

**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 Rs 26500-60700/- in the NCC Department in Kottayam District - Orders issued.

No. NCC/916/2025-A2

Thiruvananthapuram

Dated:26-08-2025

Read:KPSC District Office, Kottayam, advice No.K III(4)630879/22 dated 23.07.2025.

ORDER

1. The candidate, whose details is given below was 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	Qualification	Turn of Advice (OC/BC/Res)
1.	SURAJKUMAR P N LEKSHMIVILASAM, EZHACHERRY PO, KOTTAYAM EZHACHERRY-686651 (-)	NARAYANAN KP	31.05.1978 250002684	SSLC (General)	OC Turn

2. The candidate shown above is appointed temporarily as Clerk on scale of pay of ₹.26500-60700/- and is posted in 17 (K) Bn NCC, Pala in the existing vacancy.

3. The above mentioned candidate is 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. 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 they 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 Rule 10 (b) of the above rules and also subject to satisfactory report on Police verification 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 service of the candidate will be regularised with effect from the date of his appointment subject to satisfactory verification report from both the Police and KPSC Authorities concerned, and he 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 candidate before he is allowed to join duty. **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 on the identification certificate itself. If there is any discrepancy, 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, Kottayam at the time of joining duty. **The date of joining duty should be reported promptly.**

7. The candidate is 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 candidate 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 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). 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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Sd/-x x x x
Additional Director General NCC

To :-

SURAJKUMAR P N
LEKSHMIVILASAM,
EZHACHERRY PO, KOTTAYAM
EZHACHERRY - 686651

By Registered Post with AD

Copy to :-

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|----|---|---|
| 1. | The Commanding Officer
17 (K) Bn NCC, Pala | <p><u>By Registered Post</u>
(Original OTR / Verification
certificate PCN No 250002684
against Ser No 0551990 & 0551991
enclosed)</p> |
| 2. | The Group Commander
NCC Group Headquarters
Kottayam | For information pls. |
| 3. | The District Officer
KPSC District Office, Kottayam | For information pls. |

Internal: -

File/IT for website/SF

Approved for issue