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NCC Directorate (K&L)
State Wing
Thiruvananthapuram

No.910/A6-Est/2020/NCC

02 Mar 2021

CIRCULAR

Sub: Provisional appointment of employees from Employment Exchange – direction - issued.

Ref : Circular of even No.dated 07/02/2020.

1. It has been observed that the documents submitting for the approval of provisional appointment of Employees forwarded by some of the units/ Groups are not in order. Therefore the following instructions shall be complied with before submitting the documents for approval of HOD.

(i) Prepare convening order for selection.

(a) In the said order Presiding Officer should be OC of a units & DGC in the case of Group Headquarters .

(b) First member be a JS/ Officiating JS in units & Manager in case of Group Headquarters.

(c) The 2nd member be a dealing clerk in units & JS in case of Group Headquarters.

(ii) Board of officers duly convened under Head of Office be part in the Board of proceedings.

(iii) The board of offices must sign in the proceedings as well as selection list.

(iv) In the selection list, following information are required to be furnished:-

(a) How many vacancies reported to Employment Exchange.

(b) Number of persons in the list sponsored by Employment Exchange

(c) Number of persons appeared as per sponsored list.

(d) Number of persons absent as per sponsored list.

(e) Number of persons selected as per sponsored list.

(f) Number of persons reserved as per sponsored list.

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(v) The selection list/Board Proceedings has to be countersigned by the Group Commander.

(vi) A copy of the list of candidates sponsored by the Employment Exchange to be attached with the Board proceedings.

(vii) Provisional appointment should only be allowed after the formal sanction from the HOD.



(K Anil Kumar)
Administrative Officer
for Additional Director General NCC

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