

## പരസ്യം

ഉന്നത വിദ്യാഭ്യാസ (എ) വകുപ്പിന്റെ GO (Rt) No.2510/2015/H.Edn dated 23.09.2015 പ്രകാരം അഞ്ച് ഗേൾ കേഡറ്റ് അഡ്മിനിസ്ട്രേറ്ററുകളെ കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കാൻ ഉത്തരവായിട്ടുണ്ട്. ബിരുദധാരികളും 'സി' സർട്ടിഫിക്കറ്റ് കരസ്ഥമാക്കിയിട്ടുള്ളതുമായ പൂർവ്വ എൻ.സി.സി വനിതാ കേഡറ്റുകളിൽ നിന്നും ഈ സ്ഥാനത്തേക്കുള്ള അപേക്ഷ 10.12.2015, 05 (p.m) വരെ എൻ.സി.സി ഡയറക്ടറേറ്റ് (കെ & എൽ), സ്റ്റേറ്റ് വിങ്ങ്, വഴുതക്കാട്, തിരുവനന്തപുരത്ത് സ്വീകരിക്കുന്നു. കൂടുതൽ വിവരങ്ങൾക്കായി എൻ.സി.സിയുടെ ഔദ്യോഗിക വെബ്സൈറ്റ് ആയ [www.keralancc.org](http://www.keralancc.org) സന്ദർശിക്കുക. ടെലഫോൺ നമ്പർ.0471 - 2721278.

**PROFORMA FOR APPLICATION FOR CONTRACTUAL EMPLOYMENT IN THE POST  
OF GIRL CADET ADMINISTRATOR IN NCC DEPARTMENT (G.O (Rt)  
No.2510/2015/H.Edn Dated 23.09.2015)**

**(REMUNERATION AS PER PARA (4) OF SELECTION CRITERIA)**

Affix a recent  
passport size  
photograph

1. Name (In Capital Letter) :
2. Date of Birth :
3. Communication Address with Phone Number :
4. Present Address :
5. Nationality :
6. Religion/Caste/Sub Caste :
- 7.\* Qualification :
8. NCC Activities :

**DECLARATION**

I, ..... do hereby declare that the above statements furnished by me are true and that I agree to abide by the selection criteria of GCA.

Place :

Dated Signature of the Candidate  
with Name

a . Age : 20 - 30 Years as on 01.01.2015

b\*. Qualification : (i) Degree from a recognized university

(ii) NCC "C" Certificate

(iii) Physically/Medically Fit.

(iv) Proficiency in languages (English/Hindi) is a must. Preference will be given to the candidates who have participated in RDC/TSC/VSC/NSC.

## **CRITERIA FOR SELECTION OF NCC GIRL CADET ADMINISTRATORS**

### **1. Recruitment Procedure**

(a) Advertisements. Advertisements inviting applications for employment for GCA will be placed in the National newspapers/Local/regional newspapers. Application forms will be made available at concerned Gps. The employment of GCA will be carried out by the ADG through a Station board of Officers.

(b) Applications. The applications will be submitted by the candidates to the K&L Dte. The applications will be processed by a Board of Officers to be set up by ADG NCC.

### **2. Selection Procedure.** The procedure for the selection of candidates on contractual basis will be as under:-

(a) Constitution of Board of Officers. A Board of Officers for selection of GCAs will be constituted by the ADG. The Board of Officers will comprise the following:-

- (i) Chairman – ADG/DDG
- (ii) Member – DDG/Dir
- (iii) Member - Director (Non Medical)/Offr from TVM Gp
- (iv) Member – Officer rep from Gp HQ (6 Bn)/Girls Bn other Gp.
- (v) Rep from State Wing (AO/PLO/AA)
- (vi) One nominated GCI/WTLO.

(b) Assessment. The candidates will be assessed by the Board of Officers as under :-

- (i) Total assessment will include an interview and weightage.
- (ii) Interview. Includes general/professional knowledge/bearing, attitude etc.
- (iii) Weightage. Based on additional qualifications eg professional courses, diploma, post graduate degree.

### **3. Terms And Conditions For Contractual Employment.** The general terms and conditions for employment of GCA are listed below :-

(a) Nationality. The candidate should be an Indian Citizen and domicile of Kerala.

(b) Essential Criteria. The age, educational qualifications and work experience of the candidate should be as under:-

- (i) Age. 20 - 30 years as on 01-01-2015
- (ii) Qualification
  - (aa) Degree from a recognized university
  - (ab) NCC 'C' Certificate
  - (ac) Physically/Medically fit.
  - (ad) Ex - Cadets of NCC under K & L Dte.
  - (ae) Proficiency in English/Hindi.

(c) Desirable Attributes. Preference will be given to candidates who have participated in RDC/TSC/VSC/NSC.

(d) Duration of employment. The employment of the staff will be entirely contractual in nature and will be normally for a period of eleven months at the maximum, subject to review of their conduct and performance after ten months.

(e) Working hours. The working hours for the staff would be 56 hours per week from Monday to Saturday. The time excludes journey time from residence to office and back. The working schedule for the GCA will be decided by Dte/Gp/Bns as per official requirements.

(f) Leave. The staff will be entitled to 10 days leave with pay (8 days Casual leave and 2 days restricted holiday) in a calendar year (non-accumulative) and 10 days medical leave without pay.

(g) Medical fitness. The GCA should be medically fit to fulfill the duties assigned.

4. **Contractual Remuneration.** The details of contractual remuneration payable per month are as under:-

(a) Daily wages -500/- per day \*

(b) Additional Instructional allowance of Rs.50/- per day – during camps and Centrally org functions specified by ADG NCC (K&L) Dte.

(c) Messing allowance (during camps only) @ 200/-.

\* Except the lump sum remuneration, GCAs will not be entitled to any pensionary benefits, allowances or financial benefits/concessions as admissible to regular Govt employees. Daily wages is not applicable on Sunday and holidays. Money will be paid for only for working days.

5. **Employment.** After the approval of the Board proceedings, selected candidates will be employed. Contract as per approved format will be signed by the selected candidates and submitted to Directorate (copy of the draft contract agreement is att at appx). They will be working under Training Branch of the Dte and their documentation and administration including processing of various claims will be done by Establishment Branch, State Wing of the Dte. They will be employed on directions from AD Trg/Director of the Dte.

6. **Contract.** Contractual agreements in the prescribed format will be signed by Directorate/Group HQ with the individual candidates. A copy of the same is att at appx :-

(a) Contract with individual employees. The contractual agreement between the contractual employees and NCC Directorate will include the following:-

- (i) Designation of Appointment
- (ii) Place of Appointment
- (iii) Contractual nature of appointment for period of one year.
- (iv) Review of appointment after 11 months.
- (v) Contractual remuneration payable and that he/she will not be entitled, in any way, to pension including disability and family pension, free Ration, Transport Allowance, Accommodation or HRA, medical allowances, Kit maintenance allowance or any other allowances/financial benefits or concessions as admissible to Govt employees.
- (vi) Non entitlement for CSD canteen facilities.
- (vii) The working hours and timings.
- (viii) Leave. Entitlement to leave.
- (ix) **Conduct.** Professional conduct and warning on disciplinary action in cases of malpractices, unethical practice, financial misappropriation or administrative irresponsibility etc. and termination of contract in such cases.
- (x) Termination of contract by the employee only after giving one month prior notice.
- (xi) Non-entitlement to medical benefits under the ECHS.
- (xii) They will not form group/party and will not be a member of any party.

7. **Procedure For Disciplinary Action.** In case an GCA is involved in any act of professional misconduct, unethical practices, medical negligence or administrative negligence, disciplinary action will be initiated against the employee and his contract may be terminated after giving a show cause notice without prejudice to any further action that may be deemed fit and initiated and considering the nature of the offence committed.

8. The ADG will initiate the action for termination of contract on recommendations of DDG/Director/Group Commander A show cause notice will be given to the employee detailing the nature of offences. An inquiry ordered by the ADG will go into details of the case including the replies to the show cause notice of the employee. The ADG may also take legal action under the existing laws of the land for any act listed in para 7 above.

9. **Disputes in selection.** Decision of the Board will be final.
10. The Appointing authority will be the authority for termination of contract.
11. **Liability of Service.** Girl Cadet Administrator will be liable to serve anywhere in Kerala under the jurisdiction of Kerala & Lakshadweep Directorate. As directed by the Dte, GCAs will accompany Girl Cadets to various camps org anywhere in India for the duration specified.
12. **Terms & Conditions of service.** Girl Cadet Administrator will be once selected will employed on a contractual basis for 24 days per month for one year.
13. **Charter of Duties.**
  - (a) To ensure safety and security of Cadets during training activities and to be conversant with procedural process if rendering medical aid in case of emergencies, to the NCC Cadets attending both indoor/outdoor events.
  - (b) Escort Girl Cadets for various camps/courses.
  - (c) Assist Dte Staff/Officer commanding/ANOs in Girls Bn in enrolment of the cadets for NCC.
  - (d) Check daily attendance of cadets on parades.
  - (e) Attend various types of camps when so detailed.
  - (f) Assist OC unit in preparation during institutional trg periods and in the conduct of camps during camp training.
  - (g) Assist OC unit in range classification.
  - (h) Issue and position training stores before each parade and return the same after parade is over.
  - (j) Assist in organizing and in conduct of social service activities.
  - (k) Assist OC unit in trg cadets in First Aid, Home Nursing, Child Care, Mother Craft and posture trg.
  - (l) Any other job directly concerning NCC activities as assigned by the Dte/Gp HQ/NCC Unit.
  - (m) Assist in preparation of various documents of NCC cadets including collection of data and preparation of various certificates/grace marks.