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KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033

PROCEEDINGS OF THE DEPUTY CHIEF ENGINEER (GL), THIRUVANANTHAPURAM

PRESENT : SREEKALA L B

Sub: KWA - Admn - Provisional appointment of **Lascar** in the scale of pay of Rs. 23000-52600/- through Kerala Public Service Commission - Orders issued :-

No. **KWA-JB/3933/2024-E8**

21-08-2026

Read: 1. Advice Letter No. ROD III(1) 1/2022(6) dated, 16-06-2026 of the Regional Officer,
Kerala Public Service Commission, Kozhikode
2. GO(P) No. 77/2024/Home dtd 05/11/2024

ORDER

The undermentioned candidate has been advised by the Kerala Public Service Commission for appointment as Lascar in the scale of pay of Rs.23,000–52,600 as per the advice letter read above and is hereby provisionally appointed and posted to the station noted against his name.

In order to strengthen the revenue collection of the Kerala Water Authority, the Controlling Officer is directed to utilize the services of the below-mentioned incumbent for revenue strengthening activities in Section Office, wherever necessary.

The Controlling Officer shall admit the candidate to duty only after proper verification of the original certificates and after cross-checking the photo identity and specimen signature.

Sl No	Name & Address of Candidate	Date of Birth	Qualification & Experience	Posted to
1	Sri. Sangeeth M S Munjanattu, Seethathodu, Kochukoickal, Pathanamthitta 689667 BC turn	19.03.1995	1) Pass in Standard VII or equivalent. 2) Knowledge of Cycling (Women and D/A candidates are exempted from knowledge of cycling)	Public Health Section, Madathara, Kollam.

The candidates are hereby directed to join duty within **15 days** date of this appointment order.

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

1. **Age & Qualification Certificates:** Originals to prove age and qualifications, along with one self-attested copy of each.
2. **Medical Fitness Certificate:** Obtained from a Medical Officer not below the rank of a Civil Surgeon, with a finger impression and photo attested as prescribed in G.O.(P) No. 20/2011/P & ARD dated 30.06.2011 (published on the KWA website).
3. **Police Verification Form (Annexure 1):** Duly filled Annexure-1 Form for Police Verification as per G.O.(P) No. 77/2024/Home dated 05.11.2024. The incumbent shall remit an amount of ₹1,000/- towards the fee for police verification under the Head of Account "0055-00-103- Fees, Fines forfeitures" in the state government treasury and produce the receipt for verification.
4. **Property Details Form:** Duly filled form for details of movable & immovable property to be submitted at the time of joining service as per G.O.(P) No. 171/2016/Fin dated 15.11.2016.
5. **Photographs:** Recent passport-size photographs (4 Nos.).
6. **Identification Proof:** Voter Identity Card or Aadhaar Card, along with one self-attested copy.
7. **Other Relevant Certificates:** Community Certificate, Non-Creamy Layer Certificate, EWS Certificate, or Disability Certificate, if applicable, with one self-attested copy.

Instructions for Head of Offices / Controlling Officers

The following actions should be taken by the Head of Office / Controlling Officer while admitting candidates to join duty:

1. **Document Verification:** The candidate shall be allowed to join duty only after verifying the above-mentioned documents produced by them. The Proforma of 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. **Service Book:** The Service Book (e-Service Book) should be opened within **7 days** from the date of joining.
3. **Forwarding Documents:** 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 relevant pages of the e-Service Book (i.e., e-Service Book pages 1 to 7, 28, and 49).
 - b. The duly filled-out Annexure-1 Form for Police Verification of the incumbents at the time of their joining duty.
 - c. The original One Time Verification (OTV) certificate issued by KPSC.
4. **Quota Recording:** While recording the details of the PSC Advice and Appointment Order in the Service Book, the details of the quota under which the candidate is appointed (i.e., 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. **Property Statement Insertion:** The form "Details of 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 into the Service Book.
6. **NPS Enrollment:** Action shall be taken by the controlling officer to enroll the candidate in the National Pension Scheme (NPS) introduced vide G.O.(P) No. 20/2013/Fin dated 07.01.2013.
7. **Date of Birth Correction Limit:** As per G.O.(P) No. 45/91/P&ARD dated 30.12.1991, applications for correction of date of birth, if needed for a Government employee, shall hereafter be made within **5 years** of entry into service.

Terms of Appointment & Probation

This appointment will be regularized subsequently upon verification of character and antecedents by the Police Department and after obtaining a verification certificate from the Kerala Public Service Commission (KPSC).

- The appointee 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 does not join duty within **15 days** from the date of this order, the matter should be reported to this office at the earliest so that Non-Joining Duty (NJD) vacancies can be reported to the KPSC.

N B: The office posted may change according to the upcoming General Transfer orders of Lascar.

SREEKALA L B
DEPUTY CHIEF ENGINEER

To 1. The 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) / DCE (vig) /Sr.AO
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