



# KERALA WATER AUTHORITY

Jalabhavan  
Thiruvananthapuram – 695033  
Kerala – India

## PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER, THIRUVANANTHAPURAM

**PRESENT : S MINIKUMARI**

Sub:- KWA - Admn – Provisional appointment to the post of Lower Division Typist through Kerala Public Service Commission – in the scale of pay of Rs 27200 – 73600 - Orders issued.

No: 35446/E10/2022/KWA

Dated: 27.12.2022

Read:- 1) Letter No. RIB(1)2854/2021/GW dt 20. 10. 2022 of the Secretary, KPSC, Thiruvananthapuram.  
2) Rule 3(C) KS&SSR, 1958.  
3) This office proceedings of even no. dated, 28.11.2022.

### ORDER

The under mentioned candidates advised by Kerala Public Service Commission vide read 1st cited for appointment to the post of Lower Division Typist are provisionally appointed as Lower Division Typist in this organization in the scale of pay of Rs. 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 and posted to the offices against their names.

Sl. No.	Name and Address of candidate	Date of Birth	Qualification and experience	Office Posted to
1.	NIVEDITHA K <u>Permanent Address</u> KODALODY HOUSE THALAKULATHUR ANNASSERY KOZHIKODE - 673317 <u>Communication Address</u> SREENILAYAM KONNAKKAL CHELANNUR EDAKKARA KOZHIKODE - 673316	31.05.1980	1. BA Sociology 2. KGTE Typewriting English(Higher) and Computer Word Processing (Lower) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower) 5. DA-HI 42%	PH Division Kozhikode.
2.	JEENA C KCM HOUSE, PUNNAVILA, VLATHANKARA, CHENKAL CHENKAL P O THIRUVANANTHAPURAM	30.05.1993	1. BA Malayalam. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	PH Sub Division Thiruvalla.
3	HARITHA S HARITHALAYAM KANNANCODE VENJARAMOODU THIRUVANANTHAPURAM	08.05.1995	1. BA Economics. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	PH Sub Division, Kottarakkara.



4	JASHER NISA A J J J MANZIL MADATHARA MADATHARA(P O) KOLLAM-691541	07.11.1990	1. BTech Information Technology 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	PH Division Kochi-16
5	REVATHY D RANI NIVAS CHATHANPARA THOTTAKKADU P O 695605	17.09.1989	1. BA Malayalam. 2. KGTE Typewriting English and Computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	PH Circle, Kottayam.
6	NIVYA SREESAN P <u>Permanent Address</u> PUTHIYA PURAYIL HOUSE NEAR CHAITHANYA HOSPITAL THALAP, KANNUR-2 <u>Communication Address</u> ACHUTHAM (VALIYA VALAPPIL HOUSE) NEAR OLD KDB CENTER MUZHAPPALA MUZHAPPALA PO PIN 670611	07.05.1989	1. BCom Co operation 2. Diploma in Secretarial Practice.	Project Division Kannur
7	ASWATHY K JAYAN <u>Permanent Address</u> SAI KRISHNA, T C 19/1414(1) VELIYATHU VILAKAM LANE THAMALAM, POOJAPPURA POOJAPPURA PO TRIVANDRUM-695012 <u>Communication Address</u> ASWATHY BHAVAN T C 19/1362(2) METHOD LANE THAMALAM, POOJAPPURA POOJAPPURA PO TRIVANDRUM - 695012	07.09.1988	1. BSC Mathematics 2. KGTE Typewriting English and computer Word Processing (Higher) 3. KGTE Typewriting Malayalam and Computer Word Processing (Lower)	Project Division, Kottayam.

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. The incumbent 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 organization.

The candidate should enroll himself in GPF within one year from the date of joining duty, for declaration of satisfactory completion of his 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 the incumbent.

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 issued by the



under signed. 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 candidate shall be submitted to this office within two weeks from the date of joining duty without delay.
  - (i) Attested copies of 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 submitted 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/-*

Mini Kumari S  
Senior Administrative Officer

To

The incumbents.

Copy To

CE,SR,TVM / CE,CR, Kochi/CE,NR, Kozhikode.  
PA to MD/CA to CE(HRD & GL)/CA to Dy CE(GL)/CA to Sr.AO/AO(Admin & Estt)/SS(Admn&Estt)/JS(Admn&Estt)/E11/E15/E16/ Section/Stock File.

