

Directorate of Higher Secondary Education,
National Service Scheme,
Housing Board Building,
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Date:21/05/2024

CIRCULAR

Sub : Tenure of NSS Programme Officers-Appointment of new Programme Officers-reg
Ref. F.No. 1-1/NSS/KER/2015 of the Youth Officer NSS Regional Centre dated 6/4/2015

The maximum period for which a teacher can hold the post of NSS programme Officer will be for 3 years. However this period can be extendable to the 4th year with the consent of Programme Officer and on the basis of review of his/her performance, by the Principal & NSS District Convener with the consent of the NSS Programme Co-Ordinator.

The following instructions should be followed by the Principal/Programme Officers for the smooth functioning of NSS Units.

1. In normal conditions the same Programme Officer should not be allowed to continue beyond the period of 3 years. Those who have completed the stipulated period should be relieved and new Programme Officers may be appointed. The details of new Programme Officer should be intimated to the District Convener and to the Programme Co-ordinator.
2. The female Programme Officer should be posted in Girls Higher Secondary Schools.
3. Depute the newly appointed Teachers and untrained Programme Officer to the NSS orientation training at ETI or the Training conducted by the DGE HSE, when intimated from the NSS Cell.
4. The Programme Officer who have undergone Training should hold the post of Programme Officer for 3 years unless a transfer is happened within the period.
5. If the Programme Officer discontinue for any other reasons as mentioned in the item (4), the reason for which should be intimated to HSE NSS Cell, with all the supporting documents forwarded by the Principal, through the District Convener concerned on or before May 31st 2024.
6. The Programme Officer who completed their tenure should be replaced by new Programme Officer and this change should be intimated to this office along with the affidavit counter-signed by the Principal concerned on or before 30th May 2024.

Sd/-

Dr. Jacob John
Programme Co-ordinator

AFFIDAVIT

I
..... (name and School address of programme officer) do hereby
solemnly affirm and state as follows:-

I am willing to work as a National Service Scheme Programme Officer in
.....school
from (Month& Year) to(minimum three year ser-
vice is essential)

I am willing to undergo NSS ETI Training with in one year, from the date of assuming
the charge of NSS Programme Officer.

The above facts and true.

Contact Number
E-mail ID :

Place :
Date :

Name and Signature
Programme Officer