

**PROCEEDINGS OF  
ADDITIONAL DIRECTOR GENERAL NCC, NCC DIRECTORATE (K&L)  
STATE WING, THIRUVANANTHAPURAM-10  
(Present : MAJ GEN BG GILGANCHI)**

NCC Dept -Establishment - Appointment of Sri Sani PK as Lower Division Typist (Ex-servicemen only) **(BC Turn)** on Rs. 9940 -16580/- (PR) Revised Rs.19000-43600/- in Thiruvananthapuram District – Orders issued.

No9255/A2-III/Est/2018/NCC

Thiruvananthapuram

Dated : 19 Aug 2019

Read ; Letter No DTC(1)6918/14-1 dated 15-07-2019 from the District Officer, KPSC District Office, Thiruvananthapuram.

**ORDER**

1 The candidate, whose details are given below has been advised by the District Officer, Kerala Public Service Commission District Office, Thiruvananthapuram as per the letter read above for appointment as Lower Division Typist in NCC Department in Thiruvananthapuram District in the pay scale of Rs. 9940 – 16580 (PR). Revised Rs.19000-43600/- in the existing vacancy.

Sl No	Name and address of candidate	Name of father or guardian	Date of birth	Qualification and experience	Whether advised in OC/BC
1	<b>Sani PK Sani Bhavan, Peringala, Mulakkuzha, Chengannur, Alappuzha PIN-689505  Pulaya/SC</b>	PA Kunjucherukkan	03-05-1975	1) SSLC 2) Service as Clerk in Defence Forces 15 Years 3) Ex Serviceman	BC Turn

2. The candidate shown above is appointed temporarily as Lower Division Typist in the scale of pay Rs. 9940 – 16580 (PR) Revised Rs.19000-43600/- and posted in the office of **1(K) Naval Unit NCC,Akkulam**, Thiruvananthapuram in the existing vacancy.

3. The above mentioned candidate is directed to **report before the Commanding Officer, 1 (K) Naval Unit NCC,Akkulam**, Thiruvananthapuram **within 15 days on receipt of this proceedings with necessary documents in original** to prove the date of birth, qualifications and experience etc are 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. Non-Creamy layer Certificate of the above candidate should be verified at the time of joining.

4. The appointment of the candidate is temporary under clause (i) of Sub Rule (a) of the Rule 9 of General Rules of the Kerala State and Subordinate Service Rules 1958 as provided in the Rule 10 (b) of those Rules vide GO (P)No. 49/74/PD dated 05.03.74 and also as ordered in GO (MS) No. 170/74 PD/ Public Services (D) dated 18.07.74. Satisfactory report in police verification later regarding his character and antecedents to be obtained. The service of the candidate is subject to Rule 3 (c) of the General Rules of the Kerala State and Subordinate Service Rules 1958.

Contd.....2/-

5. 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.

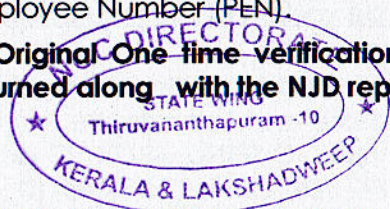
6. The head of office will obtain the Police verification proforma (which is available in NCC website) **duly filled in by the candidate before he is allowed to join duty (police station and Dist. must be mentioned clearly)** and forward the same to this Directorate for further action. As per GO(P) No. 20/2011/P&ARD dated 30.06.11, **the candidate is also directed to affix his thump 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 1 to 4 pages of service book containing name, address, thump impression, signature, Turn of Advise, PSC advise details, appointment details and personal identification marks are to be forwarded to this Directorate along with joining report and OTV in original duly filled (signature will be done by the appointing authority(ie. ADG for onward submission to Public Service Commission. The Head of office should satisfy himself about the identity and signature of candidate before he is allowed to join duty. For this purpose, original of One Time Verification Certificate which includes the scanned image of photo and signature of the candidate is enclosed herewith. The photo graph and the signature of the candidate may be verified and the fact may be recorded in 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 office forthwith. The appointment shall be regularized only after obtaining verification certificate from the PSC. The head of office shall forward attested copy of one to four pages of the service book of the incumbent to this office as ordered in GO(P) No. 20/2011//P&ARD dated 30.06.11 along with the original one time verification certificate duly updated the Part II of OTV certificate(signature will be done by the appointing authority(ie ADG). PSC advice details and appointment details as well as any previous appointment made though KPSC must be endorsed in the fourth page of SB. The date of joining should be reported promptly.**

7. 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.

8. All employees appointed on or after 01.04.13 would submit filled up application form in duplicate to concerned treasury **within 7 days of their appointment** for allotment of Permanent Retirement Account Number (PRAN).

Note : 1. The Head of Office will **obtain SPARK FORM No. 1** from the indl **and retain the same at unit** duly filled for registering in the SPARK system to obtain Permanent Employee Number (PEN).

2. **Original One time verification certificate of the candidate should also be returned along with the NJD report, if any.**



Sgd/-  
Additional Director General NCC

To

1. Sani PK- By Registered post with Acknowledgement Card
  2. The OC 1 (K) NU NCC, Akkulam, (with original OTV-160062496)-By registered post **Approved for issue**
  3. The Group Commander, NCC GP HQ, Thiruvananthapuram .
  4. The District Officer, Kerala Public Service Commission District office, Thiruvananthapuram
- Internal : A3/ SF/Audit/ IT for publication in Web Site

**DIVYA SURESH**  
PEN384951  
Junior Superintendent  
Establishment - A