

MOST URGENT

04741-2721278

NCC Directorate(K&L)
State Wing
Thiruvananthapuram – 10

No. 9559/ D2-Est/2017/NCC

06 Dec 2017

From

Additional Director General NCC

To

All NCC Group HQs/NCC Units/SS Coy

APPOINTMENT OF DEPARTMENTAL USER – KSCBC WEB PORTAL

1. A Web Portal has been commissioned by the Kerala State Commission for the Backward classes (KSCBC) for recording Caste/Community details of all employees in State Govt. Service and other organizations under the State ,as per Article 16(4) of the Constitution of India and under Section 9 of the KSCBC Act -1993. For the purpose of uploading the details in Web Portal one Senior Clerk /Clerk ,**preferably dealing with Service Books and has minimum 03 months service left for retirement in the respective offices**, is be nominated as Departmental User, from each Gp HQs and NCC Units including SS Coy. The following details of the nominated Clerks from NCC GP HQs and NCC Units including SS Coy, are **to reach this Dte on or before 16 Dec 2017.**

- a) NAME OF CLERK
- b) DESIGNATION
- c) ADDRESS OF THE OFFICE
- d) OFFICE TELEPHONE NUMBER
- e) MOBILE NUMBER. OF CLERK

2. Treat the matter with top priority.



(Shani SJ)
Administrative Assistant
Additional Director General NCC