



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE SENIOR ADMINSTRATIVE OFFICER

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: 19599/E10/2022/KWA

Dated: 27.08.2022

Read:- 1) Letter No: KLR III(1) 2953/2017(8) dated, 22.06.2022 of the Regional Officer, KPSC, Kollam.
2) This Office proceedings of even no. dated 20.07.2022.

ORDER

The under mentioned candidates advised by Kerala Public Service Commission vide order read 1st 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. The candidate attended for verification on 05.04.2022 is posted to the office noted against his/her name as mentioned below. **"Controlling officer concerned shall utilize the service of the newly recruited**

L D Clerk most preferably in Revenue Units of KWA"

Sl. No.	Name & Address	Date of Birth	OC/BC turn	Posted to
1	RESHMA J.R. RESHMA BHAVAN KANNAMKODE VETTIKAVALA P.O. KOLLAM -691538 <u>Communication Address</u> RESHMA J.R. OMKAR NIVAS THONIYIL BLOCK JUNCTION THRISSUR-680662	02.01.1991	BC	PH Section Guruvayur.
2.	NISHA FATHIMA A.S. AP HOUSE MEENARA PIRAPPANCODE P.O. TRIVANDRUM-695 607	09.11.1987	BC	Head Office Thiruvananthapuram



3	REMYA CHANDRAN C. CHEMBIPARAMBIL THRISSUR-680566	10.05.1991	BC	PH Section Kodungallur.
4	NEETHU N. NAIR PALORA HOUSE ATTAKKUND PALAM MANIYUR POST KOZHICODE- 673523	01.09.1990	OC	HW Section Mavoor.
5	DEEPA C.S. KUNNATHU PARAMBU HOUSE PULIYARKOCHI, RANIPURAM P.O. RAJAPURAM KASARDODE-671532 <u>Communication Address</u> DEEPA C.S. PULIKKODAN VEEDU W/o VINODKUMAR KUNDUKKARA, KANNIPPARA, MEKKAT,MADIKKAI P.O. KASARGODE- 671314	25.05.1993	BC	PH Section Kanhngad.
6	ARUNA M.R. NANDANAM/TC7/99-2 KPRA 137, KARITHODE LANE KANJIRAMPARA TRIVANDRUM- 695030 <u>Communication Address</u> ARUNA M.R. GREESHMAM,5/734, NEAR KALLUKETTUNADA CHANGA P.O. THIRUVANANTHAPURAM-695542	27.09.1990	OC	Head Office Thiruvananthapuram
7	SABNA V. PARAMBIL VARIYATH CHERANKUTH MANHAPPATTA MALAPPURAM.	27.10.1988	BC	PH Section Kondotty.

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.)



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/-
Mini Kumari S
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)/JS(Admn&Estt)/E15 Section/Stock File.
Chief Engineer , Southern Region/Central Region/Northern Region.
The Superintending Engineer,.....
The Executive Engineer.....
The Assistant Executive Engineer,.....





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