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### KERALA WATER AUTHORITY

Jalabhavan  
 Thiruvananthapuram - 695033  
 Kerala - India

### PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER

PRESENT : RENJITH R S

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, 20-12-2025

Read:-1. Advice Lr. No ROD III(1) 1/2022 (7) dated 23.09.2025 of the Regional Officer, KPSC, Kozhikode.

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.

O

### R D E R

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 through Kerala Public Service Commission as per read (1) above are posted to the station mentioned against their names.

Sl.No	Ad vic e No	Name & Address of Candidate	Date of Birth	Qualification & Experience	Posted to
1	2	3	4	5	6
1	12	SAJAS SAMUEL S J PURAKAKKALVILA VEEDU KARUMANOOR PARASSALA P O 695502 THIRUVANANTHAPURAM <b>COMMUNICATION ADDRESS</b> SHARON NIVAS VAZHUTHOTTUKONAM	27.05.1993 220034718	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	HEAD WORKS SECTION VYTTILA

		DHANUVACHAPURAM P O 695503 THIRUVANANTHAPURAM	ng)	
2	13	SOORYA S KIZHAKKARA MUNDUR PALAKKAD MUNDUR 678592	08.03.1998 220022046	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)  P H SECTION TIRUR
3	14	ANJANA U KOOMANKAD HOUSE CHUNGAMANNAM PALAKKAD 678571 MATHUR P O <b>COMMUNICATION ADDRESS</b> KOOMANKAD HOUSE CHUNGAMANNAM MATHUR POST PALAKKAD 678571	11.04.1998 230001544	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)  P H SECTION NO II MALAPPURAM
4	15	GREESHMA K CHIRA HOUSE CHIRA PALAKKAD MANNAPRA POST 678685	17.05.1997 220022210	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)  P H DIVISION MALAPURAM
5	16	NANDANA S S NANDANAM KAVALLOOR KEEZHAROOR P O THIRUVANANTHAPURAM 695130	16.02.1998 180057531	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)  WATER SUPPLY SECTION PARASALA
6	17	DRISYA P S PUSHPA SADANAM PULIYILA NALLILA P O KOLLAM 691515	18.02.1999 220008208	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)  P H SECTION THURAVOOR
7	18	SAJMI S MINI HOUSE KOCHANAKALLUVILA MYLAMOODU	20.08.1992	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)  P H DIVISION NORTH THIRUVANANTHAPURAM

		THIRUVANANTHAPURAM MYLAMOODU P O PANGODE 695609	220013649	Exempted from knowledge of cycling)	
8	19	AKSHAYA U THOTTATHIL HOUSE PAZHATHARA CHERAMANGALAM PALAKKAD 678703	29.05.1999 230031328	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	P H SECTION MANJERI
9	20	SUJITH K S KIZHAKKE THEKKUPURATH PANAVA LLY ALAPPUZHA 688526	15.07.1996 220014965	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	P H SECTION No. II MAVELIKKARA
10	21	LINDA JOSE PATHIYAN HOUSE MARATHAKKARA THRISSUR DT MATTATHURKUNNU P O 680684 COMMUNICATION ADDRESS KATTILAPEEDIKA HOUSE MOOLAMKUDAM THRISSUR DT MATTATHURKUNNU P O 680684	13.03.1983 230032425	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	P H SECTION MALA
11	22	NISHA P V PADINHARE VEETIL KEEZHATOOR KANNUR THALIPARAMBA 670141 COMMUNICATION ADRESS JANAKI RAM PARIYARAM KANNUR C POIL P O 670502	23.03.1984 150040924	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	WATER SUPPLY SUB DIVISION TALIPARAM BA
12	23	ABHILASH B MUNDIYANPARAMBU NANDANKIZHAYA PALAKKAD 678506	30.05.1999 230029439	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	W W SUB DIVISION THRISSUR
13	24	BINISHA V K VATTIYARKUNNU VATTIYARKUNNU RAJAPURAM KASARGODE	11.02.1998 220015130	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	WSP SUB DIVISION KASARGOD

		671532	ng)	
14	25	VISHNULAL C S CHENAPPURAM HOUSE PALLIKUTH MALAPPURAM PALLIKUTH POST 679334	31.05.1999 230008120	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)
15	26	BETCY B MUNDAZHIKOM PURAYIDAM KACHERI KOLLAM KACHERI P O 691013	01.01.1998 230031271	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)
16	27	ARYA T A THAZHATHARA PATTANAKKAD PATTANAKKAD ALAPPUZHA 688531	04.08.1999 220013372	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)
17	28	SWALIHATH C K POYIL HOUSE THEMBATH UNNIKULAM POST 673574 KOZHIKODE COMMUNICATION ADDRESS MANIKKARAMBIL MANIKKARAMBIL HOUSE PANNIKKOTTUR P O KODUVALLY VIA MOORKKAN KUNDU 673572	10.05.1993 210031768	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)
18	29	JIBIN THOMAS VALLIYAMTHADATHIL THANKAMANY IDUKKI THANKAMANY 685515	16.07.1999 220012067	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)
19	30	DEV KUTTAN R OMASSERIL KANDALLOOR SOUTH KANDALLOOR P O ALAPPUZHA 690535	21.09.1999 220006725	1. Pass in Standard VII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)
20	31	SUNITHA P THAIPPALLY (H) MULAPRA KANNUR 670511 COMMUNICATION ADDRESS	06.11.1986	1. Pass in Standard VIII or equivalent. 2. Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)

	THAIPPALLY HOUSE MULAPRA KANNUR 670511	220028767	Exempted from knowledge of cycling (Women and DA candidates are exempted from knowledge of cycling)	ON NO III KANNUR
21	32 ARUN R P RANDUPURAYIL HOUSE MANKUZHI KALLUVAYAL KANNUR 670703	15.01.2000 220011159	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

The above incumbents can be utilised for revenue-related activities 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, the 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 PSCV Advice and Appointment order 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 enrol 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 regularised 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 in this department.

If the candidate has 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.

RENJITH R S  
ACCOUNTS 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) /  
JSI/File.Website.

Sr.AO/ AO(Admn.) /