

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 SENIOR ADMINISTRATIVE
OFFICER

PRESENT : SUNIL AUGUSTINE

Sub: KWA - Admn - Provisional appointment of as Office Attendant in the scale of pay of Rs. 23,000–52,600. through Kerala Public Service Commission - Orders issued

No.KWA-JB/9399/2024-E10

Dated:09-10-2026

Read:

- 1.Advice Letter No. ROD III(1) 1/2022(4) dated 21.07.2026 of the Regional Officer, Kerala Public Service Commission, Regional Office, Kozhikode.
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 Office Attendant in the scale of pay of Rs. 23,000–52,600. through Kerala Public Service Commission as per read 1 above are posted to the station mentioned against their name.

Sl. No.	Sl. No. In Advice	Name & Address of Candidate	Date of Birth & PCN	Qualification & Experience	Posted to
		SUJINA M PANAMTHURAVA HOUSE			

1	2	VATTEKKAD VATTEKAD POST PALAKKAD 678506 <u>Communication Address</u> PALAKKODE HOUSE PATTANCHERY VANDITHAVALAM (PO) 678534 (E/B/T- EZHAVA)	31-05-1996 230031299	1)Pass in standard VII or equivalent 2)Knowledge of Cycling (Women and DA candidates are exempted from knowledge of cycling)	Water Works Section No II Thrissur
---	---	---	-----------------------------	---	--

The candidates 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 I Form for Police Verification as per G.O.(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 Creamylayer Certificate/EWS/Disability Certificate etc.), if any, with a self attested copy.

The following action should be taken by the Head of Offices/Controlling Officers while admitting the candidates 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 G.O.(P) No.20/2011/P & ARD dated 30.06.2011.
 - 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. 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 into 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 application for correction of Date of Birth, if any, in the case of a Government employee shall hereafter be made within five years from the date of 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 in this Department.

If the candidate does not join duty within 15 days from the date of this order, the same should be informed to this office at the earliest for reporting NJD vacancies to PSC.

SUNIL AUGUSTINE
SENIOR ADMINISTRATIVE OFFICER

Digitally signed by
Sunil Augustine
Date: 09-10-2026
14:23:08

To

- 1. All Incumbents

Copy to:

- 1. The Chief Engineer
- 2. The Superintending Engineer
- 3. The Executive Engineer
- 4. The Assistant Executive Engineer
- 5. The Assistant Engineer
- 6. PA to MD / PA to TM / CA to CE (HRD & GL) / DCE (GL) / DCE (Vig.) / Sr. AO / AO (Admin.) / SS I / JS I / DBA – to publish in Official Website.

