



CIRCULAR

72/NSS/DHSE/2015

26/05/2016

Sub: Tenure of NSS Programme Officers – Appointment of new Programme Officers and enrolment of female volunteers – reg

Ref: F.No.1-1/NSS/KER/2015 of the Youth Officer NSS Regional Centre dated 6/04/2015

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 up to the 4th years on the basis of review of his/her performance, by the Principal & NSS District Convener with the consent of the NSS Programme Co-Ordinator.

It is learned that some of the Programme Officers are allowed to continue beyond the period and some of the Programme Officers are continuing without undergoing ETI training with in the stipulated period of one year from their appointment. 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 within **10th June 2016**. 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. In order to maintain the 50:50, due importance should be given to the enrolment of female volunteers.
4. Depute the newly appointed Teachers (**Details submitted within June 10th through Proper Channel**) and untrained Programme Officer to the NSS orientation training at ETI Kalamassery Ernakulam as and when intimated from this office.
5. The Programme Officer who has undergone ETI Training should hold the post of Programme Officer for 3 years unless a transfer is happened within the period.

Sd/-
Programme Co-Ordinator