

Directorate of Higher Secondary Education,  
National Service Scheme,  
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Date: 12/05/2025

**CIRCULAR**

Sub : Tenure of NSS Programme Officers-Appointment of new Programme Officers-reg  
Ref. F.No. 1-1/PCs/NSS/KER/2023-24 of the NSS Regional Director Dated 19/06/2023

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 4<sup>th</sup> 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 31<sup>st</sup> 2025.
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 countersigned by the Principal concerned on or before 10 th June 2025



  
Joint Director (Academic)

## **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 within one year, from the date of assuming  
the charge of NSS Programme Officer.

The above facts are true.

Contact Number  
E-mail ID :

Place :  
Date :

Name and Signature  
Programme Officer