

**PROCEEDINGS OF
THE OFFG ADDITIONAL DIRECTOR GENERAL NCC, NCC DIRECTORATE (K&L),
STATE WING, THIRUVANANTHAPURAM
(PRESENT: BRIGADIER P K SUNIL KUMAR)**

NCC Establishment – Appointment of Office Attendant Gr.II (Ex-Servicemen Only) on Rs16500-35700/- (Revised Rs.23000-50200/-) in Ernakulam District - orders issued.

2619/A2/II-Est/2019/NCC

Thiruvananthapuram

Dated 31 Aug 2021

Ref : Letter No.E II (3) 1282/2017 dated 09.08.2021 from the District Officer, KPSC, District Office Ernakulam.

ORDER

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

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	SEBASTIAN JOSEPH 19/892C, THENAMPARAMBIL VELEPPARAMBIL ROAD PALLURUTHY ERNAKULAM 682 006 (LATIN CATHOLICS)	GEORGE T X	19.02.1970	1. SSLC 2. Ex-Serviceman	Reservation Turn

2. The candidate shown above is appointed temporarily as **Office Attendant Grade-II** in the Pre-revised scale of pay Rs. 16500-35700/- (Revised scale on Rs. 23000-50200/-) and is posted in **7 (K) Naval Unit NCC, Ernakulam** in the existing vacancy.

3. The above named candidate is directed to report to the **Commanding Officer, 7 (K) Naval Unit NCC, Ernakulam** within 15 days on receipt of this proceedings with necessary documents in original to prove his date of birth, qualifications etc. In case of candidate whose community is noted in the appointment order, his community certificate, Non – Creamy Layer Certificate etc as applicable also to be produced. 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 original Non Creamy Layer Certificate before he is allowed to join 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. You are also directed to verify the original Advice Memo issued to the candidate from KPSC 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 forthwith. After the candidate is allowed to join duty, the identification certificate verified and found acceptable may be kept pasted in his service book. The original community certificate/ non creamy layer certificate as applicable may be verified at the time of joining duty. **The date of joining duty should be reported promptly.** You are also directed to verify the original advice memo issued to the candidate from KPSC 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 photocopy of 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

SEBASTIAN JOSEPH
19/892C, THENAMPARAMBIL
VELEEPPARAMBIL ROAD
PALLURUTHY
ERNAKULAM 682 006

By Registered post with AD

The Commanding Officer
7(K) NU NCC Ernakulam
(Original Identification
Certificate enclosed)

By Registered Post

The District Officer,
KPSC District Office, Ernakulam

The Group Commander,
NCC Group Headquarters, Ernakulam

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



Approved for Issue

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