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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 - Provisional appointment of Lower Division Typist in the scale of pay of Rs.27200-73600 through Kerala Public Service Commission - Orders issued

No. **KWA-JB/9958/2025-E10**

Dated:25-03-2026

Read: 1. Advice Letter No. RIB -1/15/2025 -KPSC dated, 29.01.2026 of the Secretary Kerala Public Service Commission, Thiruvananthapuram.
2. GO (P) NO. 77/2024/Home dated 05/11/2024
3. Rule 3(c) of KS &SSR 1958

ORDER

The under mentioned candidate has been advised by Kerala Public Service Commission for appointment as Lower Division Typist in the scale of pay of ₹.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 through Kerala Public Service Commission as per read 1 above is posted to the station mentioned against her name.

| Sl. No | Sl. No. in Advice | Name and address | Date of Birth & PCN | Qualification & Experience | Posted to |
|--------|-------------------|------------------|---------------------|--|-----------|
| | | | | Plus Two (Science) with Computer Science | |

| | | | | | |
|---|---|--|-------------------------|---|--------------------------------------|
| 1 | 1 | VIDHYA ROBI R L VEENA BHAVAN MEETHI KOVILLOOR KUDAPPANAMOODU P O TRIVANDRUM PIN 695510 (LC/A1-LATIN CATHOLICS) BC TURN | 14.01.1995 240007854 | optionals KGTE (Typewriting English and Computer Word Processing (Lower) KGTE (Typewriting Malayalam and Computer Word Processing (Lower) Bsc (Computer Science) | WATER SUPPLY DIVISION KOCHI 18 |
|---|---|--|-------------------------|---|--------------------------------------|

The candidate is hereby directed to join duty within 15 days from the date of this order.

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 GO (P) NO. 77/2024/Home dated 05/11/2024 . 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 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 (4 Nos.)
- vi. Identification Proof (Voters Identity Card/Aadhar Card) with one self attested copy.
- vii. Other relevant certificates (Community Certificate/Non Creamy layer Certificate/EWS/Disability Certificate etc) if any with a self attested copy.

The following action should be taken by the Head of Office /Controlling Officer while admitting the candidate 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) .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, 30.6.2011

b. The duly filled up Annexure I Form for Police Verification of the incumbents at the time of their joining duty along with challan 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 Government Treasury vide ref.2 2nd cited

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 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

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 needed in the case of a Govt. employee shall hereafter made within five years ones entry in service

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 years on duty within a continuous period of three years of service 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

The place of posting may chang according to the final General Transfer Order 2026.

**RENJITH R S
ACCOUNTS OFFICER**

To 1. The Incumbent

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 TM/CA to CE(HRD&GL)/ DCE(GL) / DCE (Vig)

/Sr.AO AO (Admin.)/JS/DBA-to publish in Official Website