

**PROCEEDINGS OF  
THE ADDITIONAL DIRECTOR GENERAL NCC  
NCC DIRECTORATE (K&L), STATE WING, THIRUVANANTHAPURAM-10  
(PRESENT – MAJ GEN RAMESH SHANMUGAM G)**

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

No. 7548/A2-III/Est/2024/NCC

Thiruvananthapuram

Dated: 22 Jan 2025

Read: KPSC District Office, Kottayam Advice Letter No. KIII(4)597585/2022 dated 29.11.2024.

**ORDER**

1. The candidate, whose details are given below is advised by the District Officer, KPSC District Office, Kottayam as per letter read above for appointment as Lower Division Typist (Ex-servicemen only) (1<sup>st</sup> NCA- LC/AI) in NCC Department in Kottayam District in the scale of pay of Rs.19000-43600/- (PR) (Revised Rs. 26500-60700/-) in the existing vacancy: -

SI 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	<b>JOHNY V J</b> Valayil House Kattoor P O Alappuzha- 688546  (Latin Catholic)	<b>Jusappan V J</b>	<b>25.05.1983</b>	1. CBSC 10 <sup>th</sup> 2. 15 years service as clerk in Indian Air Force (deemed as sufficient qualification for the post) 3. Ex-serviceman	-	Res Turn  NJD vacancy

2. The candidate shown above is appointed temporarily as Lower Division Typist in the scale of pay of Rs.19000-436900/- (PR) (Revised Rs. 26500-60700/-) and posted in **5 (K) Girls Bn NCC, Changanassery** in the existing vacancy.

3. The above mentioned candidate is directed to report to **The Commanding Officer, 5 (K) Girls Bn NCC, Changanassery** 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, 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. His service will be regularised with effect from the date of his appointment subject to satisfactory verification report from both the Police and KPSC Authorities concerned, 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. If already passed the said exam, the same may be intimated.

6. The Head of Office concerned 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- I) itself. 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 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 entering 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 should be forwarded for service verification being conducted by KPSC. The Original One Time Verification Certificate duly verified after having recorded verification details and necessary entries** is 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.

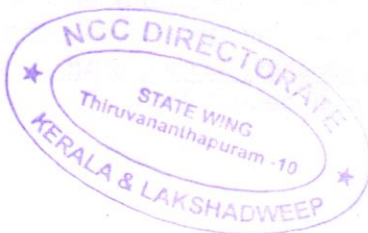
Note: 1. The Head of Office will obtain and retain SPARK FORM No. 1 duly filled for registering in the SPARK system to obtain Permanent Employee Number (PEN).  
2. One time verification certificate of the candidate should also be returned along with the NJD report, if any.

**Sd/-xxx**  
**Additional Director General NCC**

To: -

1. **JOHNY V J**  
Valayil House  
Kattoor P O  
Alappuzha- 688546 } - By Registered post with AD
2. **The Commanding Officer, 5 (K) Girls Bn NCC, Changanassery**  
By Registered Post (Original Verification Certificate, PCN-230001592 (02 pages))
3. **The Group Commander, NCC Group Headquarters, Kottayam**
4. **The District Officer, KPSC District Office, Kottayam**
5. Internal: File/SF/IT for publication in website

**Approved for issue**



*[Handwritten signature]*

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