



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER, THIRUVANANTHAPURAM

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

No: KWA/HO/E10/4566/02 VOL III

Dated: 16.12.2021

Read:- 1) Letter No. RIB(1)2854/2021/GW dt 23.10.2021 of the Secretary, KPSC, Thiruvananthapuram.
2) Rule 3(C) KS&SSR, 1958.
3) GO(P) No 45/91/P&ARD Dated 03.12.1991.
4). G.O(P) No.441/2012/Fin Dated, 08.08.12.

ORDER

The under mentioned candidates advised by Kerala Public Service Commission vide read 1st cited for appointment to the post of Lower Division Typist are provisionally appointed as Lower Division Typist 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.

SI No in Advice List	Name and address of Candidate	Date of Birth	Qualification and experience.	Date and Time of verification
1	DEEPTHI V.M VETTIYATTIL HOUSE SMART NAGAR ARIMPUR ARIMPUR-680620 THRISSUR. (DA-HI)	10.04.1993	1. BCom Finance 2.KGTE Typewriting(English) Lower. 3.KGTE Typewriting(Malayalam) Lower. 4 DCA Computer Application. 5. DA-HI 100%	21.12.2021 Head office Thiruvananthapuram.
2	SOPHIA M.S <u>Permanent Address</u> M N K HOUSE KALLIYODE PANAVOOR P O, 695568 TRIVANDRUM	20.05.1988	1.BCom Cooperation. 2.Diploma in Secretarial Practice.	21.12.2021 Head office



	Communication Address PERAKATHU VEEDU SANTHIPURAM RUSSELPURAM P O THIRUVANANTHAPURAM 695501 (DA-HI)		3.DA HI 47%	Thiruvananthapuram
3.	PRAVITHA.P.S ACHATHUKONATHU THEKKUMKARA PUTHEN VEEDU ARUVIKKARA KOOVALASSERY P.O THIRUVANANTHAPURAM 695512 (BC)	22.05.1990	1. B.Sc Chemistry 2. KGTE Typewriting English and Computer word processing(Lower) 3.KGTE Typewriting(Malayalam) and Computer word processing (Lower) 4.DCA Computer Applications	21.12.2021 Head office Thiruvananthapuram
4.	DHANYA RAJ G R DHANYABHAVAN ARANGAMUGAL ARALUMOODU P O TRIVANDRUM (OC)	25.12.1994	1.BEComputer Science and Engineering. 2.KGTE Typewriting English and Computer word processing(Lower) 3.KGTE Typewriting (Malayalam) and Computer word processing (Lower) 4.DCA Computer Application.	21.12.2021 Head Office Thiruvananthapuram
5.	ASWATHY U L ASWATHY BHAVAN VP III/972 MINNAMCODE, PEYAD P O THIRUVANANTHAPURAM, 695573 (OC)	09.10.1996	1.BCom Commerce. 2.KGTE Typewriting English and Computer word processing (Lower) 3.KGTE Typewriting Malayalam and Computer word processing(Lower)	21.12.2021 Head Office Thiruvananthapuram
6.	ANJU P KRISHNAN PUTHUVELICHIRA HOUSE KANDASSANKADAVU KANDASSANKADAVU P O -680613 THRISSUR (BC)	31.03.1992	1. BSc Zoology. 2. KGTE Typewriting English (Lower) 3. KGTE Typewriting Malayalam (Lower) 4. DCA Computer Applications.	21.12.2021 Head Office Thiruvananthapuram

The advice of the candidate is subject to Rule 3(c) of the General Rules of the Kerala State and Subordinate Service Rules,1958. The candidates will report for verification before the Deputy Chief Engineer (GL), Kerala Water Authority, Head Office, Jalabhavan, Vellayambalam, Thiruvananthapuram on the Date and time noted against her name, with the following documents in original and self attested copies of the certificates mentioned.

1. Original One Time Verification certificate (OTV) issued by Kerala Public Service Commission. The candidate who fails to produce original OTV will not be admitted under any circumstances.
2. Necessary certificate in original to prove date of birth.



3. Certificate to prove educational qualifications.
4. Candidates under respective reservation quota should bring original and attested copies of Non-Creamy layer certificate/ Community Certificate /Disability Certificate whichever is applicable.
5. 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.
6. Duly filled Annexure I Form for Police Verification as per G.O.(P)No.79/2009/Home dated, 05-06-2009.
7. 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.
8. 4 copies of recent passport size photograph.
9. Voters Identity Card/ Aadhaar Card.
10. A fresh Service Book.
11. 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"]

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. The incumbent will be on probation from the date of joining service, for a period of two years on duty within a continuous period of three years of service in this organization.

The candidate should enroll himself in GPF within one year from the date of joining duty, for declaration of satisfactory completion of his probation. 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 New Pension Scheme introduced vide G.O.(P)No.20/2013/Fin dated, 07-01-2013 will be applicable to the incumbent.

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 candidate shall be submitted to this office within two weeks from the date of joining duty without delay.

(i) Attested copies of 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 submitted 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 incumbents.

Copy To

Copy to Chief Engineer, Central Region, Kochi/ Northern Region, Kozhikode/ Southern Region, Thiruvananthapuram.

PA to MD/CA to CE(HRD & GL)/Dy

CE(GL)/Sr.AO/AO(Admin)/DAO(Admn&Estt)/JS(Admn&Estt)/E15 Section/Stock File.

