

**Website: [www.kwa.kerala.gov.in](http://www.kwa.kerala.gov.in)**  
**Mobile/ Whatsapp: +919495998258**

**Tel. 0471-2738300**  
**Consumer Helpline Number**  
**1916 [24X7] [Toll Free]**  
**1916cckwa@gmail.com**



## **KERALA WATER AUTHORITY**

**Jalabhavan**  
**Thiruvananthapuram – 695033**  
**Kerala - India**

### **PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**

**PRESENT : BINDU M C**

Sub: KWA - Admn - Provisional appointment of Office Attendant in the scale of pay of Rs.17000-37800 (Pre-revised)(Revised-23000-52600/-) through Kerala Public Service Commission - Orders issued

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No. **KWA-JB/3667/2024-E10-Part(1)**

Dated:25-07-2024

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Read: 1. Advice Letter No. ROD III(1) 1/2022(2) dated, 18.03.2024 of the Regional Officer, Kerala Public Service Commission, Kozhikode.  
2. This office proceedings of even number dated, 29/04/2024

### **ORDER**

The Under Mentioned candidates have been advised by Kerala Public Service Commission for appointment as Office Attendant in the scale of pay of Rs. 17000-37800 (Pre- revised)(Revised-23000-52600/-) through Kerala Public Service Commission as per read 1 above are posted to the station mentioned against their names.

The candidates were informed to attend for certificate verification at Jalabhavan Head office, Vellayambalam on 13-05-2024 &14.05.2024 vide ref 2<sup>nd</sup> above. The candidates those who failed to attend for verification are once again hereby directed to report for duty at the respective offices mentioned against their names within 15 days from the date of this order.

Sl. No.	Advice Sl.No.	Name & Address	DOB	Posted to
1	91	THUSHARA M MUTHER HOUSE MANGAD, KANNUR KALLIASSERI 670562	18.07.1992	WS Section No.2 Kannur under WS Sub Division,Kannur
2.	95	ACHU G S CHARUVILA PUTHEN VEEDU MATHAYIL VELLALLOOR PO THIRUVANANTHAPURAM 695601	28.04.1997	WW Section Kazhakuttom under WW Sub Division,Pongummoodu
3	97	NEERAJ NARAYANAN G S SUDHA SADANAM PLANKALA, TRIVANDRUM KONCHIRA P O/695615	25.02.1998	WW Sub Division,Kuriathy
4	98	SHAKI MOL M S EANTHAKKAD HOUSE PERUVAMBU PALAKKAD PERUVAMBU 678531	26.08.1994	PH Section Vadasserikkara under PH Sub Division,Ranni
5	102	ANUPAMA R B KARTHIKA NIVAS KARINGADAMUGAL THIRUVANANTHAPURAM THIRUVALLAM P O 695027	28.12.1995	WW East Sub Division, PTP Nagar
6	106	SAYOOJ SOMAN SOURIAMMAKIL MONIPPALLY, KOTTAYAM MONIPPALLY 686636	04.10.1994	PH Sub Division,Kaduthuruthy
7	107	ANANDH S SUDHA BHAVAN AVANAKUZHI, TRIVANDRUM THANNIMOODU P O	14.04.1995	Quality Control Sub Division,Thiruvananthapuram
		AMAL JACOB JOHN NEERNAMTHOTTIYIL		

8	110	VELIYANNOOR KOTTAYAM VELIYANNOOR P O , 686634	20.07.1995	PH Section,Kaduthuruthy under PH Sub Division,Kaduthuruthy
9	111	BINCY SUJATHAN VARACHALUNKAL S L PURAM P O ALAPPUZHA - 688523	28.09.1995	Project Division,Kattapana
10	113	SREERAJ T N THAIKANDATHIL HOUSE NEDUMATTOM IDUKKI VANDAMATTOM P O 685582	21.10.1995	PH Circle,Idukki
11	114	RANJITHA P KURUPPATH HOUSE MUNDAKODE CHANDRANAGAR P O PALAKKAD - 678007	14.12.1995	PH Sub Division,Perinthalmanna
12	120	JINCY M S JIJO BHAVAN, KP XI- 473 A PAPPANAM THIRUVANANTHAPURAM AMBALATHINKALA 695572	22.12.1998	Sewerage South Sub Division,Kuriathy
13	121	APARNA M K NANDANAM CHAVASSERY, MATTANNUR KANNUR CHAVASSERY,670702	11.12.1996	HW Sub Division,Irikkur
14	125	AJNAS V H VELLACHERRYPARAMBIL HOUSE PALAKKAD.	24.05.1993	WW Sub Division,Karuvelippady,Kochi
15	126	SIVAJITH T R THEKKUMKATTIL KOTTAKKUNNU MEENANGADI - 673591 WAYANAD	10.11.1998	WS Section,Chavasseriparamba

16	128	SREESHNA K KALAMULLATHIL KOYILANDY, KOZHIKODE CHELIYA 673306	15.11.1998	Project Sub Division,Kuthuparamba
17	150	ASHWANI JAYAN KUMARAPPILLY HOUSE THRISSUR	04.07.1998	PPD Regional Office,Kochi
18	153	NISAMANU KUNNIL VEEDU THOTTAVARAM TRIVANDRUM KODUVAZHANOOR P O- 695612	01.07.1995	WS Section,Kattakada under WS Sub Division,Neyyattinkara
19	166	AKSHAYA B PUTHANPURAYIL SIDHASAMAJAM POST VATAKARA KOZHIKODE- 673104	26.01.1998	PH Sub Division,Perambra
20	171	ASWATHY M P KAVANASSERI VEEDU KEEZHATTINGAL THIRUVANANTHAPURAM KEEZHATTINGAL P O 695101	14.03.1999	PPD & WASCON Thiruvananthapuram
21	173	RAMNATH M PRIYA VIHAR PUNNAD KANNUR – 670703	02.05.2000	Project Sub Division,Kuthuparamba
22	178	MISNA C A PLACKAL HOUSE KOCHUKADAVU THRISSUR ERAVATHOOR P O, 680734	29.08.1991	WSP Section,Vatakara under WSP Sub Division,Vatakara
23	186	ANJALI C RAILWAY QUARTERS AMBALAPUZHA ALAPPUZHA – 688561	31.12.1997	WS Section Thrupunithura under WS Sub Division,Thrupunithura.

24	190	DHILLU JOSEPH KUDIYIRUPPIL HOUSE PADINJATTINKARA P O, PALAYAM KOTTAYAM – 686571	25.11.1997	PH Section,Kumily under PH Sub Division,Peermade
25	194	SAYANA C CHERALAKKADAN HOUSE POTTIPPARA NADUVATH PO MALAPPURAM – 679328	02.03.2000	PH Section perinthalmanna under PH Sub Division,Perinthalmanna

**The office posted may change according to the upcoming General Transfer Orders.**

The appointee shall produce the following original documents at the time of joining duty.

- i. Certificate to prove the age and qualifications with a self attested copy.
- ii. The Medical Fitness Certificate obtained from Medical Officer not below the rank of a Civil Surgeon with finger impression and photo attested as prescribed in G.O(P) No.20/2011/P & ARD dated 30.06.2011 (published in KWA Website).
- iii. Duly filled Annexure 1 Form for Police Verification as per G.O. (P)No.79/2009/Home dated 05.06.2009.
- iv. Form for details of the movable & immovable property to be filled at the time of joining service as per G.O(P) NO.171/2016 dated 15.11.2016.
- v. Recent Passport size photograph (4 Nos.)
- vi. Identification Proof (Voters Identity Card/Aadhar Card) with one self attested copy.
- vii. Other relevant certificates (Community Certificate/Non Creamylayer Certificate/EWS/Disability Certificate etc) if any with a self attested copy.

The following action should be taken by the Head of Offices/Controlling Officers while admitting the candidates to join duty:

1.The candidate shall be allowed to join duty only after verifying the above said documents produced by the candidates. Proforma of Verification Certificate is available in the website of KWA. The joining report of the candidate shall be submitted within 15 days to this office without fail.

2.The Service Book (e 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 15 days from the date of joining duty without delay.

- a. Attested copies of the pages of e Service Book (i.e., e Service Book pages 1 to 7,28 and 49) .
- b. The duly filled up Annexure I Form for Police Verification of the incumbents at the time of their joining duty.
- c. 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 t h e 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.

This appointment will be regularised 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 one year on duty within a continuous period of two years in this department.

**If the candidate not joined for duty within 15 days from the date of the order, the same should be informed to this office at the earliest for reporting NJD vacancies to PSC.**

Signed by

SENIOR ADMINISTRATIVE OFFICER

Bindu M C

To

1. All Incumbents

Copy

1. The Chief Engineer.....

To:

2. The Superintending Engineer.....

3 The Executive Engineer.....

4 The Assistant Executive Engineer.....

5 The Assistant Engineer.....

PA to MD/PA to TM/CA to CE(HRD&GL)/ DCE(GL) /

6 /Sr.AO AO (Admin.) /SS.I/JS I./DBA-to publish in Official

Date: 25-07-2024 18:48:04

Website.