



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: 35446/E10/2022/KWA

Dated: 28.11.2022

Read:- 1) Letter No. RIB(1)2854/2021/GW dt 20. 10. 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.	NIVEDITHA K <u>Permanent Address</u> KODALODY HOUSE THALAKULATHUR ANNASSERY KOZHIKODE - 673317 <u>Communication Address</u> SREENILAYAM KONNAKKAL CHELANNUR EDAKKARA KOZHIKODE - 673316	31.05.1980	1. BA Sociology 2. KGTE Typewriting English(Higher) and Computer Word Processing (Lower) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 5. DA-HI 42%	12.12.2022 10.30 AM.
2.	SULAIKA K <u>Permanent Address</u> KOYAPPAYIL ALISSERY(VETOM) VETOM P O MALAPPURAM <u>Communication Address</u> SASI BHAVAN PLAVARA, PACHA P O PALODE THIRUVANANTHAPURAM	24.05.1988	1. B Com Cooperation. 2. KGTE Typewriting English (Higher) 3. KGTE Typewriting Malayalam (Lower) 4. KGTE Computer Word Processing (Lower)	12.12.2022 10.30 AM.



3.	NISHA M SYLUM <u>Permanent Address</u> VADAKKEYTHANNIVILA VEEDU NEAR LMS COMPOUND, PARASSALA TRIVANDRUM - 695502 <u>Communication Address</u> TC 29/1845 (OLD TC 14/1341) RAJAN PLASTIC, KBAC JN, PALAYAM VIKAS BHAVAN P O TRIVANDRUM - 695 033	17.05.1988	1. BTech Electronics and Communication. 2. KGTE Typewriting English and Computer Word Processing (higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM.
4.	JEENA C KCM HOUSE, PUNNAVILA, VLATHANKARA, CHENKAL CHENKAL P O THIRUVANANTHAPURAM	30.05.1993	1. BA Malayalam. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM.
5	SUJITHA JAYA J V <u>Permanent Address</u> J V NIVAS ELAMPLAVILA VADAKARA MARAYAMUTTOM P O TRIVANDRUM - 695124 <u>Communication Address</u> V V MANDIRAM ONAMCODE, NADOORKOLLA CHAIKOTTUKONAM P O TRIVANDRUM - 695122	09.05.1990	1. BSc Zoology. 2. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM
6	HARITHA S HARITHALAYAM KANNANCODE VENJARAMOODU THIRUVANANTHAPURAM	08.05.1995	1. BA Economics. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM
7	ASWANI S A <u>Permanent Address</u> ILANJIKKAL VILAKATHU VEEDU, MULLOOR, P O MULLOOR THIRUVANANTHAPURAM- 695521 <u>Communication Address</u> ELANJIKKAL VILAKATHU VEEDU, MULLOOR, P O MULLOOR THIRUVANANTHAPURAM - 695521	14.11.1993	1. BA History 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM
8	DIVYA E V ERATH HOUSE/202 MUPLIYAM THRISSUR - 680312	27.02.1992	1. BCom Co operation 2. Diploma in Commercial Practice.	12.12.2022 10.30 AM.



9	HARSHA B S CHAITHRAM VINOD NAGAR, KURAKKODE NEDUMANGAD THIRUVANANTHAPURAM- 695541	20.01.1995	1. BSC Botany. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM
10	SUBASHINI V S <u>Permanent Address</u> VELLANI - HOUSE THIRUTHEKAD KIZHUPILLIKARA THRISSUR - 680704 <u>Communication Address</u> THEKKEYIL - HOUSE HNC-CHARLIE PINHERO ROAD NEDUPOZHA THRISSUR - 680007	10.06.1978	1. BA Sociology 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM
11	SUJALEKSHMY B S TC 66/182 GOWRI SADANAM VANDITHADAM VELLAYANI THIRUVANANTHAPURAM - 695522	16.05.1986	1. BSC Biotechnology. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM
12	JASHER NISA A J J J MANZIL MADATHARA MADATHARA(P O) KOLLAM-691541	07.11.1990	1. BTech Information Technology 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM
13	DIVYA P RAJAN <u>Permanent Address</u> PARAMEKKADAN HOUSE VADAKKUMURY VARANTHARAPPILLY P O THRISSUR - 680303 <u>Communication Address</u> INCHODI HOUSE PUDUKAD P O NENMANIKKARA THRISSUR - 680301	15.05.1988	1. BCom Co operation 2. Diploma in Commercial Practice.	12.12.2022 10.30 AM.
14	REVATHY D RANI NIVAS CHATHANPARA THOTTAKKADU P O 695605	17.09.1989	1. BA Malayalam. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM
15	GISHANA C G ANANTHAKOTTAKKAL HOUSE PANNIKOTTUR PANNIKOTTUR POST KOZHIKODE - 673572	31.03.1980	1. Sahityacharya Hindi Language. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	12.12.2022 10.30 AM



16	<p>SHAHARBAN M <u>Permanent Address</u> VAKKATHODI HOUSE MUSLIYARANGADI NEDIYIRUPPU, MALAPPURAM</p> <p><u>Communication Address</u> HABEEB MANZIL, KODANGAD KONDOTTY MALAPPURAM - 673638</p>	01.04.1991	<ol style="list-style-type: none"> 1. BSc Computer Science 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 	12.12.2022 10.30 AM
17	<p>SWATHI P K SHIVAM MELUR KANNUR - 670661</p>	30.04.1994	<ol style="list-style-type: none"> 1. BSc Physics 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 	12.12.2022 10.30 AM.
18	<p>SNUSHA TS INDRAPRASTHAM PERINGODE ROAD MOTTAMOODU NEMOM P O TRIVANDRUM - 695020</p>	20.05.1983	<ol style="list-style-type: none"> 1. BCom Co operation 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 	12.12.2022 10.30 AM.
19	<p>NIVYA SREESAN P <u>Permanent Address</u> PUTHIYA PURAYIL HOUSE NEAR CHAITHANYA HOSPITAL THALAP, KANNUR-2</p> <p><u>Communication Address</u> ACHUTHAM (VALIYA VALAPPIL HOUSE) NEAR OLD KDB CENTER MUZHAPPALA MUZHAPPALA PO PIN 670611</p>	07.05.1989	<ol style="list-style-type: none"> 1. BCom Co operation 2. Diploma in Secretarial Practice. 	12.12.2022 10.30 AM
20	<p>ASHA S SANDEEPBHAVAN CHERUNNIYOOR, VARKALA CHERUNIYOOR P O TRIVANDRUM - 695142</p>	17.03.1985	<ol style="list-style-type: none"> 1. BCom Taxation. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 	12.12.2022 10.30 AM.
21	<p>ASWATHY K JAYAN <u>Permanent Address</u> SAI KRISHNA, T C 19/1414(1) VELIYATHU VILAKAM LANE THAMALAM, POOJAPPURA POOJAPPURA PO TRIVANDRUM-695012</p> <p><u>Communication Address</u> ASWATHY BHAVAN T C 19/1362(2) METHOD LANE THAMALAM, POOJAPPURA POOJAPPURA PO TRIVANDRUM - 695012</p>	07.09.1988	<ol style="list-style-type: none"> 1. BSC Mathematics 2. KGTE Typewriting English and computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 	12.12.2022 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 their 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)/E17 Section/Stock File.

