

**PROCEEDINGS OF  
THE ADDITIONAL DIRECTOR GENERAL NCC  
NCC DIRECTORATE (K&L), STATE WING, THIRUVANANTHAPURAM-10  
(PRESENT: MAJOR GENERAL MANDIP SINGH GILL)**

NCC Dept - Establishment - Appointment of Driver Gr II (HDV) (Ex-servicemen only) on Rs.18000-41500 (PR), (Revised Rs.25100-57900/-) in Ernakulam District – Orders issued

No. 6488/A2-III/Est/2018/NCC

Thiruvananthapuram

Dated: 01 Nov 2021

Read: Letter No. E II (2) 280456/2020 dated 01.10.2021 from the District Officer, KPSC District Office, Ernakulam.

**ORDER**

1. The candidates, whose details are given below have been advised by the District Officer, KPSC District Office, Ernakulam as per the letter read above for appointment as Driver Gr II (HDV) (Ex-servicemen only)(NCA – Muslim), in NCC Department in Ernakulam District on the pay scale of Rs. 18000-41500 (PR), (Revised Rs.25100-57900/-) in the existing vacancy:-

Sl No	Name and address of candidate	Name of father or guardian	Date of birth	Qualification and experience	Date of earliest effective advice,if any	Turn of Advice (OC/Res Turn)
1	<b>MYTHEEN SHAJAHAN</b> Kanjiramukalel House Manikkinar Ernakulam  (Muslim)	MAKKAR KM	<b>31.05.1981</b>	1. SSLC 2. HPMV 3. HGMV	-	Res. Turn
2	<b>SHAJAHAN P U</b> Mathilakath Veetil Kottukkal House Padoor Thrissur – 680 524  (Mappila)	USMAN M K	<b>01.01.1976</b>	1. SSLC 2. HPMV 3. HGMV	-	Res. Turn

2. The candidates shown above are appointed temporarily as Driver Gr II (HDV) on the scale of pay Rs.18000 - 41500 (PR), (Revised Rs.25100 - 57900/-) and posted in the following offices in the existing vacancies.

Sl No	Name of Candidate	Name of Office to which posted
1	Mytheen Shajahan	7 Kerala Naval Unit NCC,Ernakulam
2	Shajahan P U	22 Kerala BN NCC,Eloor

3. The above mentioned candidate is directed to report before **The Commanding Officer of the respective Unit as shown against their name within 15 days on receipt of this proceedings with necessary documents in original** to prove the date of birth, qualifications, experience and in case of candidate whose community is noted in the Appointment Order, his Community Certificate/Non-creamy layer Certificate in original 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

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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 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. As per GO (MS) No. 170/74 PD/ Public Services (D) dated 18.07.74, satisfactory police verification report 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.
5. He will be on probation in the cadre of Driver Gr II (HDV) for a period of two years on duty within a continuous period of three years from the date his joining duty.
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 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 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 1-4 of service book containing name, address, thumb impression, signature and personal identification marks are to be forwarded to this Directorate along with joining report, for onward submission to Public Service Commission. The fourth page of the SB must contain PSC Advice details, appointment order details, date of joining etc. 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 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 (Part- I) itself. Head of Office is directed to verify the Original Advice memo issued to candidate at the time of joining duty. 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. For this purpose the head of office shall forward attested copy of pages 1-4 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 through 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 need to 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 and retain SPARK FORM No. 1 duly filled for registering in the SPARK system to obtain Permanent Employee 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  
Additional Director General NCC

Contd.....3/-

To: -

**1. MYTHEEN SHAJAHAN**

Kanjiramukalel House  
Manikkinar  
Ernakulam

**2. SHAJAHAN P U**

Mathilakath Veetil  
Kottukkal House  
Padoor  
Thrissur - 680 524

- By Registered post with AD

**3. The Commanding Officer, 7 Kerala Naval Unit NCC, Ernakulam, Kochi - 16**

By registered post (Original Verification Certificate, PCN-200003381, 02 pages)

**4. The Commanding Officer, 22 Kerala BN NCC, Eloor, Ernakulam - 683 501**

By registered post (Original Verification Certificate, PCN-200008558, 02 pages)

**5. The Group Commander, NCC Group Headquarters, Ernakulam**

**6. The District Officer, KPSC District office, Ernakulam, Pin -682 030**

Internal: File/SF/Audit/IT for publication in website

Approved for issue



**ASHOK KUMAR**  
PEN : 385270  
Administrative Assistant  
NCC Directorate (K&L)  
Thiruvananthapuram - 10