

**PROCEEDINGS OF**  
**THE OFFG ADDITIONAL DIRECTOR GENERAL NCC, NCC DIRECTORATE (K&L),**  
**STATE WING, THIRUVANANTHAPURAM**  
**(Present: Brigadier PK SUNIL KUMAR)**

NCC Establishment – Appointment of Office Attendant Gr.II (Ex-Servicemen Only) on Rs.16500-35700/- (Rs. 23000-50200/- Revised) in Kottayam District - orders issued.

1974/A2/II-Est/2018/NCC

Thiruvananthapuram

Dated 03 May 2021

Ref : Letter No.K III (4)3561/17 dated 08.04.2021 from the District Officer, KPSC, District Office Kottayam

**ORDER**

1. The candidate, whose details given below has been advised by the District Officer, Kerala Public Service Commission, District Office, Kottayam as per the letter read above for appointment as Office Attendant Gr.II in NCC Department in Kottayam District in the scale of pay Rs. 16500-35700/- (Rs. 23000-50200/- Revised).

Adv Sl.No	Name and Address of Candidate	Name of Father or guardian	Date of Birth	Qualification and experience	Turn of Advice (OC/BC turn)
1	SATHEESH KUMAR K SARASWATHY VILASAM KANNIMEL VALLIKUNNAM PO ALAPPUZHA - 690501	KRISHNA KURUP	31.05.1978	1) SSLC 2) Ex-Serviceman	OC TURN

2. The candidate shown above is appointed temporarily as **Office Attendant Grade-II** in the scale of pay Rs.16500-35700/- (Rs. 23000-50200/- Revised) and is posted in **5(K) Naval Unit NCC, Changanacherry** in the existing vacancy.

3. The above named candidate is directed to report to the **Commanding Officer, 5(K) Naval Unit NCC, Changanacherry** within 15 days on receipt of this proceedings with necessary documents in original to prove his date of birth, qualifications etc. 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 and two character certificates from gazetted officers, failing which he 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 the Rule 10 (b) of the above 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. He will be on probation in the cadre of Last Grade Servant for a period of one year on duty within a continuous period of three years from the date of joining duty.

6. **The Head of Office concerned should be verified the original advice memo issued to the candidate from KPSC at the time of joining duty. The original Verification Certificate (One Time Registration) of the candidate is also enclosed for verification of photograph and signature of the candidate and the fact may be recorded on the verification certificate itself. If there is any discrepancy the candidate should not be allowed to join duty and the fact should be reported forthwith. After the candidate is**

allowed to join duty, copy of the identification certificate verified and found acceptable may be kept pasted in his service book. **The date of joining duty should be reported promptly. You are also directed to verify the original advice memo and ink signed appointment order issued to the candidate at the time of joining duty.**

7. As per GO (P) No.20/2011/P&ARD dated 30.06.2011, 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 the date of joining duty. **Police Verification proforma (Available with NCC website) duly filled by the candidate, attested copies of pages of service book containing name, address, thump impression, signature and personal identification marks (Page No.01 to 04) are to be forwarded to this Directorate along with identification certificate duly verified by the Commanding Officer for onward submission to Kerala Public Service Commission.**

8. The candidates 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.

9. All employees appointed on or after 01.04.2013 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 SPARK system to obtain Permanent Employment Number (PEN).

2. Identification certificate should also be returned along with the **NJD report if any.**

Sd/-xxxx  
Offg. Additional Director General NCC

To

SATHEESH KUMAR K  
SARASWATHY VILASAM  
KANNIMEL  
VALLIKUNNAM PO  
ALAPPUZHA - 690501

} By Registered Post with AD

The Commanding Officer,  
5(K) Naval Unit NCC,  
Changanacherry  
(Original OTV  
Certificate enclosed)

} By Registered Post

The District Officer,  
KPSC District Office, Kottayam

Approved for Issue

The Group Commander,  
NCC Group Headquarters, Kottayam



Copy to:- File/ A3/SF/website/CC

**SREEJITH.R**  
PEN384880  
Senior Superintendent  
NCC Directorate (K&L)

