



# KERALA WATER AUTHORITY

Jalabhavan  
Thiruvananthapuram – 695033  
Kerala – India

## PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER

PRESENT : NISHA B V (i/c)

Sub:- KWA - Administration– Provisional Appointment to the post of Office Attendant through Kerala Public Service Commission in the scale of pay of Rs 17000 –37800 - Orders issued.

No: E10 /8221(A)/2003 VOL III

Dated: 11.02.2022

- Read:-
- 1) Letter No ROD III (1)1292/17(3) dated, 02.12.2021 of the Regional Officer, KPSC, Kozhikode.
  - 2) Rule 3(C) KS&SSR, 1958.
  - 3) This Office proceedings of even no. dated, 17.01.2022.
  - 4) Public notice dated.26.01.2022.

### ORDER

The under mentioned candidates advised by Kerala Public Service Commission vide read 1st cited are provisionally appointed as Office Attendant in this organization in the scale of pay of Rs. 17000-37800 under clause (1) of sub rule (a) of Rule 9 of the General Rules as provided for Rule 10 (b) of KS&SSR, 1958. As per paper read (3) above, the proposed verification date was 29.01.2022, but due to the prevailing covid protocol, it was postponed vide paper read(4) above. The verification is re scheduled as follows.

Sl. No.	Sl. No. in Advice	Name & Address	Date of Birth	Whether advised in OC/BC Turn	Date & Time for verification
1	1	ANAGHA C KUNDIL PARAMBIL HOUSE ERANELLUR MALAPPURAM, OZHUR -676307	03.12.1995	OC	18.02.2022 10.30 AM PH Circle, Malappuram.
2	2	HARSHA T PANDARAVALLAPPIL KANAYANNUR KANNUR, PO MOWANCHERY, PIN-670613	18.01.1996	OC	18.02.2022 10.30 AM PH Circle, Kannur.
3	3	BINIMOL P K PAPPATH HOUSE POTTA THRISSUR, POTTA - 680 722	28.05.1981	BC	18.02.2022 10.30 AM PH Circle, Thrissur.



4	4	RESHMA MATHEW PATTASSERIL HOUSE CMC 26, CHERTHALA P O ALAPUZHA - 688524	20.01.1996	OC	18.02.2022 10.30 AM PH Circle, Alappuzha.
5	5	ASWATHI K ASWATHI ADIYARAPARA KANNUR, KUTHUPARAMBA P O, PIN - 670643	27.09.1996	OC	18.02.2022 10.30 AM PH Circle, Kannur.
6	6	GOKILA A G ALAKUNNU HOUSE MUTTIL, KALPATTA WAYANAD, MANDAD 673122.	25.02.1990	BC	18.02.2022 10.30 AM PH Division, Sulthan Bathery
7	7	RESHMA SASI PALATHINTHALAKKAL HOUSE ARAKULAM IDUKKI, ARAKULAM P O, PIN - 685591	25.03.1997	OC	18.02.2022 10.30 AM PH Division, Thodupuzha.
8	8	LETHA V N KARAKKUNNUMMAL PANNIKOTTUR CALICUT, PANNIKOTTUR-673572.	14.04.1978	OC	18.02.2022 10.30 AM PH Circle, Kozhikode.
9	9	PREETHAMOL R S NEELA BHAVAN THEKKECHERRY KOLLAM, KANJAVELY PO, PIN - 691601	09.05.1983	BC	18.02.2022 10.30 AM PH Circle, Kollam.
10	10	SUMITHA.S 11/557A,KALARICKAL HOUSE, KIZHAKKANCIHERIKAVU, EDATHARA.P.O. PALAKKAD-678611.	15.12.1979	OC	18.02.2022 10.30 AM PH Circle, Palakkad.
11	11	RENU.R K R SADANAM KIDARAKUZHI TRIVANDRUM KIDARAKUZHI P O , PIN- 695523	01.10.1995	BC	18.02.2022 10.30 AM Head Office, JB, Thiruvananthapuram
12	12	PREETHA VIJAYAN PERUMANA CHERAI ERNAKULAM, CHERAI - 683514	15.04.1980	OC	18.02.2022 10.30 AM PH Circle, Kochi.



13	13	MONCY PHILIP P VALIYAPARAMPIL KIZHAKKETHIL HOUSE PULIYOOR ALAPUZHA, PULIYOOR - 689510	15.05.1977	BC	18.02.2022 10.30 AM PH Circle, Alappuzha.
14	14	SHEEJA P KAVIL PUTHEN VEEDU ELAMPAL, PUNALUR KOLLAM, ELAMPAL - 691322	25.05.1983	BC	18.02.2022 10.30 AM PH Circle, Kollam.
15	15	SIMI A V KANNACHANGATTU PATTANAM ERNAKULAM, VADAKKEKARA P O	03.05.1980	OC	18.02.2022 10.30 AM PH Circle, Kochi.
16	16	HENNA NAZAR SULEKHA MANZIL VENDUTTAYI, PINARAYI PO KANNUR - 670741	26.11.1993	BC	18.02.2022 10.30 AM PH Circle, Kannur.
17	17	DAYANA INNOCENT DAISY VILLA KADAVOOR PERINAD P O	16.04.1987	BC	18.02.2022 10.30 AM PH Circle, Kollam.
18		JAYALEKSHMI S SREESHYLAM, KAIPPALLY VEEDU, TC 3/1265(3) TKD ROAD TRIVANDRUM, PATTOM P O - 695004	14.03.1981	OC	18.02.2022 10.30 AM Head Office, JB, Thiruvananthapuram
19	19	SINDHU K K THERAMPILLY UPPUZHY THRISSUR, INCHAKUNDU - 680312	22.10.1983	BC	18.02.2022 10.30 AM PH Circle, Thrissur.
20	20	JISHA O S ODENATTU HOUSE KUMBALANGY ERANAKULAM, KUMBALANGY - 682007	24.03.1981	OC	18.02.2022 10.30 AM PH Circle, Kochi.
21	21	RAJEE K R KOCHAKKARA ELAVUMTHITTA PATHANAMTHITTA, ELAVUMTHITTA - 689625	24.05.1981	BC	18.02.2022 10.30 AM PH Circle, Thiruvalla.



22	22	SINI S S KESAVAMANDIRAM UZHAMALACKAL NEDUMANGADU THIRUVANANTHAPURAM, PUTHUKULANGARA P O PIN - 695542	29.05.1981	OC	18.02.2022 10.30 AM Head Office, JB, Thiruvananthapuram
23	23	SHAMILA SHAJI KAZHUNGUMTHOTTAHTIL HOUSE P O VELIANCODE, SI PADI MALAPPURAM - 679579	14.01.1995	BC	18.02.2022 10.30 AM PH Circle, Malappuram
24	24	DEEPAKUMARI L M PUTHUVALPEROOR PARAMBIL VEEDU PATTUVILAKAM KATTAIKONAM P O TRIVANDRUM, KATTAIKONAM - 695584	06.08.1981	OC	18.02.2022 10.30 AM Head Office, JB, Thiruvananthapuram
25	25	SAJITHA K T ODUPARA HOUSE KAIPURAM/KAIPURAM PATTAMBI PALAKKAD, KAIPURAM - 679308	13.03.1983	BC	18.02.2022 10.30 AM PH Circle, Palakkad.
26	26	JINISHA J P PALLIVILA VEEDU POOVATHOOR THIRUVANANTHAPURAM, MANCHAVILAKOM P O	11.12.1992	BC	18.02.2022 10.30 AM Head Office, JB, Thiruvananthapuram
27	27	PRIYA J AMPADY ARUVAPPULAM PATHANAMTHITTA, ARUVAPPULAM P O	24.03.1983	BC	18.02.2022 10.30 AM PH Circle, Thiruvalla.
28	28	SINI P C KUNNILLAMARIYIL VAZHOOR EAST KOTTAYAM - 686504	15.04.1982	OC	18.02.2022 10.30 AM PH Circle, Kottayam.

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 concerned officer specified on the Date, time & venue noted against his/her name in Column 6**, 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 Selective 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 total period of one year on duty within a continuous period of two 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 Office Attendant in this organization will be treated as cancelled without any further notice.

The candidates should enroll themselves in GPF within one year from the date of joining duty, for declaration of satisfactory completion of their 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 all the incumbents.

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. 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.

**The controlling officer should submit the verification report on the verification date itself through the email address "dceglvm@gmail.com"**

*Sd/-*  
Nisha B V  
Senior Administrative Officer

To

The Candidates.

Copy To

PA to MD/CA to MD/CE(HRD&GL)/DyCE(GL)/Sr.AO/AO(Admin)/SS1/JS1/E15 Section/Stock File.

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

The Superintending Engineer,.....

The Executive Engineer.....

