



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER, THIRUVANANTHAPURAM

PRESENT : S MINIKUMARI

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: 04.06.2022

Read:- 1) Letter No. RIB(1)2854/2021/GW dt 11.04. 2022 of the Secretary, KPSC, Thiruvananthapuram.
2) Rule 3(C) KS&SSR, 1958.

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.

| Sl. No. | Name and Address of candidate | Date of Birth | Qualification and experience | Date & Time of Verification. |
|---------|--|---------------|---|------------------------------|
| 1. | Rijudas M V Salini Bhavan, Venkulam, Nellimoodu P.O., Thiruvananthapuram – 695 524. | 10.05.1984 | 1. B.Sc Mathematics 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 4. DCA Computer Applications. 5. DA-LD/CP 40%. | 08.06.2022 10.30 AM. |
| 2. | Akhila A S A S Bhavan, Elamthottam Kanchampahinji P.O., Thiruvananthapuram –695525 | 06.03.1996 | 1. B.Sc Mathematics 2. KGTE Typewriting English and Computer Word Processing (lower) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |



| | | | | |
|----|--|------------|--|-------------------------|
| 3. | Abhirami P S Devi Nilayam, Vazhuthoor, Neyyattinkara P.O., Thiruvananthapuram 695 121. | 15.05.1996 | 1. BA English Language and Literature. 2. KGTE Typewriting English and Computer Word Processing (higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 4. DCA Computer Applications. | 08.06.2022 10.30 AM. |
| 4. | Aswathy A Sreyas, Navaikulam, Parakunnu P.O., Thiruvananthapuram – 695 603. | 16.05.1996 | 1. BA Economics 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 4. DCA Computer Applications. | 08.06.2022 10.30 AM. |
| 5. | Sreelekshmi G S Sreevisakh, Kudavoor, Kudavoor P.O., Thiruvananthapuram – 695 313. | 08.05.1992 | 1. B.Sc Mathematics 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 6. | Aswathy B <u>Permanent Address</u> Aswathy Bhavan, Madavilakam, Thycadu, Pirappancode, Thiruvananthapuram. <u>Communication Address</u> Aswathy Bhavan, Oonankallu, Chembuvila, Vellalloor P.O., Thiruvananthapuram. | 26.08.1994 | 1. BCom Taxation. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 7. | Aswathy T G Gopi Nivas, Ayirooppara, Pothencode P.O., Thiruvananthapuram – 695 584. | 05.05.1982 | 1. BCom Commerce 2. KGTE Typewriting English (Higher) 3. KGTE Typewriting Malayalam (Lower) 4. DCA Computer Applications. | 08.06.2022 10.30 AM. |



| | | | | |
|-----|--|------------|---|-------------------------|
| 8. | Anjana P A Puthenpurakkudy House, Kombanad, Ernakulam – 683 546. | 25.11.1989 | 1. BA English 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 9. | Abhijith M Sreelakam House,1451 A, Melepaduvattu, Konduparumba, Karuvassery, Kozhikkode – 673 010. | 20.02.1989 | 1. BA Sociology 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 4. DCA Computer Applications. | 08.06.2022 10.30 AM. |
| 10. | Shamnad M <u>Permanent Address</u> M K Manzil, Mudapuram, Thiruvananthapuram – 695 314. <u>Communication Address</u> Farhan Manzil, Kattumurakkal, Mudapuram P.O., Chirayinkeezhu, Thiruvananthapuram – 695 304. | 25.04.1988 | 1. BA Hindi 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 11. | Anju P J Punnackal House, Kuruvilassery, Kuruvilassery P.O, Thrissur – 680 732. | 21.05.1993 | 1. B.Tech Computer Science 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 12. | Rajalekshmi A R <u>Permanent Address</u> T C 7/138, Karuthodu Lane, Kanjirampara P.O., Thiruvananthapuram <u>Communication Address</u> Vilayil Lane, T C 64/536, Edagramom, Karumom P.O., Thiruvananthapuram – 695 002 | 27.06.1987 | 1. BA History 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |



| | | | | |
|-----|---|------------|---|-------------------------|
| 13. | Arun S H Arun Nivas, Mannamvila, Aruvikuzhi, Veeranakavu P.O., Thiruvananthapuram – 695 572 | 11.01.1993 | 1. BSc Chemistry 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 14. | Nimisha V K Vadayatt House, Kalikkalkunnu, Thrissur, Elinjipra P.O.,680 721. | 30.05.1993 | 1. BA Functional English 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 15. | Vidya V Puthenpurayil, Malibhagom, Chavara South P.O., Kollam – 691 584. | 30.05.1992 | 1. BA Economics 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 16. | Pranavya Asok Vadakkevilakathu Puthen Veedu, Vembayam, Kuthirakulam P.O., Thiruvananthapuram – 695 615. | 12.03.1993 | 1. BSc Computer Science 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 17. | Saleema Y R S House, Paivelikonam, Navaikulam, Vettiyara P.O., Thiruvananthapuram – 695 603. | 17.05.1981 | 1. BCom Cooperation 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) | 08.06.2022 10.30 AM. |
| 18. | Divya T M <u>Permanent Address</u> Thekkilakattil House, Kuzhivelippady, Edathala P.O., Ernakulam – 683 563. <u>Communication Address</u> Thekkumthodam House, Sreemoolanagaram P.O., Aluva, Ernakulam – 683 580. | 28.03.1988 | 1. BCom Cooperation 2. Diploma in Secretarial Practice. 3. Diploma in Computer Application. | 08.06.2022 10.30 AM. |



| | | | | |
|-----|---|------------|---|-------------------------|
| 19. | <p>Jithu E <u>Permanent Address</u> Edathanattil,Pavandoor, Kozhikkode – 673 613</p> <p><u>Communication Address</u> Koroth,Narikkuni, Kozhikkode – 673 585.</p> | 20.11.1992 | <p>1. BCom Cooperation 2. Diploma in Commercial Practice.</p> | 08.06.2022 10.30 AM. |
| 20. | <p>Abhijith Mohan M S Valakkottu Veedu, Attingal, Thiruvananthapuram – 695 103.</p> | 21.09.1993 | <p>1. B.Sc Physics 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 4. DCA Computer Applications.</p> | 08.06.2022 10.30 AM. |
| 21. | <p>Biso D B <u>Permanent Address</u> Makom, Pongil Mavinmoodu, Kallambalam P.O., Thiruvananthapuram – 695 605.</p> <p><u>Communication Address</u> Das Mandiram, Ottoor, Manamboor P.O., Thiruvananthapuram – 695 611.</p> | 30.05.1990 | <p>1. BCom Computer Application 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)</p> | 08.06.2022 10.30 AM. |
| 22. | <p>Athulya S A S Bhavan, Kannaravila,Nellimoodu P.O., Thiruvananthapuram – 695 524.</p> | 28.02.1996 | <p>1. BA English Language and Literature. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 4. DCA Computer Applications.</p> | 08.06.2022 10.30 AM. |
| 23. | <p>Aseeja A <u>Permanent Address</u> Ajas Manzil, Chanthavila, Sainik School, Thiruvananthapuram – 695 585.</p> <p><u>Communication Address</u> Marhaba, Karamood, Koithoorkonam, Thiruvananthapuram – 695 584.</p> | 31.03.1983 | <p>1. BCom Accounting 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)</p> | 08.06.2022 10.30 AM. |



| | | | | |
|-----|--|------------|--|-------------------------|
| 24. | Sunila Kumary L T C 50/1330, Keezheykunnivilakam, Thaliyal Karamana, Thiruvananthapuram, Karamana P.O., - 695 002. | 03.05.1984 | 1. BCom Commerce 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 4. DCA Computer Applications. | 08.06.2022 10.30 AM. |
|-----|--|------------|--|-------------------------|

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

Mini Kumari S
Senior Administrative Officer

To

The incumbents.

Copy To

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

