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KERALA WATER AUTHORITY

Jalabhavan
 Thiruvananthapuram - 695033
 Kerala - India

PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER

PRESENT : BINDU M C

Sub:-

KWA - Admn. - Appointment of Office Attendant in the scale of pay of Rs. 23000-52600/- through Kerala Public Service Commission - Orders issued.

No. KWA-JB/9399/2024-E10

Dated, 20-08-2025

Read:-1. Advice Lr. No ROD III(1)1/2022(1) dated 24.05.2025 of the Regional Officer, KPSC, Kozhikkode.
 2 GO(P) No.77/2024/Home dated 05/11/2024.
 3. Rule 3(c) of KS &SSR 1958.
 4.. GO (P) No.15/2011/Fin dated 06/06/2011.

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. 23000-52600 as per read 1 above, and posted to the stations mentioned against their names.

Sl.No.	Name & Address of Candidate	Date of Birth	Qualification & Experience	Posted to
1	2	3	4	5
1	DEVAKI C E PAYYALIKKA ILLAM PUTHILOT, KODAKKAD KASARAGOD - 671310	13.02.1986	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from	PH SECTION KANHANGAD

	OC		knowledge of cycling)	
2	SOUMYA N SOUPARNIKA ILLATH VALAPPU PALLIKUNNU KANNUR - 670004 THIYYA- BC	25.04.1986	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	W S SECTION KOLACHERY UNDE R WS SUB DIVISION MATTANUR
3	ANJU BALAKRISHNAN MEKK ATTUSSERIL HOUSE MADAYIKKONAM MAPRANAM P O THRISSUR - 680712 OBC - VILAKKITHALA NAIR - OBC	10.08.1987	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	P H SECTION KODUNGALLOOR
4	NEETHU A ARAKKAN HOUSE EACHUR PO KANNUR – 670591 OBC - SALIYA/SALIYAS - BC	31.05.1989	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	HEAD WORKS SUB DIVISION IRIKKUR
5	SMITHA KUMARI R ANU NIVAS CHELLANCHY PERAYAM PO THIRUVANANTHAPURAM - 695562 EWS	25.05.1988	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	QUALITY CONTROL SUBDIVISION TRIVANDRUM
6	DALY C A CHINGANTHARA HOUSE PANAIKULAM PO ERNAKULAM – 683511 LC - BC	05.08.1995	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	PH HW SECTION ALUVA
7	KARTHIKA K P INDEEVARAM TRA 72B THOZHUVANCODU VATTIYOORKAVU PO THIRUVANANTHAPURAM-695013 OC	15.05.1986	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	HEAD OFFICE JALABHAVAN THIRUVANANTHAPURAM
	SRUTHI M M MANDADMOOLA HOUSE		1. Pass in Standard VIII or equivalent.	P H CIRCLE KOZHIKODE

8	MANDAD PO WAYANAD – 673122 ST-KURICHIYAN - BC	30.01.1996	2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	
9	NYJABEEGUM T SANOFAR MANZIL KOOTIKADA KOLLAM – 691020 M-MUSLIM - BC	30.05.1988	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	SEWERAGE DIVISION PATTOOR
10	JASNA A NEW PURAM MUZHAPPALA PO NEAR KAITHAPRAM MADAPPURA KANNUR – 670611 THIYYA - OC	01.06.1986	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	WS SECTION PER LASSEY UNDER WS SUBDIVISION PER LASSEY
11	LIJI P K SAROVARAM THERUR, EDAYANNUR KANNUR - 670595 OC	28.02.1987	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	W S SECTION CHAVASSERYPARAMBA UNDER WS SUB DIVISION MATTANUR
12	KITTYMOL S CHARUVILA PUTHEN VEEDU KANJIRACODE KUNDARA KOLLAM – 691501 LC - BC	12.07.1997	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	P H DIVISION SOUTH THIRUVANANTHAPURAM
13	SAJITHA P THAYVALAPPIL CHANDAPPU RA KADANNAPPALLI PO KANNUR - 670501 THIYYA - OC	22.05.1987	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	W S DIVISION THALIPARAMBA
14	SRUTHI P 12/14, MANNANGOTTU CHELANATTU POOVANNUR PALLI FEROKE KOZHIKODE - 673631	10.07.1987	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	HEAD WORKS SUB DIVISION PERUVANNAMOOZHI SAROVARAM

	THIYYA - OC			
15	ANI S KALATHIL HOUSE ITHINGAPARAMBU AKATHETHARA PALAKKAD – 678008 OBC - VADUKA- BC	10.04.1990	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	W W SUB DIVISION THRISSUR
16	SHYMA S RAYYAN PUTHIYAPALAM THRICHATTUKULAM PO CHE RTHALA ALAPPUZHA - 688526 M - MUSLIM - BC	07.04.1989	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	W S PROJECT SECTION ALAPUZHA
17	ANILA K THEKKCHARUVIL HOUSE ANGADICAL SOUTH PO CHEN GANNUR ALAPPUZHA – 689122 SCCC-PULAYAN - BC	01.05.1984	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	P H SECTION NO I CHENGANOOR
18	LISSY M PERINCHIRA POTHAMPADAM MUTHALAMADA PALAKKAD – 678507 SC-CHERUMAN - BC	11.01.1999	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	P H SUB DIVISION IRINJALAKKUDA
19	SREEKALA R VRINDAVANAM NEELESWARAM PO KOLLAM - 691506 OC	21.08.1987	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	O/o THE CHIEF ENGINEER(SR) THIRUVANANTHAPURAM

The above incumbents can be utilized for revenue-related activities, if required. The candidates will have to join duty within 15 days from the date of receipt of this order.

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

1. Certificate to prove the age and qualifications with a self-attested copy.
- ii. The Medical Fitness Certificate obtained from a 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 30.6.2011 (published in KWA Website)

iii) Duly filled Annexure I from the Police Verification as per G.O (P) No.79/2009/Home dated 05.06.2009. An amount of Rs. 1000/- to be remitted by the incumbent towards the fee for police verification in the Head of Account '0055-00-103-Fees, fines and forfeitures' in the Kerala Government Treasury vide ref 2nd cited

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 (4nos)

vi) Identification Proof (Voter's identity Card/Aadhar Card) with one self-attested copy.

vii) Other relevant certificates (Community Certificate/Non-Creamy layer Certificate/EWS/Disability, 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-mentioned documents produced by the candidate. A proforma of the Verification Certificate is available on 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 the Service Book (ie, 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, along with the Challan of Rs.. 1000/- remitted by the incumbent towards the fee for police verification in the Head of Account '0055-00-103-Fees, fines and forfeitures' in the Kerala Government Treasury

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 Service Book, the details of quota on which the candidate is appointed, ie 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 into the National Pension Scheme introduced vide G.O(P) No.20/2013/Fin dated 07.01.2013.

7. As per GO (P) No. 45/91/P&ARD dated 30.12.1991, the application for corrections of

Date of Birth, if any are needed in the case of a Government Employee, shall be made within 5 years of one's entry in service

This appointment will be regularized subsequently on verification of character and antecedents by the Police department and after obtaining a 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 of service in this department.

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

BINDU M C

SENIOR ADMINISTRATIVE

OFFICER

To

All incumbents

Copy to: 1. The Chief Engineer.....

2. The Superintending Engineer.....
3. The Executive Engineer.....
4. The Assistant Executive Engineer.....
5. The Assistant Engineer.....

PA to MD/PA to Joint MD/PA to TM/CA to CE(HRD & GL)/DCE(GL)/
Sr.AO/ AO(Admn.)/ JSI/File.Website.