

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

NCC Department - Establishment – By transfer appointment from Low paid Employees to the post of Clerk in the scale of pay of Rs. 26500 – 60700/- Orders issued.

No. 078/A2-Est/LPE/2026/A2

Thiruvananthapuram

Dated :

30 Jan 2026

- Read:-
1. GO (P) No.01/2014/P&ARD dated 03.01.2014
  2. GO (P) No. 21/2014/P&ARD dated 19.07.2014
  3. GO (P) No. 16/2015/P&ARD dated 28.05.2015.
  4. GO (P) No. 19/2015/P&ARD dated 20.06.2015.
  5. GO (P) No. 04/2020/P&ARD dated 22.01.2020
  6. Govt. letter No A2/188/2020/Eden dated 10.12.2020.
  7. Govt. letter No A2/157/2021/H.Edn dated 04.10.2021.
  8. Personnel and Administrative Reforms GO (P) No 4/2022/P&ARD dated 21.07.2022
  9. Personnel and Administrative Reforms GO (P) No 4/2023/P&ARD dated 16.03.2023
  10. GO (P) No. 17/2023/P&ARD dated 30.11.2023.
  11. This Directorate Proceedings of 0114/A2-Est/LPE/2024/NCC dated 08.04.2024.
  12. This Directorate Proceedings of 4590/A1-Est/2020/NCC dated 15.05.2024.
  13. This Directorate Proceedings of 0114/A2-Est/LPE/2024/NCC dated 24.12.2024.
  14. GO (P) No. 12/2025/P&ARD dated 07.08.2025
  15. This Directorate proceedings No 528/A3-Est/2025/NCC dt 02.09.2025.

1. The rules and guidelines pertaining to the by-transfer appointment of Low Paid Employees (LPE) to the post of Lower Division Clerk (LDC) have been clearly stipulated in the Government Orders and communications referred to as papers 1 to 9 above.
2. As per this Directorate proceedings cited as the 11th paper above, a seniority list of eligible Low Paid Employees was published for considering 10% by-transfer promotion to the post of Clerk against reserved vacancies. Subsequently, one vacancy has arisen under the 10% by-transfer promotion quota due to the retirement of an employee who had been appointed under the said quota.
3. In this regard, one vacancy has arisen in the Kottayam Region consequent on the retirement of Sri. Suresh Kumar AP, Clerk (PEN-724000) of NCC Group HQ, Kottayam on 31 Dec 2025 (AN). Therefore, eligible Low Paid Employees are to be considered for by-transfer appointment to the post of Clerk against the said vacancy.
4. Sri. Sibichan KT, Lascar Gde I, the next eligible candidates in the seniority list retired on 31.05.2024 and Sri. Salim J, Lascar Gde I (PEN-733145) of 5 (K) Girls Bn NCC has been submitted his statement of relinquishment on 31.12.2025, which has been accepted.
5. In the above circumstances, Sri. K Madhu, Lascar Gde I (PEN-733228) of 16 (K) Bn NCC, under the Kottayam Region, being the next eligible and senior-most Low Paid Employee, is hereby provisionally appointed as Clerk under the 10% 'By Transfer' appointment quota in the scale of pay ₹26,500 – 60,700/- against the existing vacancy in the Kottayam Region earmarked for by-transfer appointment from Low Paid Employees. He is posted to NCC Gp HQs, Kottayam.

6. He will be placed on probation in the cadre of Clerk for a period of two years on duty within a continuous period of three years from the date of assuming charge of the post, in accordance with Para 4 (I) of G.O.(P) No. 17/2018/P&ARD dated 27.12.2018. As stipulated in the Government Order referred to as the 7th paper above, all employees appointed by transfer to the post of Clerk from among Low Paid Employees shall pass the Mandatory Office Procedure (MOP) Test on or before 15.03.2026, as reiterated in the Government Orders cited as the 9<sup>th</sup> and 14<sup>th</sup> papers above. Employees who fail to pass the mandatory test within the prescribed time limit shall be reverted to their previous post after 15.03.2026.

7. The concerned Drawing and Disbursing Officers (DDOs) shall obtain the necessary undertaking from the employee, agreeing to reversion in case the mandatory qualification is not acquired within the prescribed time limit, prior to allowing him to join the promoted post. The original educational qualification certificates of the employee shall be verified by the Head of Office of the respective Group Headquarters/Unit where the individual is posted.

8. The request for relinquishment submitted by the employee for LPE 10% 'by transfer' promotion/appointment **shall not be considered** on or after the date of this order, as per the GO referred to as the 10<sup>th</sup> paper above.

9. The relieving and joining of the above employees shall be intimated to this office along with the undertaking referred in para 10<sup>th</sup> above.

Sd/- x x x x

Offg Additional Director General NCC

To,

Individual Concerned (Through HOO)  
All NCC Group Headquarters and Units

(Through Official Website)

Copy to :-

A2-II/A4 Est/SF & File

**Approved for issue**

*Sajimon M*  
SAJIMON M  
PEN 385602  
Administrative Assistant  
NCC Directorate (K&L)  
Thiruvananthapuram-10

