

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

NCC Dept - Est - Appointment of Sri. Rajeev K Menon as Clerk (Ex-Servicemen only) on Rs.9940-16580/- (PR) (Revised Rs. 19000-43600/-) in NCC Directorate (Head Quarters Vacancy) – Orders Issued.

No. 7129/A2-Est/2012/NCC

Thiruvananthapuram

Dated : 17 Oct 2019

Read : Advice letter No. Kill (4) 415/14 dated 18 Sep 2019 from the District Officer, KPSC District Office, Kottayam.

**ORDER**

1. The candidate, whose details are given below has been advised by the District Officer, Kerala Public Service Commission, District Office, Kozhikode as per the letter read above for appointment as Clerk in NCC Department at the NCC Directorate (Head Quarters Vacancy) in the pay scale of Rs.9940-16580/- (PR) (Revised Rs. 19000-43600/-).

Advice Sl. No.	Name and address of candidate	Name of Father or guardian	Date of birth	Qualification and Experience	Turn of Advice (OC/BC)
1	<b>RAJEEV K MENON</b> IRADATHUMADATHIL, PATHANADU, KANGAZHA, KOTTAYAM - 686541.	MENON K K	18.05.1976	1. SSLC 2. Ex-Servicemen	OC TURN

2. The candidate shown above is appointed temporarily as Clerk (Ex-Servicemen only) in the scale of pay of Rs.9940-16580/- (PR) (Revised Rs. 19000-43600/-) and posted in the office of the **NCC Directorate (K&L), State Wing, Vazhuthacaud, Thiruvananthapuram** in the existing vacancy.

3. The above mentioned candidate is directed to report before the **Administrative Officer, NCC Directorate (K&L), State Wing, Thiruvananthapuram within 15 days** on receipt of this proceedings with necessary documents in original to prove his date of birth, qualifications and experience etc also to be produced. As per GO (P) No. 20/2011/P&ARD dated 30/06/11 he is also required to produce a Medical Certificate of health 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 clause (i) of Sub Rule (a) of the Rule 9 of the General Rules of the Kerala State and Subordinate Service Rules 1958 as provided for in Rule 10 (b) of those Rules and also subject to satisfactory report in 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. 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, 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.

Contd.....2/-

6. The Head of Office will obtain the Police verification proforma duly filled in by the candidate before he is allowed to join duty. **Original One Time Verification Certificate which includes the scanned image of photo and signature of the candidate is enclosed herewith. The photograph and signature of the candidate may be verified and the fact may be recorded in the One Time Verification Certificate itself. If there is any discrepancy the candidate should not be allowed to join duty and the fact should be reported to this Dte forthwith.** After the candidate is allowed to join duty, a copy of One Time Verification Certificate verified and found acceptable may be kept pasted in his Service Book. The original Non Creamy Layer Certificate/ Caste Certificate as applicable may be verified at the time of joining duty. The date of joining duty should be reported promptly.

7. As per GO (P) No.20/2011/P&ARD dated 30.06.2011, the candidate is also directed to affix his thumb impression on the medical fitness certificate along with an attested copy of photograph. Service book in respect of the individual may be opened **within one week from date of joining duty. Attested copies of pages of service book containing name, address, thumb impression, signature, personal identification marks and details of appointment (SB Page No.01 to 04)** are to be forwarded to this section along with original One Time Verification Certificate duly verified by the AO/AA and joining report, 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.**

9. All employees appointed on or after 1/4/2013 should submit application in duplicate to concerned treasury for allotment of Permanent Retirement Account Number (PRAN).

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 Employment Number (PEN).

2. One Time Verification Certificate of the candidate should also be returned along with the NJD report if any.



Sd/- x x x x x  
Additional Director General NCC

To

**Sri. Rajeev K Menon** -- (Regd Post with AD)  
Iradathumadathil,  
Pathanadu, Kangazha,  
Kottayam - 686541.


The District Officer, KPSC District Office, Kottayam.

The Administrative Officer, NCC Directorate (K&L),  
State Wing, Thiruvananthapuram  
(With original OTV Certificate) - **By Hand**

Copy to :-

A3 /A4 /A5 /IT-Cell/File /SF

Approved for Issue

  
DIVYA SURESH  
PEN384951  
Junior Superintendent  
Establishment - A  
NCC Directorate (K&L)