

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

NCC Establishment – Appointment of Last Grade Servant – Office Attendant Grade-II (Ex-Servicemen only) on Rs 23000-50200/- in the NCC Department in Idukki District - orders issued.

No. NCC/85/2025-A2(II) Thiruvananthapuram

Dated:07-02-2025

Read:- 1. KPSC District Office, Idukki, Advice No. IDE (3) 02/2024-KPSC-DOIDK dated 20.12.2024.

**ORDER**

1. The candidate, whose details given below was advised by the District Officer, Kerala Public Service Commission, District Office, Idukki as per the letter read 1<sup>st</sup> paper above for appointment as Last Grade Servant - Office Attendant Grade-II (Ex-Servicemen only) in the NCC Department, in Idukki District in the scale of pay of Rs. 23000-50200/-.

Advice Sl.No	Name and Address of Candidate	Name of Father or Guardian	Date of Birth	Qualification and experience	Turn of Advice (OC/Res)
1	ASWIN K AKSHAYA CHANGANKULANGARA KOLLAM-690528 VAVVAKKAVU P O  <b><u>Communication Address</u></b> AKSHAYA CHANGANKULANGARA VAVVAKKAVU P O KOLLAM-690528	KRISHNAN KUTTY NAIR	25.04.1986	1) SSLC (General)	Last Grade Servant OC Turn

2. The candidate shown above is appointed temporarily as Last Grade Servant in the scale of pay of Rs 23000-50200/- and is posted at 33 (K) Bn NCC, Idukki as Office Attendant Grade-II against the existing vacancy.

3. The above mentioned candidate is directed to report to the **Commanding Officer, 33 (K) Bn NCC, Idukki 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. 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 report on Police verification later regarding their 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 Last Grade Servants 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 by the candidate before he is allowed to join duty. **The One Time Registration certificate PCN 240015830 (in original)**

**of the candidate is 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 candidate 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, Idukki at the time of joining duty. The date of joining duty should be reported promptly.**

7. 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. 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 which being held by KPSC. Original One Time Verification Certificate duly verified and after recording verification details and necessary entries 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 should 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 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:-

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**  
Additional Director General NCC

To

**ASWIN K**  
**AKSHAYA**  
**CHANGANKULANGARA**  
**VAVVAKKAVU PO, KOLLAM-690528**

- By Registered Post with AD

Copy to:-

The Commanding Officer  
33 (K) Bn NCC, Idukki  
(OTR No. 240015830 &  
Ser No. 0516876 - 2 Sheet)

- By Registered Post  
(OTR / Verification certificate  
enclosed)

KPSC, District Office,  
Idukki

NCC Group Headquarters,  
Kottayam

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

**Approved for issue**

