

**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 Servants – Office Attendant Grade-II, Lascar Grade-II, Masalchi Grade-II and Chowkidar Grade-II (Ex-Servicemen only) on Rs 23000-50200/- in the NCC Department in Kottayam District - orders issued.

No. NCC/304/2025-A2(II)

Thiruvananthapuram

Dated:08-04-2025

Read: - KPSC District Office, Kottayam, advice No. KIII (4) 541981/2021 dated 12.02.2025.

**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 advised for appointment as Office Attendant Grade-II, Lascar Grade-II, Masalchi Grade-II and Chowkidar Grade-II (Ex-Servicemen only) in the NCC Department in Kottayam 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	<b>SANDEEP S</b> DWAITHAM PULICHAMALA THIRUVANANTHAPURAM PARAPPARA P O 695551	SASIDHARAN NAIR S	27.05.1979	1) SSLC 2) Ex-Serviceman (16 years 10 Months 16 days of Military Service)	<b>DA-LV</b> Turn
2	<b>RAJ KUMAR R</b> THEKKEVAZHAYIL ASHTAMUDY, KOLLAM ASHTAMUDY - 691602	RADHAKRISHNA PILLAI	28.11.1985	1) SSLC 2) Ex-Serviceman (17 years 07 Months 26 days of Military Service)	<b>DA-HI</b> Turn
3	<b>JAYAN O</b> MANNOOR VEEDU MENAMPALLY MUKUNDAPURAM KOLLAM - 691585	OMANAKUTTAN PILLAI	30.05.1981	1) SSLC 2) Ex-Serviceman (17 years 22 days of Military Service)	<b>DA-LD/CP</b> Turn

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Advice S I.No	Name and Address of Candidate	Name of Father or Guardian	Date of Birth	Qualification and experience	Turn of Advice (OC/R es)
4	<b>ANTONY A</b> TC 47/1247(3) KUNNUMPURATHU VEEDU, BALAN NAGAR POONTHURA - 695026 THIRUVANANTHAPURAM  [SCCC-BHARATHAR (OTHER THAN PARATHAR)]	ALPHONSE	18.06.1983	1) SSLC 2) Ex-Serviceman (17 years 06 Months 27 days of Military Service)	<b>BC</b> TURN
5	<b>UPESH U</b> KANISSERIL THOTTAPPALLY THOTTAPPALLY P O ALAPUZHA - 688561  (E/B/T-EZHAVA)	UMENDRAN	10.05.1983	1) SSLC 2) Ex-Serviceman (17 years 2 days of Military Service)	<b>OC</b> Turn
6	<b>BIPIN P</b> AMMINI NIVAS EDACHERI T C MUKK KAKKAT KANNUR - 670005  (SC-PULAYAN)	BALAKRISHNAN P	01.05.1983	1) SSLC 2) Ex-Serviceman (17 years 01 days of Military Service)	<b>BC</b> Turn
7	<b>SATHEESH KUMAR P G</b> PLAMPARAMBIL PUTHENVEEDU THIRUVALLA EAST OTHERA - 689546 PATHANAMTHITTA  <u>Communication Address</u> NEELAMBARI KULAKKADA EAST P O KOLLAMALA 691521	GOPALAKRISHNAN NAIR	12.05.1982	1) SSLC 2) Ex-Serviceman (17 years 05 days of Military Service)	<b>OC</b> Turn

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Advice Sl.No	Name and Address of Candidate	Name of Father or Guardian	Date of Birth	Qualification and experience	Turn of Advice (OC/Res)
8	<b>SALIM K</b> KEK HOUSE PATTATHANAM MUKUN DAPURAM P O KOLLAM  (MUSLIM)	KOCHUKUNJU E	30.05.1982	1) SSLC 2) Ex-Service man (19 years 10 Months 19 days of Military Service)	<b>BC</b> Turn
9	<b>GIREESH KUMAR J</b> GIREESHBHAVANAM CHERIANAD NEDUVARA MCODE P O ALAPUZHA - 689508	JANARDHANA KURUP	07.03.1984	1) SSLC 2) Ex-Service man (17 years 07 days of Military Service)	<b>OC</b> Turn
10	<b>SANTHOSH ROY S</b> VILA VEEDUVILAKAM MAVARTHALAKONAM NALANCHIRA THIRUVANANTHAPURAM -695015  <b>Communication Address</b> RAJI BHAVAN CHAVOOR KONAM NALANCHIRA THIRUVANANTHAPURAM - 695015  (LC/AI-LATIN CATHOLICS)	G STELLANSON	25.10.1981	1) SSLC 2) Ex-Service man (17 years 28 days of Military Service)	<b>BC</b> Turn
11	<b>DEEPAN M P</b> INDRA DHANUS BHAGAVATHY NAGAR VELLANAD P O THIRUVANANTHAPURAM - 695543  (EWS)	MURALEEDHARAN NAIR	14.05.1985	1) SSLC 2) Ex-Service man (17 years 19 days of Military Service)	<b>EWS</b> Turn

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Advice Sl.No	Name and Address of Candidate	Name of Father or Guardian	Date of Birth	Qualification and experience	Turn of Advice (OC/Res)
12	<b>SHAJU K V</b> KULATHUMKARA VANNARA PURAYIL NILAYAMTATTU, VELLAVE KANNUR - 670141. KUTTIYERI  (OBC-VANIYAN)	PV KRISHNAN	14.04.1981	1) SSLC 2) Ex-Serviceman (22 years 22 days of Military Service)	<b>BC Turn</b>
13	<b>KANNAN G S</b> MAVILA VEEDU KUDAVATTOOR KOLLAM KUDAVATTOOR P O. 691512	GOPINADHAN PILLAI	18.05.1986	1) SSLC 2) Ex-Serviceman (18 years 04 Months 20 days of Military Service)	<b>OC Turn</b>

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	SANDEEP S	Office Attendant Grade-II	16(K) Bn NCC, Kottayam
2	RAJ KUMAR R	Office Attendant Grade-II	17(K) Bn NCC, Pala
3	JAYAN O	Lascar Grade-II	5 (K) NU NCC, Changanassery
4	ANTONY A	Masalchi Grade-II	NCC Gp HQ, Kottayam
5	UPESH U	Chowkidar Grade-II	5 (K) NU NCC, Changanassery
6	BIPIN P	Chowkidar Grade-II	NCC Gp HQ, Kottayam
7	SATHEESH KUMAR P G	Chowkidar Grade-II	17 (K) Bn NCC, Pala
8	SALIM K	Chowkidar Grade-II	16 (K) Bn NCC, Kottayam
9	GIREESH KUMAR J	Lascar Grade-II	5 (K) NU NCC, Changanassery
10	SANTHOSH ROY S	Lascar Grade-II	5 (K) NU NCC, Changanassery
11	DEEPAN M P	Lascar Grade-II	16 (K) Bn NCC, Kottayam
12	SHAJU K V	Lascar Grade-II	17 (K) Bn NCC, Pala
13	KANNAN G S	Lascar Grade-II	17 (K) Bn NCC, Pala

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3. The above mentioned candidates are directed to report to the respective, The Group Commander/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, 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 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 Head of Office concerned.

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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

1	<b>SANDEEP S</b> DWAITHAM PULICHAMALA, THIRUVANANTHAPURAM PARAPPARA P O 695551	By Registered Post with AD
2	<b>RAJ KUMAR R</b> THEKKEVAZHAYIL ASHTAMUDY KOLLAM, ASHTAMUDY - 691602	By Registered Post with AD
3	<b>JAYAN O</b> MANNOOR VEEDU MENAMPALLY MUKUNDAPURAM KOLLAM - 691585	By Registered Post with AD
4	<b>ANTONY A</b> TC47/1247(3) KUNNUMPURATHU VEEDU, BALAN NAGAR POONTHURA - 695026	By Registered Post with AD
5	<b>UPESH U</b> KANISSERIL THOTTAPPALLY THOTTAPPALLY P O ALAPUZHA - 688561	By Registered Post with AD
6	<b>BIPIN P</b> AMMINI NIVAS EDACHERI T C MUKK KAKKA, KANNUR - 670005	By Registered Post with AD
7	<b>SATHEESH KUMAR P G</b> NEELAMBARI KULAKKADA EAST P O KOLLAMALA 691521	By Registered Post with AD
8	<b>SALIM K</b> KEK HOUSE,PATTATHANAM, MUKUNDAPURAM P O. KOLLAM	By Registered Post with AD
9	<b>GIREESH KUMAR J</b> GIREESH BHAVANAM, CHERIANAD NEDUVARAMCODE P O ALAPUZHA - 689508	By Registered Post with AD
10	<b>SANTHOSH ROY S</b> RAJI BHAVAN CHAVOORKONAM NALANCHIRA THIRUVANANTHAPURAM - 695015	By Registered Post with AD

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11	<b>DEEPAN M P</b> INDRA DHANUS BHAGAVATHY NAGAR VELLANAD P O THIRUVANANTHAPURAM - 695543	By Registered Post with AD
12	<b>SHAJU K V</b> KULATHUMKARA VANNARA PURAYIL NILAYAMTATTU,, VELLAV, KANNUR - 670141. KUTTIYERI	By Registered Post with AD
13	<b>KANNAN G S</b> MAVILA VEEDU KUDAVATTOOR, KOLLAM KUDAVATTOOR P O. 691512	By Registered Post with AD

Copy to:-

1	The Group Commander NCC Group Headquarters, Kottayam 1. OTR No. PCN: 240015482 & Ser No. 0525529, 0525530. 2. OTR No. PCN: 210004451 & Ser No. 0525533, 0525534.	By Registered Post (Original OTR / Verification certificate enclosed)
2	The Commanding Officer 5(K) Naval Unit NCC, Changancherry 1. OTR No. PCN: 200003452 & Ser No. 0525527, 0525528. 2. OTR No. PCN: 230029199 & Ser No. 0525531, 0525532. 3. OTR No. PCN: 230029200 & Ser No. 0525539, 0525540. 4. OTR No. PCN: 200009355 & Ser No. 0525541, 0525542.	By Registered Post (Original OTR / Verification certificate enclosed)
3	The Commanding Officer 16(K) Bn NCC, Kottayam 1. OTR No. PCN: 170001429 & Ser No. 0525523, 0525524. 2. OTR No. PCN: 240002496 & Ser No. 0525537, 0525538. 3. OTR No. PCN: 230029553 & Ser No. 0525543, 0525544.	By Registered Post (Original OTR / Verification certificate enclosed)
4	The Commanding Officer 17(K) Bn NCC, Pala 1. OTR No. PCN: 240015773 & Ser No. 0525525, 0525526. 2. OTR No. PCN: 230028183 & Ser No. 0525535, 0525536. 3. OTR No. PCN: 240000233 & Ser No. 0525545, 0525546. 4. OTR No. PCN: 240002407 & Ser No. 0525547, 0525548.	By Registered Post (Original OTR / Verification certificate enclosed)
5	KPSC, District Office, Kottayam	for info

Internal: -

File/IT for website/SF

**Approved for issue**