



# KERALA WATER AUTHORITY

Jalabhavan  
Thiruvananthapuram – 695033  
Kerala – India

## PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER

PRESENT : B V Nisha (ilc)

Sub:- KWA - Admn – Provisional appointment to the post of Lower Division Clerk through Kerala Public Service Commission in the scale of pay of Rs.20100-53300 - Orders issued.

No: 14002/E10/2018/KWA

Dated: 16.12.2021

- Read:-
- 1) Letter No:KLR III(1) 2953/2017(2) dated, 08.11.2021 of the Regional Officer, KPSC, Kollam.
  - 2) Rule 3(C) KS&SSR, 1958.
  - 3) G.O. (P) No 45/91/P&ARD dated, 03.12.1991.
  - 4) G.O.(P) No.441/2012/Fin Dated, 08.08.12.
  - 5) Circular No.016/NPS/FIN/KWA.

### ORDER

The under mentioned candidates advised by Kerala Public Service Commission vide order read 1<sup>st</sup> above are provisionally appointed as Lower Division Clerks in this organization in the scale of pay of Rs.20100-53300/- under clause (1) of sub rule (a) of Rule 9 of the General Rules as provided for Rule 10 (b) of KS&SSR, 1958.

Sl.No.	Name & Address	Date of Birth	OC/BC turn	Date of Verification
1	VISHNU K NAIR KARUNALAYAM KUNNATHUKAL THIRUVANANTHAPURAM 695504 <u>Communication Address</u> VISHNU K NAIR LEKSHMI BHAVAN MANCHAVILAKOM THIRUVANANTHAPURAM 695503	31.05.1990	OC	22.12.2021 10.30 AM
2	AMITHA A S ASOKAM UDIYANKULANGARA THIRUVANANTHAPURAM 695122	13.07.1993	BC	22.12.2021 10.30 AM



3	ABHIRAM P S MANDILICHIKANDY HOUSE KAYAKODI AKKAL P O KOZHIKODE- 673513	26.05.1994	BC	22.12.2021 10.30 AM
4	VISHNUPRASAD K S KARIPARAMBIL HOUSE PONGANAMKKADU THRISSUR KURICHIKKARA- 680028	03.02.1991	OC	22.12.2021 10.30 AM
5	SWATHY JAYAPALAN EYYANI HOUSE PERINGOTTUKARA THRISSUR KIZHAKKUMMURI 680571	08.04.1991	OC	22.12.2021 10.30 AM
6	MUJEEB RAHMAN E EDASSERY HOUSE ATHALLOOR MALAPPURAM-679573	26.12.1992	BC	22.12.2021 10.30 AM
7	SRIBIN SUKUMAR P SREEDEEPAM/2972 MANALIL, KIZHAKUMKARA KASARAGOD-671531	06.03.1991	OC	22.12.2021 10.30 AM
8	JEEJA J HERMON, TC 8/1843(1), VETTAMUKKU, THIRUMALA P O THIRUVANANTHAPURAM, 695006 <u>Communication Address</u> JEEJA J CITADEL VIZHAVOOR, MALAYAM.PO THIRUVANANTHAPURAM PIN-695 571	16.01.1990	BC	22.12.2021 10.30 AM



9	<p>ABHINAND N PADINHARAYIL KIZHUR, PAYYOLI KOZHIKODE- 673522</p> <p><u>Communication Address</u></p> <p>ABHINAND N PALLIVEETIL KIZHUR, PAYYOLI KOZHIKODE-673522</p>	23.03.1992	OC	22.12.2021 10.30 AM
10	<p>SAVITHA K K SEKHARATHIL HOUSE MANNANUR POST, THRANGALI PALAKKAD -679523</p>	15.05.1983	BC	22.12.2021 10.30 AM
11	<p>BHAUMYA B S SYAM NIVAS ANDOOR.PO, VALAKAM KOTTARAKARA KOLLAM-691532</p>	01.11.1991	OC	22.12.2021 10.30 AM
12	<p>AJEESH S R SREEGOVIND PALAPPURAM(PO), OTTAPALAM PALAKKAD-679103</p>	16.09.1992	DA- LD/CP	22.12.2021 10.30 AM
13	<p>SHINU K SHAJI KUNNETHOTTATHIL HOUSE ELAMKAD ELAMKAD P O, KOTTAYAM- 686514</p>	15.05.1993	OC	22.12.2021 10.30 AM



14	SOUMYA JOY CHIRACKAPARAMBIL KAVAKKAD ERNAKULAM-686 668	21.02.1992	OC	22.12.2021 10.30 AM
15	NEETHU M K AMBA 5TH UNIT VYTHIRI SUGANDHAGIRI WAYANAD	01.06.1991	BC	22.12.2021 10.30 AM
16	SAJITH TS THAIKOOTTATHIL HOUSE POLLETHAI ALAPPUZHA-688567	25.05.1993	OC	22.12.2021 10.30 AM
17	RASHIDHA R ABU JABIR MANZIL PUTHUKKULANGARA P O , NEDUMANGADU TRIVANDRUM-695541	27.05.1983	BC	22.12.2021 10.30 AM
18	ARJUN U KALLUVETTUKUZH MANGALAMKUNNU K ATTUKULAM PALAKKAD-679514	15.11.1993	BC	22.12.2021 10.30 AM
19	SHIJI V J VIJAYASADANAM PANDARAVILA MELEKONAM PARASSUVAIKKAL, THIRUVANANTHAPURAM 695508	19.05.1988	BC	22.12.2021 10.30 AM
20	ASWATHY SATHEESAN PAINGATTIL HOUSE THEKKUMBHAGOM TRIPUNITHURA ERNAKULAM-682301	08.12.1993	BC	22.12.2021 10.30 AM



21	SURYA T S THALASSERY HOUSE CHAMAKALA THRISSUR-680687	12.05.1989	BC	22.12.2021 10.30 AM
22	AMRUTHA G S GOPIKA NIVAS KOTTARAKARA UMMANNOOR P O KOLLAM- 691520	19.06.1993	OC	22.12.2021 10.30 AM
23	DEEPA M DAMODARAN MANTHARATHIL HOUSE KEEZHVAIPUR PATHANAMTHITTA-689587	31.05.1988	BC	22.12.2021 10.30 AM
24	ADHEEP KRISHNA R S HONEY KUDAVOOR KUDAVOOR P O, THIRUVANANTHAPURAM 695313	20.07.1993	OC	22.12.2021 10.30 AM
25	ASHA K KOYIPPURATH HOUSE PAVUMPA SOUTH, PAVUMPA PO KOLLAM- 690574 <u>Communication Address</u> ASHA K PALATHADATHIL THEKKETHIL MITHRAPURAM, PARANTHAL P O PATHANAMTHITT A- 689518	30.05.1981	OC	22.12.2021 10.30 AM
26	VINNY GEORGE CHERUVATHOOR HOUSE PARLIKKAD P O, WADAKKANCHERY THRISSUR-680623	22.01.1994	OC	22.12.2021 10.30AM



27	NISHA K MANALUVILA VEEDU, VATTATHAMARA.P O KOLLAM-691 536. <u>Communication Address</u> NISHA K THOPPIL VEEDU ANANDANMUKKU ADAYAMON P O TRIVANDRUM-695614	31.05.1983	BC	22.12.2021 10.30AM
28	PRIYAJYOTHI JYOTHI BHAVANAM IRUMPANANGADU, EZHUKONE IRUMPANANGADU P O KOLLAM	13.03.1994	OC	22.12.2021 10.30AM
29	SHINI C P VIPIN NIVAS VALLAMCODE KALLIYOOR P O TRIVANDRUM- 695020	05.05.1983	OC	22.12.2021 10.30AM
30	VIDHYA U K P NIVAS KANNIMEL MARUTHADY P O KOLLAM-691003	29.04.1994	OC	22.12.2021 10.30AM
31	JIJIN S GBS NIVAS PANAYARAKONAM KALAMACHAL P O THIRUVANANTHAPURAM 695606	25.05.1993	BC	22.12.2021 10.30AM
32	ADARSH K P JYOTHIS PULLALOOR PARANNUR KOZHIKODE- 673585	31.05.1994	OC	22.12.2021 10.30AM
33	SREELEKSHMY C SREENIKETH KALAKKODU KOLL AM-691302	06.05.1983	OC	22.12.2021 10.30AM



34	ANU P PATTULIL HOUSE SARADAMANDIRAM KOLATHARA KOZHIKODE -673655	05.11.1986	BC	22.12.2021 10.30AM
35	NEENU BHASKARAN XXX/1309, PULIMPARAMBILPADAM HOUSE R S A C ROAD, VYTTILA ERNAKULAM-682019	11.07.1988	BC	22.12.2021 10.30AM
36	DHANNYA C J CHEMPAKASSERY HOUSE IRINJALAKUDA.PO THRISSUR-680 121 <u>Communication Address</u> DHANNYA C J KAIPPILLIPARAMBIL HOUSE NEAR CHURCH, NELLAYI NELLAYI P O, THRISSUR-680305	28.03.1983	OC	22.12.2021 10.30AM
37	SABITHA M A MANAPPADATH HOUSE SREEBHOTHAPURAM SREEMOOLANAGARAM ERNAKULAM- 683580 <u>Communication address</u> SABITHA M A MANJAMTHURUTHIL CHALACKAL MARAMPALLY ERNAKUL AM-683105	25.05.1984	BC	22.12.2021 10.30AM



38	<p>ANJANA V V VALIYAVALLAPPIL HOUSE NARICKODE MUZHAPPALA KANNUR</p> <p><u>Communication Address</u> ANJANA V V MAROLI HOUSE CHERUVODE MOORIYAD KANNUR</p>	19.05.1987	BC	22.12.2021 10.30AM
39	<p>NEENU WILSON PONPULARI 11 A , ARADHANA NAGAR, KOLLAM-691001</p> <p><u>Communication Address</u> NEENU WILSON KALEECKAL ULUNTHY , PERINGALIPURAM P O ENNAKKAD ALAPPUZHA-689624</p>	20.04.1988	BC	22.12.2021 10.30AM
40	<p>HIMA E P HITHAM(H) PALAPARAMBA, CIVIL STATION(PO) KOZHIKODE-673020</p>	14.07.1988	BC	22.12.2021 10.30AM
41	<p>RENJINI A G SAMBABHAVAN THODUPUZHA IDUKKI- 685584</p>	20.02.1988	BC	22.12.2021 10.30AM
42	<p>GAYATHRI P T PULINTHANATHU(H) EDANADU PO KOTTAYAM-686574</p> <p><u>Communication Address</u> GAYATHRI P T THAZHATHEDATHU(H) KURICHITHANAM P O KOTTAYAM-686634</p>	12.05.1983	OC	22.12.2021 10.30AM





43	AJITH T ANUGRAHA SANTHINAGAR MANALODY NILAMBUR MALAPPURAM-679329	28.02.1991	BC	22.12.2021 10.30AM
44	ARCHANA P V KALLANICKAL HOUSE KADAMMANITTA.PO PATHANAMTHITTA-689649	05.12.1983	OC	22.12.2021 10.30AM
45	PREETHY M S MANGALATH HOUSE OORAKKAD EDATHALA P O ERNAKULAM	01.07.1991	BC	22.12.2021 10.30AM
46	KRIPA P KOTTAYAMKADU HOUSE ELAVANCHERY, ELAVANCHERY POST PALAKKAD-678508	07.04.1997	DA-LV	22.12.2021 10.30AM
47	ANJU S NAIR KALAPURAKKAL THALORE. PO THRISSUR-680 306	19.05.1985	OC	22.12.2021 10.30AM



48	HASEENA E H ETHY CHEMBARACKY ERNAKULAM-683547  <u>Communication Address</u> HASEENA EH THEKKEMALIL THANDAKAD ERNAKULAM-683105	18.01.1991	BC	22.12.2021 10.30AM
49	SAJITHA V V PALLIKKAL PARAYIL, PALLIKKAL MALAPPURAM-673653  <u>Communication Address</u> SAJITHA V V PUTHAN VEETIL NAYADIPPARA, MALAPPURAM-676 503	30.05.1986	OC	22.12.2021 10.30AM
50	VIPINA VATAVATHI VJ NIVAS KAPPATTAPOYIL MALUR, KANNUR- 670 702	20.05.1993	BC	22.12.2021 10.30AM
51	BINU JOSEPH CHEMBAKASSERI NARIVALAMUNDA MODAPOIKA MALAPPURAM- 679331 <u>Communication Address</u> BINU JOSEPH THATTAPARAYIL ANAKKALLU, UPPADA MALAPPURAM	25.08.1986	OC	22.12.2021 10.30AM
52	SHAHANA M K 643A,ROSE HOUSE PAVUMBA.PO KOLLAM-690574	17.10.1992	BC	22.12.2021 10.30AM



53	POORNIMA PURUSHOTHAMAN PULARI MATTANUR, KANNUR KARAPERAVOOR-670702	15.05.1988	OC	22.12.2021 10.30AM
54	ATHIRA K ANOOP NIVAS THOOTTIPADAM VATTEKKAD(PO), KOLLENGODE PALAKKAD-678506	21.03.1994	BC	22.12.2021 10.30AM
55	VIJIN V ETTIATTIL HOUSE NALLUR, FEROKE(PO), KOZHIKODE-673631 <u>Communication Address</u> VIJIN V ETTIATTIL HOUSE NEAR UDAYAMANGALAM SRIKRISHNA TEMPLE NALLUR, FEROKE(PO), KOZHIKODE-673631	20.01.1989	OC	23.12.2021 10.30AM
56	DIVYA C THORAKKUNNU PULLIPPADAM MAMPAD PULLIPPADAM PO MALAPPURAM- 676542	20.04.1992	BC	23.12.2021 10.30AM
57	ASWANI P K SREELAYAM, PULIKUZH UNNIKULAM, M M PARAMBA, KOZHIKODE-673574	08.10.1989	OC	23.12.2021 10.30AM
58	MOHAMMED SAFVAN M MENATTIL HOUSE CHERIYAMUNDAM MALAPPURAM	28.11.1993	BC	23.12.2021 10.30AM



59	GEO MICHAEL THOMASSERIL MOOLAMATTOM IDUKKI-685589	31.08.1990	OC	23.12.2021 10.30AM
60	AISWARYA U PUTHAN HOUSE THEKKUMURI NALLEPILLY PALAKKAD-678553	18.04.1994	BC	23.12.2021 10.30AM
61	AMJITH T JOHN THADATHIVILA PADINJATTATHTL KUREEPPALLY NEDUMPANA/ KOLL AM-691576	02.11.1990	OC	23.12.2021 10.30AM
62	SREEJA C MELPALLIKUDI HOUSE POOPARA, POOPARA P O IDUKKI- 685619 <u>Communication Address</u> SREEJA C THEKKUMCHERY HOUSE NOOLELI ASAMANNOOR P O ERNAKUL AM- 683549	10.02.1984	BC	23.12.2021 10.30AM
63	ANJU R SARASWATHY BHAVAN SUBASH NAGAR POWDIKONAM P O, THIRUVANANTHAPURAM PIN 695588 <u>Communication Address</u> ANJU R GP COTTAGE KANACODE, VATTAPPARA P O THIRUVANANTHAPURAM PIN-695028	22.01.1991	OC	23.12.2021 10.30AM



64	SATHEESAN A V VELLEYADUKKAM HOUSE KARIVEDAKAM KARIVEDAKAM P O, CHENGALA VIA, KASARAGOD-671541	10.05.1983	BC	23.12.2021 10.30AM
65	BIJOY K R VARGHEESE NIVAS MALAMUKAL THIRUVANANTHAPURAM 695013	22.02.1991	OC	23.12.2021 10.30AM
66	JOSEMON V S VELIYIL EZHUPUNNA SOUTH ALAPPUZHA-688550	18.01.1992	BC	23.12.2021 10.30AM
67	SREE SANKAR V S THIRUVONAM VILAYILMOOLA, ATTINGAL PO THIRUVANANTHAPURAM 695101	09.05.1991	OC	23.12.2021 10.30AM
68	MURSHIDA THESNI M ALUNGAL CHUNGATH (HOUSE) MANNAMPARA IRUMBUZHI IRUMBUZHI MALAPPURAM- 676509	24.05.1995	BC	23.12.2021 10.30AM
69	ADHARSH S P SP BHAVAN CHAVADINADA , VENGANOOR TRIVANDRUM- 695523	28.09.1991	OC	23.12.2021 10.30AM



70	BIJI P V PUTHUVETTIL HOUSE EZHUVATHIRUTHY, PONNANI PONNANI POST, MALAPPURAM-679577	18.08.1994	BC	23.12.2021 10.30AM
71	REVATHY P N PULIKKAPARAMBIL HOUSE KARANAKODAM, THAMMANAM. THAMMANAM P O ERNAKULAM	01.05.1992	OC	23.12.2021 10.30AM
72	DEEPA BALACHANDRAN DEEPTHY NIVAS EDATHALA NORTH , ALUVA ERNAKULAM- 683564 <u>Communication Address</u> DEEPA BALACHANDRAN POTTAYATHUPARAMBIL HOUSE KADALEEVANAM, V.K.C. PO, ERNAKULAM-682 021	12.06.1987	BC	23.12.2021 10.30AM
73	ARYA CHANDRAN A R ARYA POOZHANADU, THIRUVANANTHAPURAM 695125	28.10.1992	OC	23.12.2021 10.30AM
74	MEENU B MANUBHAVAN MOOZHAY, PANAVOOR THIRUVANANTHAPURAM <u>Communication Address</u> MEENU B JAYA BHAVAN NAMBATTUMoola, ANAD.PO NEDUMANGAD, THIRUVANANTHAPURAM PIN-695 541	25.05.1995	BC	23.12.2021 10.30AM



75	SREE DEVI K DEVISARANAM,50/252 AMRITHANAGAR, VADAKKANTHARA, PALAKKAD-678012	26.11.1992	OC	23.12.2021 10.30AM
76	VINEETHA V G PIONEER, TC 10/1252-1 MANNARAKONAM, VATTIYOORKAVU THIRUVANANTHAPURAM 695013	22.06.1989	BC	23.12.2021 10.30AM
77	ANUGRAHA RAJ S SREERENGAM/XIX 252 PRAMADOM/MALLASSERY PO PATHANAMTHITTA-689646	03.12.1992	OC	23.12.2021 10.30AM
78	SULFIKER SULAIMAN PULINCHANI MELETHIL OOTTUPARA PO PATHANAMTHITTA-689691	15.07.1995	BC	23.12.2021 10.30AM
79	ABHILASH S A THRIKETA,KRA 75A PEYAD THIRUVANANTHAPURAM 695573	14.03.1994	DA-HI	23.12.2021 10.30AM
80	ANJANA RAJAN ANJANAM CHAVARCODU,NAVAIKULAM VETTIYARA P O THIRUVANANTHAPURAM 695603	05.04.1993	OC	23.12.2021 10.30AM



81	SHANIYA S CHRISTY THAIVILAYIL MATHILIL KOLLAM-691601	26.04.1993	BC	23.12.2021 10.30AM
82	PRINCE MATHEW CHITTETTU MEVADA KOTTAYAM-686573	25.07.1993	OC	23.12.2021 10.30AM
83	ATHIRA VR PAVITHRAM VR A-9D THOPPUMUKKU VATTIYOORKAVUP O THIRUVANANTHAPURAM 695013	25.05.1993	BC	23.12.2021 10.30AM
84	ANJANA M A NIKUNJAM CHAVADINADA VENGANOOR P O THIRUVANANTHAPURAM 695523	07.05.1994	OC	23.12.2021 10.30AM
85	LIJI K P VELUTHEDATH PARAMBA KOZHIPPALI HOUSE CHELEMBRA MALAPPURAM- 673634	25.04.1990	BC	23.12.2021 10.30AM
86	ASWATHY VISWAM S EZHUTHIL VEEDU KANNIMELCHERRY KAVANAD KOLLAM	09.05.1994	OC	23.12.2021 10.30AM





87	THEERTHANA P PONHADAN HOUSE CHONADAM KANNUR ERINHOLI 670107	28.05.1995	BC	23.12.2021 10.30AM
88	ANUPAMA G S MAMATHA PLANGAL THIRUVALLAM THIRUVANANTHAPURAM 695027	21.05.1994	OC	23.12.2021 10.30AM
89	SHAHANA UMMER ASHARITHODIYIL HOUSE ODUKOOR CHITTADY PO PALAKKAD	19.09.1995	BC	23.12.2021 10.30AM
90	SANGEETH SIMON KUNDUKULAM HOUSE PALLIVALAVU, MATHILAKAM THRISSUR- 680685	11.06.1994	OC	23.12.2021 10.30AM
91	SREELAJ PS PANIKKASSERI HOUSE KIZHAKKUMPURAM CHENDAMANGALAM P O ERNAKULAM- 683512	29.05.1995	BC	23.12.2021 10.30AM
92	ASWATHY P PALLIYALIL TRIKKANAPURAM MALAPPURAM- 679573	14.09.1994	OC	23.12.2021 10.30AM



93	SREELAKSHMI M J MULLACKAL HOUSE KINGINIMATTOM KINGINIMATTOM P O ERNAKULAM - 682311	11.08.1995	BC	23.12.2021 10.30AM
94	ASWANI KRISHNA T G ANTHERI HOUSE MEPPAYUR MEPPAYUR POST, KOZHIKODE-673524	20.10.1994	OC	23.12.2021 10.30AM
95	DIPIN P DEEPU BHAVAN PADAPPAKARA MULAVANA (VIA) PADAPPAKARA P O KOLLAM- 691503	12.11.1993	BC	23.12.2021 10.30AM
96	DEEPA J R THEKKATHIL VEEDU VARINJOTTUKONAM PONGANADU P O TRIVANDRUM-695601	13.11.1994	OC	23.12.2021 10.30AM
97	AKHILA VIJAYAN NEDIYAKALA KALLARASOUTH P O KOTTAYAM-686611	24.03.1992	BC	23.12.2021 10.30AM
98	SACHIN C S SARASWATHY BHAVAN ARUVIKKARA ARUVIKKARA PO THIRUVANANTHAPURAM-695564	09.06.1995	OC	23.12.2021 10.30AM
99	SREEVIDYA B C SREEVIDYA BHAVAN KINARUVETTIYA MANPURAM PEPPARA PO, TRIVANDRUM- 695551	06.05.1995	BC	23.12.2021 10.30AM



100	BINCY THOMAS KOIKKASSERIL HOUSE KULANADA, PANANGADU PATHANAMTHITTA	28.07.1991	BC	23.12.2021 10.30AM
101	BIJOY DAS D THIRUVATHIRA ARASUMMOODU, KULATHOOR P O THIRUVANANTHAPURAM 695583	23.05.1992	BC	23.12.2021 10.30AM
102	MUHAMED ASHARAF P PARAKKULAVAN HOUSE ALIPARAMBA PO, MALAPPURAM-679357	20.10.1990	DA- LD/CP	23.12.2021 10.30AM
103	NIPARNA P NIPARNA BILATHIKULAM ERANHIPALAM KOZHIKODE	22.07.1995	OC	23.12.2021 10.30AM
104	ATHIRA K KUNNUPARAMBU HOUSE CHORAKKODE PERUVEMBA PALAKKAD-678531	08.05.1996	OC	23.12.2021 10.30AM

The appointment is provisional subject to Rule 3 (c) of the General Rules of the Kerala State and Subordinate Service Rules, 1958. He/She will report for verification before the **DEPUTY CHIEF ENGINEER (GENERAL), Kerala Water Authority, Head Office, Jalabhavan, Vellayambalam, Thiruvananthapuram** on the date and time noted against his/her name, with the following documents in original and self attested copies of the certificates mentioned.

1. Necessary certificate in original to prove date of birth.
2. Certificate to prove educational qualifications.
3. Candidates under respective reservation quota should bring original and attested copies of Non-Creamy layer certificate/ Community Certificate / Disability Certificate whichever is applicable.
4. Medical Fitness Certificate obtained from a Medical Officer not below the rank of Civil Surgeon with finger impression and photo attested as prescribed in G.O.(P) No.20/2011/P&ARD dated, 30.06.2011.
5. Duly filled Annexure I Form for Police Verification as per G.O.(P) No.79/2009/Home dated, 05-06-2009.
6. Form for "Details of the movable and immovable properties to be filed at the time of joining service" as



per G.O.(P) No.171/2016/Fin dated, 15-11-2016.

7. 4 copies of recent passport size photograph.
8. Voters Identity Card/ Aadhaar Card.
9. A fresh Service Book.
10. If the candidates selected for the post are having any employment under Govt. service or any quasi-Government undertaking or others, the relieving order from that institution should be produced at the time of joining duty in this department.

[The specimen of Medical Certificate, Movable & immovable property statement and Form for the Police Verification (Annexure I) are available in the notice board of the KWA official website (<https://kwa.kerala.gov.in>) under the link - "Form to be submitted by Freshly appointed Employees" ]

Since the selection to this post is made from a Common Select list, the candidates may be informed, while issuing appointment orders that in the event of discharge from service for want of vacancies, they may either re-register their names in the office of the PSC/District Office of the PSC from where they were advised and get themselves re-appointed on further advice by the PSC or they may wait for their turns for reappointment to the post in the Department, in case they desire to continue as probationers in the posts from which they were discharged. (vide Government Circular Memorandum No.3737/Rules-1/90/P&ARD dated 29.03.1990 and G.O.(P) No.7/91/P&ARD dated 15.02.1991.)

**Posting orders will be issued separately.**

This appointment will be regularized subsequently on verification of character and antecedents by the Police department and after obtaining verification certificate from the Kerala Public Service Commission. He /She will be on probation from the date of joining service, for a period of two year on duty within a continuous period of three years in this department.

The candidates will have to join duty within 15 days from the date of receipt of this order. If they fail to join duty within the stipulated time, their appointment in the cadre of Lower Division Clerk in this organisation will be treated as cancelled without any further notice.

Application for correction of date of birth, if any, needed shall be made within five years from the date of entry in service as per G.O.(P)No.45/91/P&ARD dated 20.12.1991.

The following action should be taken by the Head of Offices/ Controlling Officers concerned while admitting the candidate to join duty, after verification from this office:-

1. **The candidate shall be allowed to join duty only on producing the verification certificate issued by the under signed.** The joining report of the incumbent shall be reported to this office without fail.
2. The Service Book should be opened within 7 days from the date of joining.
3. The following documents of the candidates shall be forwarded to this office within two weeks from the date of joining duty without delay.
  - (i) Attested copies of the pages of Service Book containing Name, address, personal identification marks, finger impressions, signature, date of joining duty, (i.e., Service Book pages 1, 2, 3, 4, 5, 15 and 16) details of previous service recorded, if any and copy of identification certificate pasted in the Service Book of the incumbents as stipulated in the G.O.(P) No.20/2011/P&ARD Dated, 30.06.2011.
  - (ii) The duly filled up Annexure I Form for Police Verification of the incumbents at the time of their joining duty.
  - (iii) The original OTV certificate issued by KPSC shall also be forwarded along with the above.
4. While recording the details of PSC Advice and Appointment order in the Service Book, the details of quota on which the candidate is appointed i.e., whether on merit quota or reservation quota should also be recorded in the Service Book as per G.O.(P)No.125/ 2016/Fin dated 29-08-2016.
5. The Form of "**Details of the movable and immovable properties to be filed at the time of joining**



**service**” obtained from the candidate as per G.O.(P)No.171/2016/Fin dated, 15.11.2016 should be pasted in the Service Book.

6. Action shall be taken by the controlling officer to enroll the candidates in to National Pension Scheme introduced vide G.O.(P)No.20/2013/Fin dated 07-01-2013.

Sd/-

Nisha B V  
Senior Administrative Officer

To

The Candidates. (Registered with Acknowledgment).

Copy To

PA to MD/CA to CE(HRD&GL)/Dy CE(GL)/Sr.AO/AO(Admin)/DAO(Admn&Estt)/JS1/E15  
Section/Stock File.

Chief Engineer , Southern Region/Central Region/Northern Region.

The Superintending Engineer,.....

The Executive Engineer.....

The Assistant Executive Engineer,.....

