NOUSHAD U CHEMPAKASSERIL, KIZHAKKATHIL, CHANGANKULANGARA , KOLLAM, OACHIRA PO 690526 Communication Address ALTHAF MANZIL, PALLICKAL VIA, ALAPPUZHA, ELIPAKULAM, 690503 (MUSLIM)	USAF KUNJU	23.04.1975 190002517	SSLC (General)	BC Turn

2 . The candidates shown below are appointed temporarily on scale of pay of ₹26500-60700/- and are posted in the office noted below against their names in the existing vacancy:-

Ser No	Name	NCC Unit to which posted
(a)	SHIBU KC	16 (K) BN NCC, Kottayam
(b)	NIBIN H	5 (K) Naval Unit NCC, Changanassery
(c)	NIDHISH GOPINATH V	NCC Directorate (K&L), Thiruvananthapuram
(d)	AJITH NR	17 (K) Bn NCC, Pala
(e)	ARUN NS	5 (K) Girls Bn NCC, Changanassery
(f)	RAJEEV NV	NCC Directorate (K&L), Thiruvananthapuram
(g)	SURESH K BABU	5 (K) Girls Bn NCC, Changanassery
(h)	ARUN MU	5 (K) Naval Unit NCC, Changanassery
(j)	MANU MOHAN	17 (K) Bn NCC, Pala
(k)	NOUSHAD U	16 (K) Bn NCC, Kottayam

3. The above mentioned candidates are directed to report to the respective Commanding Officers/Head of the unit 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. The LPE turn candidates those who have applied for by transfer recruitment while working in a department and relieved subsequently for taking up another appointment in the same department or other departments, at the time of joining duty, in order to prove the person's lien in the feeder category post, should produce at the time of joining, a certificate from the department in which he is working at that time, stating that he has not got confirmation for the post ie, he is not a full member of the post in which he is working presently.

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 service will be regularised with effect from the date of their appointment subject to satisfactory verification report from both the Police and KPSC Authorities concerned, and they will be on probation in the cadre of Clerk for a period of two years 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, 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.

Note	<p>1. The Head of Office will obtain SPARK FORM No 1 duly filled for registering SPARK system to obtain Permanent Employment Number (PEN).</p> <p>2. One Time Registration Certificate of the candidate should also be returned along with the NJD report if any.</p> <p>3. The direction regarding Joining Duty report should strictly be complied with.</p>
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Additional Director General NCC

To :-

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| 1. | <p>SHIBU KC
MYLAMPLACKAL HOUSE,
PARAMPUZHA PO,
NEAR MOSCO BUND ROAD,
686004, KOTTAYAM</p> | By Registered Post with AD |
| 2. | <p>NIBIN H
HABIN MANZIL
KUREEPUZHA PO,
PERINADU, KOLLAM - 691604</p> | By Registered Post with AD |
| 3. | <p>NIDHISH GOPINATH V
VADAKKETHIL HOUSE,
MADAPPALLY, KOTTAYAM,
MADAPPALLY - 686546</p> | By Registered Post with AD |
| 4. | <p>AJITH NR
NANTHIYATTU HOUSE,
PADINJARE MURI, VAIKOM,
KOTTAYAM - 686141</p> | By Registered Post with AD |
| 5. | <p>ARUN NS
ASSARIPARAMPIL HOUSE,
NEDUMAVU, VAZHOOR
KOTTAYAM, VAZHOOR- 686504</p> | By Registered Post with AD |

6. **RAJEEV NV**
RAJEEV BHAVAN, KOTTAVILA,
KARUMANOOR, PARASSALA 00000
00P O By Registered Post with AD
THIRUVANANTHAPURAM
PARASSALA 695502
7. **SURESH K BABU**
KALLOLICKAL HOUSE,
BUNGLOWKUNNU, By Registered Post with AD
KARUKACHAL, KOTTAYAM - 68654
0
8. **ARUN M U**
MOOLAKATTU HOUSE,
NE WARD, KOTTAYAM, By Registered Post with AD
VAIKOM - 686141
9. **MANU MOHAN**
KAMUKUMPUZHAPUTHENPURAYI
KURIANAD, KOTTAYAM, By Registered Post with AD
KURIANADU - 686636
- 10 **NOUSHAD U**
ALTAF MANZIL,
PALLICKAL VIA, ALAPPUZHA, By Registered Post with AD
ELIPAKULAM-690503

Copy to :-

1. The Group Commander
NCC Group Headquarters For Info
Kottayam
2. The Commanding Officer
16 (K) Bn NCC, Kottayam By Registered Post
(Original OTR / Verification certificate
PCN No.250008132 Ser No.0551966
and PCN No.190002517 Ser
No.0551985 & 0551986 enclosed)
3. The Commanding Officer
17 (K) Bn NCC, Pala By Registered Post
(Original OTR / Verification certificate
PCN No.250007783 Ser No.0551973
and PCN No.250002216 Ser
No.0551982 enclosed)

4. The Commanding Officer
5 (K) NU NCC, Changanassery By Registered Post
(Original OTR / Verification certificate
PCN No.170011967 Ser No.0551967 &
0551968 and PCN No.250007213 Ser
No.0551980 & 0551981 enclosed)
- 5 The Commanding Officer
5 (K) Girls Bn NCC, Changanassery By Registered Post
(Original OTR / Verification certificate
PCN No.240003068 Ser No.0551974 &
0551975 and PCN No.250006847 Ser
No.0551978 & 0551979 enclosed)
7. KPSC District Office, Kottayam
for information
By Hand
8. The Administrative Officer
NCC Directorate (K&L),
State Wing, Thiruvananthapuram
(Original OTR / Verification certificate
PCN No.240002579 Ser No.0551969 &
0551970 and PCN No.190002527 Ser
No.0551976 & 0551977 enclosed.

Internal: -

File/IT for website/SF

Approved for issue

Administrative Assistant