



# KERALA WATER AUTHORITY

Jalabhavan  
Thiruvananthapuram – 695033  
Kerala – India

## PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER

**PRESENT : NISHA B V (i/c)**

Sub:- KWA - Administration– Provisional Appointment to the post of Office Attendant through Kerala Public Service Commission in the scale of pay of Rs 17000 –37800 - Orders issued.

No: E10 /8221(A)/2003 VOL III

Dated: 23.03.2022

- Read:-
- 1) Letter No ROD III (1)1292/17(8) dated, 28.12.2021 of the Regional Officer, KPSC, Kozhikode.
  - 2) Rule 3(C) KS&SSR, 1958.
  - 3) GO(P) No 45/91/P&ARD dated, 03.12.1991.
  - 4) G.O(P) No.441/2012/Fin dated, 08.08.2012.
  - 5) This office proceedings of even no. dated. 11.02.2022.

### **ORDER**

The under mentioned candidates advised by Kerala Public Service Commission vide read 1st cited are provisionally appointed as Office Attendant in this organization in the scale of pay of Rs. 17000-37800 under clause (1) of sub rule (a) of Rule 9 of the General Rules as provided for Rule 10 (b) of KS&SSR, 1958. The incumbents who attended for verification are posted to the offices noted against their names as below.

**The controlling officer are requested to utilise the service of the under mentioned candidates for the revenue related activities under your control to strengthen the JJM activities.**

Sl. No.	Sl. No. in Advice	Name & Address	Date of Birth	Whether advised in OC/BC Turn	Posted to
1	4	SARANYA R S NANDANAM PAROOR MURIANKARA PARASSALA TRIVANDRUM, PARASSALA P O - 695502	06.03.1991	OC	Head Office, Jalabhavan, Thiruvananthapuram
2	6	PRASEETHA M KONGANCHATHI HO NENMENI KOLLENGODE PALAKKAD, NENMENI - 678506	02.05.1991	OC	PH Division Thrissur Deployed as Meter Reader and posted to P H section, Chittor



3	7	POOJA PREM KULANGARA KARTHIKA NJALBHAGOM PATHANAMTHITTA, KAVIYOOR P O – 689582	11.07.1991	OC	PH Division Thiruvalla
4	9	NEETHU M MAVULLATHIL HOUSE MOOLAD KOZHICODE, MOOLAD PO – 673614	24.04.1992	OC	PH Division Vatakara.
5	14	RAJI G N SREEMOOLAM HARIHARA VILASOM PAZHAKUTTY THIRUVANANTHAPURAM, PAZHAKUTTY P O PIN:695561	02.02.1994	BC	Project Division Thiruvananthapuram
6	15	SONY MARIA GEORGE PALLIKKUNNEL NEERANTHANAM KOTTAYAM, KIZHATHIRI P O - 686576	06.05.1992	OC	PH Sub Division, Thodupuzha
7	19	ANUMOL ROSE JOY VALIYAVEETIL PUTHENPURACKAL(H) POONJAR THEKKEKARA PO, KOTTAYAM, PIN – 686582	27.05.1992	OC	PH Division, Kottayam.
8	21	SARANYA S VIJAYA MANDIRAM PUTHUKULANGARA PUTHUKULANGARA P O NEDUMANGADU TRIVANDRUM, PUTHUKULANGARA 695541	20.10.1992	OC	Head Office, Jalabhavan, Thiruvananthapuram
9	22	THARA THOMAS VADAKKEDATH HOUSE PERUVANNAMUZHI, KOZHICODE, PERUVANNAMUZHI PO, PERAMBRA VIA, PIN – 673528	23.01.1993	OC	WSP Sub Division, Vadakara.
10	23	CHINCHU B V VATTAVILA VEEDU THACHOORKUNNU AVANAVANCHERY THIRUVANANTHAPURAM, AVANAVANCHERY	23.02.1993	OC	Head Office, Jalabhavan, Thiruvananthapuram



11	24	SREELAKSHMI T MARUKADUCHIRA CHATHURTHIAKARY PO ALAPPUZHA, PIN – 688502	24.01.1993	BC	WS P Sub Division, Harippad
12	26	MINI S SARASWATHY MANDIRAM MANGALAM NAGAR-220 KOLLAM, MANGAD P O – 691015	20.05.1978	BC	PH Sub Division, Kollam.
13	27	JINU T V THAYOOR HOUSE UDAYA NAGAR THRISSUR, ATHANI – 680771	11.02.1993	BC	PH Division Thrissur.
14	29	ANEESHKUMAR.T ANIL BHAVAN THACHOTTUKUNNU MALAYINKIL P.O THIRUVANANTHAPURAM PIN-695571	12.01.1986	BC	Head Office, Jalabhavan, Thiruvananthapuram
15	30	DEEJA P C PUTHALATH THAZHA (HOUSE) IRINGATH KOZHIKODE, IRINGATH (POST), PIN – 673523	30.03.1993	OC	P H Sub Division, Perambra
16	31	RAJANI K P KALATHIPADATH HOUSE PARAPPANANGADI MALAPPURAM, NEDUVA(PO) - 676303	15.03.1979	DA-LV	PH Sub Division, Parappanangadi.
17	33	SARIKA R KAMBAKODAM HOUSE KOTTAYI PALAKKAD, KOTTAYI POST -678572	26.05.1993	OC	P H Sub Division, Wadakkanchery. Deployed as Meter Reader and posted to P H Section Shournur
18	36	SALIHA EBRAHIM NANETHAN HOUSE KANDANTHARA, PERUMBAVOOR ERNAKULAM, ALLAPRA P O, PIN – 683556	04.05.1993	BC	W S Division, Kaloor, Kochi.
19	37	HIMA CHANDRAN THAZHEMALAMURY POLPULLY PALAKKAD, POLPULLY - 678552	02.02.1994	OC	PH Section, Kodungallur. Deployed as Meter Reader and posted to Aug Section Palakkad



20	39	SHIJULA E MOONUKANDATHIL KEEZHMADU VELLIPARAMBA PO, KOZHICODE -673008	29.04.1994	OC	O/o CE,NR Kozhikode.
21	40	RESITHA P R NEELAMBARI KUNDANNUR THRISSUR, KUNDANNUR - 680590	27.02.1985	BC	P H Sub Division, Wadakkanchery
22	41	VIDYA MOHAN S CHENNIYODE MELE PUTHEN VEEDU UCHAKADA TRIVANDRUM, KAKKAVILA, PIN : 695506	25.05.1994	OC	W W South Sub Division Kuriathy
23	43	SAVITHA S KIZHAKPOONTHONI VADAVANNUR PALAKKAD, VADAVANNUR P O - 678504	30.04.1995	OC	QC Division Kozhikode. Deployed as Meter Reader and posted to P H section, Nenmara
24	44	SAHIRA BANU K MANALVAYAL HOUSE MANALVAYAL WAYANAD, KARIAMBADI POST -673591	24.01.1980	BC	PH Section Koyilandy. Deployed as Meter Reader and posted to Section No I, Kalpetta
25	45	AISWARYA C CHARAPPARAMBU HOUSE MUDAPPALLUR PALAKKAD, MUDAPPALLUR PIN - 678705	07.05.1995	OC	O/o CE,NR Kozhikode. Deployed as Meter Reader and posted to P H Section Kozhalmandam.
26	49	SINDHU K N MUNDOKANDATHIL VEDAMKOTTUKUNNU, PULPALLY WAYANAD, PULPALLY, PIN:673579	15.04.1978	OC	Q Control Division, Kozhikkode.
27	56	SARANYA S SASEENDRA BHAVANAM KANDALLOOR NORTH ALAPPUZHA, PATTOLIMARKET - 690 531	28.09.1994	BC	P H Section Mavelikkara.
28	57	VINITHA K V THACHARA HOUSE VALIYALUKKAL THRISSUR, KANIMANGALAM	26.05.1979	OC	PH Section Guruvayoor



29	58	<b>RIJI E KARIPPAL HOUSE ANDALUR PALAYAD (PO) KANNUR, PIN – 670661</b>	16.05.1980	BC	Project Division, Kannur.
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Since the selection to this post is made from a Common Selective list, the candidates may be informed, while issuing appointment orders that in the event of discharge from service for want of vacancies, they may either re-register their names in the office of the PSC/District Office of the PSC from where they were advised and get themselves re-appointed on further advice by the PSC or they may wait for their turns for reappointment to the post in the Department, in case they desire to continue as probationers in the posts from which they were discharged. (vide Government Circular Memorandum No.3737/Rules-1/90/P&ARD dated 29.03.1990 and G.O.(P) No.7/91/P&ARD dated 15.02.1991.)

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 total period of one year on duty within a continuous period of two years in this department.

The candidates will have to join duty within 15 days from the date of receipt of this order. If they fail to join duty within the stipulated time, their appointment in the cadre of Office Attendant in this organisation will be treated as cancelled without any further notice.

The candidates should enroll themselves in GPF within one year from the date of joining duty, for declaration of satisfactory completion of their probation. Application for correction of date of birth, if any, needed shall be made within five years from the date of entry in service as per G.O.(P)No.45/91/P&ARD dated 20.12.1991.

The New Pension Scheme introduced vide G.O.(P)No.20/2013/Fin dated, 07-01-2013 will be applicable to all the incumbents.

The following action should be taken by the Head of Offices/ Controlling Officers concerned while admitting the candidate to join duty, after verification from this office:-

1. The candidate shall be allowed to join duty only on producing the verification certificate. The joining report of the incumbent shall be reported to this office without fail.
2. The 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 Service Book containing Name, address, personal identification marks, finger impressions, signature, date of joining duty, (i.e., Service Book pages 1, 2, 3, 4, 5, 15 and 16) details of previous service recorded, if any and copy of identification certificate pasted in the 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 Form for Police Verification of the incumbents at the time of their joining duty.
  - (iii) 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.

*Sd/-*  
Nisha B V  
Senior Administrative Officer

To

The Candidates.

Copy To

PA to MD/CA to MD/CE(HRD&GL)/DyCE(GL)/Sr.AO/AO(Admin)/SS1/JS1/E15  
Section/Stock File.

Chief Engineer , Southern Region/Central Region/Northern Region.

The Superintending Engineer,.....

The Executive Engineer.....

