

Website: www.kwa.kerala.gov.in
Mobile/ Whatsapp: +919495998258

Tel. 0471-2738300
Consumer Helpline Number
1916 [24X7] [Toll Free]
1916cckwa@gmail.com



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala - India

PROCEEDINGS OF THE CHIEF ENGINEER (HRD & GL) **THIRUVANANTHAPURAM**

PRESENT : Lekshmy M

Sub: Provisional appointment of Divisional Accounts Officer in the scale of pay of ₹ 49000-110300 through Kerala Public Service Commission- Posting Orders issued - reg:-

No KWA/JB/E2(B)/DAO/07/2025

Dated:30-09-2026

Read: 1 RIB-3/13/2026-KPSC Dated 06/07/2026 of the KPSC, Thiruvananthapuram
 2 G.O.(P) No 19/2011/WRD Dated 01/03/2011
 3 G.O.(P) No.27/2016/WRD Dated 11/11/2016

ORDER

The under-mentioned candidates advised by Kerala Public Service Commission vide read 1 under clause (1) of Sub Rule (a) of Rule 9 of the General Rules as provided for Rule 10(b) of KS & SSR, 1958, for appointment to the post of Divisional Accounts Officer in the scale of pay of ₹ 49000-110300 in the Kerala Water Authority are provisionally appointed as Divisional Accounts Officer in this organization. The candidate appointment is subject to Rule3(c) of the KS&SSR

Sl No	Name & Address of Candidates	Date Of Birth	Name of Office Posted
1	MUHAMMED SAJIL KT Kottathodika House Pallikkunnu Wandoor P O Malappuram 679328	11/04/1995	PH Division Kasaragod

	<u>Communication Address</u> Kottathodika House Koolikkattupadi Wandoor P O Malappuram 679328 (Mappila) BC Turn		
2	EMMANUVAL J Puthumapallichira, Thuravoor Cherthala, Alappuzha - 688532 (LC/AI Latin catholics) BC Turn	23/11/1997	Project Division Chittur
3	MANEESH M Chimbakkode House, Kanjirakkadavu Malampuzha, Palakkad - 678651 (OBC - Vadukas) BC Turn	06/02/1995	Public Health Division Sulthan Bathery
4	ABHINAND S S Plavila Veedu, Guurunagar 38 Kallumthazham, Kollam (SC - Sidhanar) BC Turn	16/06/1997	Project Division Kattapana
5	SREERAG E S Engandi House, Kanjany Kanjany P O, Thrissur - 680612 (SC - Vettuvan) BC Turn	05/05/1997	Stock verification Sub Division, Kozhikode

The above candidates are appointed in accordance with the special rules cited 2nd & 3rd and will have to undergo **training for one year**. The **training schedule** will be **notified** later. The allowance/Pay during the period of training will be the minimum of the scale of pay of the Divisional Accounts Officer. The candidates are hereby directed to join duty within **15 days** from the 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 Photo ID, 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.
8. Relieving order from institution with employment under government service/ quasi-government organizations shall be produced.

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:** After the completion of training ,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 after training for a period of two years on duty within a continuous period of three years of service in this department. For the successful completion of probation, a candidate appointed should also pass the **Divisional Accounts Test Examination as per Appendix 2 VIII of Kerala Public Works Account Code and Manual of Office Procedure**
- 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.

Lekshmy M

CHIEF ENGINEER

Digitally signed by
Lekshmy M
Date: 30-09-2026

To 1. The Candidates

17:36:37

Copy To: 1. PA to MD/PA to Joint MD/PA to TM/CA to CE(HRD & GL)/ CA to FM & CAO/ CA to DCE(GL)/ CA to Sr.AO/ AO(Admin)/ JS Admin/File.