



# 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: 10.04.2023

Read:- 1). Letter No: RIB(1)2854/2021/GW dt.27.02.2023 of the Secretary, KPSC, Thiruvananthapuram.  
2) This office proceedings of even no. dated, 28.03.2023.

### ORDER

The under mentioned candidate advised by Kerala Public Service Commission vide order read 1<sup>st</sup> 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. The candidate attended for verification on 03.04.2023 is posted to the office noted against her name as mentioned below.

Sl.No	Advice Sl. No.	Name & Address	Date of birth	Qualification	Office posted to
1	2	VIGITHA T V THOTTEKKATTIL HOUSE, VENNOORPADAM ANNAMANADA P O THRISSUR-680741. <b>Communication Address</b> 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.	PH Division, Aluva.

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.

