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## **KERALA WATER AUTHORITY**

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

### **PROCEEDINGS OF THE CHIEF ENGINEER (HRD & GENERAL)**

**Present: Sajiv Retnakaran**

Sub:- KWA - Admn. - Provisional appointment of Assistant Data Base Administrator in the scale of pay of Rs. 56500-123700 through Kerala Public Service Commission - Orders issued:-

No. KWA-JB/1633/2023-E8.

Dated: 31-10-2025

Read:-1. Advice Letter. No RIB-3/18/2025-KPSC dated 08/10/2025 of the Secretary, KPSC, Thiruvananthapuram.  
 2. Rule 3 (c) of KS & SSR 1958.  
 3. G.O.(P)No.15/2011/Fin dated 06/06/20211  
 4. G.O.(P)No.77/2024/Home dated,05/11/2024

### **ORDER**

The Secretary, Kerala Public Service Commission, Thiruvananthapuram, has advised the under-mentioned candidate for appointment as Assistant Data Base Administrator in the scale of pay of ₹ 56500-123700 to Kerala Water Authority as per read 1<sup>st</sup> above and posted to office noted against the name.

Sl. No.	Name & Address of Candidate	Date of Birth	Qualification & Experience	Posted to
1	2	3	4	5
1	Afsal CP Cherupallikkal House Chembankad, Thotintakkara, Mampad Malappuram. 676542 (Mappila) <b>OC Turn</b>	15/04/1992	MSc(Computer Science)	Jalabhavan Head Office, Thiruvananthapuram

The candidates are hereby directed to join the new station within 15 days from the date of this order. The NJD vacancies will be reported to Kerala Public Service Commission on completion

of the stipulated time.

The incumbent will be on probation for 2 years of duty within a continuous period of 3 years of service.

The appointee shall produce the following original documents at the time of joining duty, and the controlling officer should verify the documents mentioned below.

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. An amount of Rs .1,000/- 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 4<sup>th</sup> cited above.
6. Form for “Details of the Movable and immovable properties to be filled at the time of Joining Service” as per G.O.(P)No.171/2016/Fin dated 15.11.2016.
7. 4 copies of a recent passport-size photograph.
8. Voters' Identity Card/Aadhaar Card.

The following action should be taken by the Head of Offices/Controlling Officers concerned while admitting the candidate to join duty.

1. The candidate shall be allowed to join duty only after verifying the above-mentioned documents produced by the candidate. The joining report of the candidate, along with one copy of the verification certificate, shall be submitted within 15 days to this office without fail. A proforma of Verification Certificate is available on the website of Kerala Water Authority.
2. The 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 two weeks from the date of joining duty without delay.
  - (i) Attested copies of the pages of e-Service Book containing Name, address, personal identification marks, finger impressions, signature, date of joining duty (ie., Service Book pages 1, 2, 3, 7, 28/29 (history and verification and 49/50 (retirement page) details of previous service recorded, if any and copy of identification certificate pasted in the e-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 (New Form included Designation) for Police Verification of the incumbents at the time of their joining duty along with Chellan of Rs.1,000/- (Rupees One Thousand only) remitted by the incumbent towards the fee for Police Verification in the Head of

Account "0055-00-103-Fees, fines and forefeitures" in the Kerala Government Treasury vide 4<sup>th</sup> cited above.

(iii) The original OTV certificate issued by KPSC (duly filled) shall also be forwarded along with the above.

4. While recording the details of PSC Advice and Appointment Order in the e-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 e-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 filled 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 e-Service Book.

6. Action shall be taken by the controlling officer to enroll the candidates into National Pension Scheme introduced vide G.O.(P)No.20/2013/Fin dated 07.01.2013.

7. As per G.O.(P)No.45/91/P&ARD dated 30.12.1991, the applications for corrections of Date of Birth, if any are needed in the case of a Govt employee, shall hereafter be made within five years ones entry in service.

Sajiv Retnakaran  
CHIEF ENGINEER (HRD & GENERAL)

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