

**PROCEEDINGS OF  
THE OFFG ADDITIONAL DIRECTOR GENERAL NCC  
NCC DIRECTORATE (K&L), STATE WING, THIRUVANANTHAPURAM-10  
(PRESENT: BRIGADIER PK SUNIL KUMAR)**

NCC Dept -Establishment - Appointment of LD Typist (Ex-servicemen only) on Rs.19000-43600/- (PR), (Revised Rs.26500-60700/-) in Kozhikode District – Orders issued.

No 449/A2-III/Est/2015/NCC

Thiruvananthapuram

Dated: 28 Feb 2022

Read: Letter No. DV (2) 15/2019 dated 11.02.2022 from the District Officer, KPSC District Office, Kozhikode.

**ORDER**

1. The candidate, whose details are given below has been advised by the District Officer, Kerala Public Service Commission, District Office, Kozhikode as per the letter read above for appointment as **Lower Division Typist (Ex-Servicemen only)** in NCC Department (Kozhikode District) on Rs.19000-43600/- (PR), (Revised Rs.26500-60700/-) in the existing vacancy.

SI No	Name and address of candidate	Name of father or guardian	Date of birth	Qualification and experience	Date of earliest effective advise, if any	Whether Advised in OC/BC turn
1	<b>SURESH NB NAIR VEETIL SHANTI NAGAR MANALODY NILAMBUR POST MALAPPURAM - DIST 679 329</b>	Balakrishnan Nair	<b>21.05.1971</b>	1. SSLC 2. KGTE Typewriting English Lower 3. KGTE Computer word processing Lower 4. KGTE Typewriting Malayalam Lower	-	OC Turn

2. The candidate shown above is appointed temporarily as Lower Division Typist (Ex-Servicemen only) in the scale of pay Rs.19000-43600/- (PR), (Revised Rs.26500-60700/-) and posted in the office of **30 Kerala Bn NCC, Kozhikode** in the existing vacancy.

3. The above mentioned candidate is directed to **report before The Commanding Officer, 30 Kerala Bn NCC, Kozhikode within 15 days on receipt of this proceedings with necessary documents in original** to prove the date of birth, qualifications and experience etc and in case of candidate whose community is noted in the Appointment Order, his Community certificate/NCLC in original to be produced. As per GO (P) No. 20/2011/P&ARD dated 30.06.11 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 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 and also as ordered in GO (MS) No. 170/74 PD/ Public Services (D) dated 18.07.74. Satisfactory report in police verification regarding his character and antecedents to be obtained later. 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 Lower Division Typist for a period of two years on duty within a continuous period of three years from the date his joining duty. The candidate should pass **Malayalam Typewriting (Lower)** before completing probation. If passed the said exam, the same may be ignored.

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 (police station and Dist. must be mentioned clearly) 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. E-Service book in respect of the individual may be opened within one week from date of joining duty. Personal memorandum duly authenticated, containing name, address, thumb impression, signature, Turn of Advise, PSC advice details, appointment details and personal identification marks are to be forwarded to this Directorate along with joining report and OTV in original duly filled, for onward submission to Public Service Commission. 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 of One Time Verification Certificate which includes the scanned image of photo and signature of the candidate is enclosed herewith. The photograph 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 shall verify the Original Advice memo issued to the candidate from KPSC Office at the time 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. The Head of Office shall forward attested copy of one to four pages 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. The candidate unable to join duty, such vacancy be reported along with necessary supporting documents as Not Joined Duty vacancy through Office to whom posted.

8. All employees appointed on or after 01.04.13 would 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 SPARK FORM No. 1 from the indl and retain the same at unit duly filled for registering in the SPARK system to obtain Permanent Employee Number (PEN).

2. Original One Time Verification Certificate of the candidate should also be returned along with the NJD report, if any.

Sd/- x x x x

Offg Additional Director General NCC

To,

**1. SURESH NB  
NAIR VEETIL  
SHANTI NAGAR, MANALODY  
NILAMBUR POST, MALAPPURAM - 679 329**

- By Registered post with AD

**2. The Commanding Officer, 30 Kerala Bn NCC, Kozhikode - 05**

By registered post (With original Verification Certificate PCN-160056599 attached)

**3. The Group Commander, NCC GP HQ, Kozhikode - 05**

**4. The District Officer, KPSC District office, Kozhikode - 673 020**

Internal: A2-III/ SF/ IT for publication in Web Site

**Approved for issue**



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