



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: 08.03.2022

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, 11.02.2022.

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, vide read 3rd above. The incumbents who attended for verification are posted to the offices noted against their names as below. **Controlling officers are requested to utilise the service of the under mentioned candidates for revenue related activities such as meter reading as far as possible under your control.**

Sl. No.	Sl. No. in Advice	Name & Address	Date of Birth	Whether advised in OC/BC Turn	Posted To
1	2	HARSHA T PANDARAVALLAPPIL KANAYANNUR KANNUR, PO MOWANCHERY, PIN-670613	18.01.1996	OC	WS Division Kannur.
2	8	LETHA V N KARAKKUNNUMMAL PANNIKKOTTUR CALICUT, PANNIKKOTTUR-673572.	14.04.1978	OC	Quality Control Division, Kozhikode.
3	10	SUMITHA.S 11/557A,KALARICKAL HOUSE, KIZHAKKANACHERIKAVU, EDATHARA.P.O. PALAKKAD-678611.	15.12.1979	OC	PH Division, Malappuram.



4	13	MONCY PHILIP P VALIYAPARAMPIL KIZHAKKETHIL HOUSE PULIYOOR ALAPUZHA, PULIYOOR - 689510	15.05.1977	BC	PH Section Alappuzha.
5	15	SIMI A V KANNACHANGATTU PATTANAM ERNAKULAM, VADAKKEKARA P O	03.05.1980	OC	Quality Control Division, Kochi.
6	18	JAYALEKSHMI S SREESHYLAM, KAIPPALLY VEEDU, TC 3/1265(3) TKD ROAD TRIVANDRUM, PATTOM P O - 695004	14.03.1981	OC	WW Central Sub Division, TVPM
7	21	RAJEE K R KOCHAKKARA ELAVUMTHITTA PATHANAMTHITTA, ELAVUMTHITTA - 689625	24.05.1981	BC	PH Section, Ranni.
8	22	SINI S S KESAVAMANDIRAM UZHAMALACKAL NEDUMANGADU THIRUVANANTHAPURAM, PUTHUKULANGARA P O PIN - 695542	29.05.1981	OC	Head Office Jalabhavan
9	23	SHAMILA SHAJI KAZHUNGUMTHOTTAHTIL HOUSE P O VELIANCODE, SI PADI MALAPPURAM - 679579	14.01.1995	BC	PH Sub Division Ponnani
10	24	DEEPAKUMARI L M PUTHUVALPEROOR PARAMBIL VEEDU PATTUVILAKAM KATTAIKONAM P O TRIVANDRUM, KATTAIKONAM - 695584	06.08.1981	OC	O/o CE,SR,TVPM.
11	26	JINISHA J P PALLIVILA VEEDU POOVATHOOR THIRUVANANTHAPURAM, MANCHAVILAKOM P O	11.12.1992	BC	WS Sub Division, Neyyattinkara



12	27	PRIYA J AMPADY ARUVAPPULAM PATHANAMTHITTA, ARUVAPPULAM P O	24.03.1983	BC	Project Division, Adoor.
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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.)

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.

Sd/-

Nisha B V

Senior Administrative Officer

To

The Candidates.

Copy To

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

The Superintending Engineer

The Executive Engineer

The Asst. Executive Engineer

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

