

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

NCC Establishment - Appointment of Driver Grade II (HDV)/Driver Cum Office Attendant (HDV) (Ex-servicemen only) on Rs.25100-57900/- in Thrissur District – Orders issued

No.NCC/393/2025-A2(III)

Thiruvananthapuram

24-04-2025

Read:- KPSC District Office, Thrissur Advice Letter No. R4-2/12/2022-KPSC  
DO TSR dated 20.03.2025.

**ORDER**

1. The candidate, whose details are given below has been advised by the District Officer, KPSC District Office, Thrissur as per letter read above for appointment as Driver Grade II (HDV)/Driver Cum Office Attendant(HDV) (Ex-servicemen only) in NCC Department in Thrissur District in the scale of pay of Rs. 25100-57900/- 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 advice, if any	Turn of Advice (OC/BC Turn)
1.	SHAMEER KU Kunjithiyil Kummanode Pattimattom Ernakulam-683562 <u>Permenent Address</u>  Kunjithy Kummanode Ernakulam-683562 Pattimattom	UMMAR K A	20.05.1981	SSLC Driving Licence (Motor Cycle, LMV, HGMV & HPMV Badge) Ex- Serviceman More than 3 years experience in driving HDV in Indian Army	-	Res Turn

2. The candidate shown above is appointed temporarily as Driver Grade II (HDV)/Driver Cum Office Attendant(HDV) on the scale of pay of Rs.25100 - 57900/- and is posted to **1 (K) R&V Sqn NCC, Mannuthy** in the existing vacancy.

3. The above mentioned candidate is directed to report to **the Commanding Officer, 1 (K) R&V Sqn NCC, Mannuthy** on receipt of this proceedings with necessary documents in original to prove the date of birth, qualifications etc. In case the community of the candidate is noted in the Appointment Order, the prescribed Community Certificate/Non-Creamy Layer Certificate as applicable are also to be produced. Candidate is 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 he will not be admitted for duty.
4. The appointment of the candidate is temporary under Rule 9 (a) (i) of the General Rules of the Kerala State and Subordinate Service Rules 1958 as provided in the Rule 10 (b) of the above rules and also subject to satisfactory police verification report later regarding his character and antecedents. 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. The candidate will be on probation in the cadre of Driver Gr II (HDV)/ Driver Cum Office Attendant (HDV) for a period of two years on duty within a continuous period of three years from the date his joining duty. The candidate is also directed to affix his 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.
6. The Head of Office should obtain the Police Verification Proforma (available in NCC website) duly filled in by the candidate before he is allowed to join duty and forward the same to this Directorate for further action. **The One Time Registration Certificate (in original) of the candidate is also enclosed for verification of photograph and signature of the candidate** and the fact should be recorded in One Time Verification Certificate (Part- 1) itself. If there is any discrepancy noticed the candidate should not be allowed to join duty and the fact should be reported to this office forthwith. **The 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 candidate at the time of joining duty. **The date of joining duty should be reported promptly.**
7. 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. Hence the e-Service book in respect 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 offices concerned with proper attestation of the Head of Office is to be forwarded for service verification which will be held by KPSC. The Original One Time Verification Certificate duly verified and verification details recorded and necessary entries filled up are to be forwarded to this Directorate for onward submission to Kerala Public Service Commission.**

8 . **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. If the candidate is 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 appointed on or after 01.04.2013 should submit application in duplicate to treasury concerned for allotment of Permanent Retirement Account Number (PRAN) and the DDO should take due action as per Circular No. 111/2021/Fin dated 23.11.2021.

Note:

1. The Head of Office will obtain and retain SPARK FORM No. 1 duly filled for registering in the SPARK system to obtain Permanent Employee Number (PEN).
2. One time verification certificate of the candidate should also be returned along with the NJD report, if any.

**Sd/-xxx**

**Additional Director General NCC**

To: -

1	SHAMEER K U Kunjithiyil, Kummanode, Pattimattom, Ernakulam-683562	By Registered post with A/D
2	The Commanding Officer, 1 (K) R&V Sqn NCC, Mannuthy	<u>By Registered Post</u> [Original Verification Certificate, PCN- 230001956 (02 pages)]
3	The Group Commander, NCC Group Headquarters, Ernakulam.	
4	The District Officer, KPSC District Office, Thrissur.	

Internal: File/SF/IT for publication in website

Approved for issue

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Administrative Assistant