



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER

PRESENT : Nisha B.V (i/c)

Sub:- KWA - Admn – Provisional appointment to the post of Lower Division Typist through Kerala Public Service Commission in the scale of pay of Rs.27200-73600 - Orders issued.

No: 10391/E10/2023/KWA

Dated: 28.03.2023

Read:- 1). Letter No: RIB(1)2854/2021/GW dt.27.02.2023 of the Secretary, KPSC, Thiruvananthapuram.
2) Rule 3(C) KS&SSR, 1958.

ORDER

The under mentioned candidate advised by Kerala Public Service Commission vide order read 1st above is provisionally appointed as Lower Division Typist in this organization in the scale of pay of Rs. 27200 -73600/- 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	Advice Sl. No.	Name & Address	Date of birth	Qualification	Date & Time of Verification
1	2	VIGITHA T V THOTTEKKATTIL HOUSE, VENNOORPADAM ANNAMANADA P O THRISSUR-680741. Communication Address W/O ARUN M S MURIYADAN HOUSE KULAYIDAM CHERYVLOOR P O THRISSUR-680308.	03.11.1994.	1. B Com Finance 2. Diploma in Secretarial Practice.	03.04.2023. 11 AM

The appointment is provisional subject to Rule 3(c) of the General Rules of the Kerala State and Subordinate Service Rules, 1958. She will report for verification before Senior Administrative Officer, Kerala Water Authority, Jalabhavan, Thiruvananthapuram on the Date, time & venue noted against 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.

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 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.

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/-
Nisha B V
Senior Administrative Officer

To Incumbent(Registered with A/D)
Copy To The Chief Engineer(SR/CR/NR)
CA to DCE(GL)/Sr.AO/AO(Admin)/SSI/JS.I/File/Stock File.

