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 DEPUTY CHIEF ENGINEER (GL)

Present : SREEKALA L B

Sub:- KWA - Admn. - Provisional Appointment of Confidential Assistant Grade-II in the scale of pay of Rs. 29500-79000 through Kerala Public Service Commission - Posting Orders issued.

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No.KWA-JB/5451/2024-E9. Dated, 21-11-2026

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Read:-1. Advice Letter No RIB-3/26/2026-KPSC dated, 21.08.2026 of the Secretary, KPSC, Tvpm. 4.
2. Rule 3 (c) of KS & SSR 1958.
3. G.O.(P)No.15/2011/Fin dated, 06.06.2011.
4. G.O.(P)No.23/2022/WRD dated, 25.10.2022.
5. G.O.(P)No.19/2011/WRD dated, 01.03.2011.
6. G.O.(P)No.27/2016/WRD dated, 11.11.2016.

O R D E R

The under mentioned candidate advised by Kerala Public Service Commission vide letter read 1st above is provisionally appointed as Confidential Assistant Grade-II in this organization in the scale of pay of Rs. 29500-79000 (Revised scale) 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 office noted against their names as mentioned below.

Sl. No.	Name & Address of Candidate	Date of Birth	Qualification & Experience	Posted to
1	2	3	4	5
1	NEETHUMOL BABU KOCHUPARAMBU KUMARAKOM KOTTAYAM DA-LD/CP Turn	25.11.1996	DCA (Computer Applications) Diploma in Secretarial Practice (General) BA	Head Office, Jalabhavan,, Thiruvananthapuram

			(Economics)	
2	GOPIKA G S GOPIKAVASANTHAM KULAKODE VELLANAD THIRUVANANTHAPURAM - 695543 OC Turn	29.03.1999	Diploma in Computer Applications KGTE (Typewriting English (Lower) KGTE (Typewriting Malayalam (lower) KGTE (Short Hand) - Malayalam (Lower) KGTE (Shorthand English (Lower) BA (English Language and Literature)	Head Office, Jalabhavan, Thiruvananthapuram
3	BINCY V MOOCHIKKAL HOUSE PALLANCHATHANUR PALAKKAD 678571 BC Turn	28.03.1995	Plus Two Commerce with Computer Application Diploma in Secretarial Practice (General) BCom (Computer Application)	O/o the Superintending Engineer, Public Health Circle, Kollam.
4	SAJANA S G VIJAYA VILASAM BUNGLOW KIDARAKUZHI TRIVANDRUM 695523 OC Turn	24.08.1997	DCA (Computer Applications) Diploma in Commercial Practice (General) BCom (Co-operation)	Head Office, Jalabhavan, Thiruvananthapuram

The candidate will have to join duty within 15 days from the date of this order. If he/she fails to join duty within the stipulated time, his/her appointment in the cadre of Confidential Assistant Grade II in this organization will be treated as cancelled without any further notice. The Head of offices/Controlling officers are hereby directed to verify the following documents before admitting to join duty.

The candidates shall be produced the following documents in original and self attested copies of the certificates mentioned, before the Head of office/Controlling officer at the time of joining duty.

1. Necessary certificate in original to prove Date of Birth.

2. Certificate to prove Educational Qualifications.

3. Candidates under respective reservation quota should bring original and attested copies of Non Creamy Layer Certificate/Community Certificate/Disability Certificate whichever is applicable.

4. Medical Fitness Certificate obtained from a Medical Officer not below the rank of Civil Surgeon with date of obtaining, finger impression and photo attested as prescribed in G.O. (P) No. 20/2011/P & ARD dated 30.06.2011.

5. Duly filled Annexure I form for Police Verification as per G.O. (P) No.79/2009/ Home dated 05.06.2009.

6. Form for "Details of the Movable and immovable properties to be filled at the time of joining service" as per G.O. (P) No.171/2016/Fin dated 15.11.2016.

7. 4 copies of recent passport size photograph.

8.. Voters Identity Card/Aadhaar Card.

If the candidates selected for the post are having any employment under Government service or any quasi - Government undertaking or others, the relieving order from that institution should be produced at the time of joining duty in this department. The specimen of Medical Certificate, Movable & immovable property statement and Form for the Police Verification (Annexure I) are available in the notice board of the KWA official website under the link https://kwa.kerala.gov.in (Form to be submitted by Freshly appointed Employees).

This appointment is only provisional subject to Rule 3(C) of General rules of KS&SSR,1958 and 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 two years on duty within a continuous period of three years in Kerala Water Authority.

Since the selection to this post is made from a common selective list, the candidate 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 appointment 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/Rule - 1/90/P&ARD dated 29.03.1990 and GO (P) No.7/91/ P&ARD dated 15.02.1991).

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 following action should be taken by the Head of Offices/controlling officers concerned while admitting the candidate to join duty.

1. The joining duty/Non Joining Duty of the incumbents should be reported to the undersigned without fail.
2. The e-Service Book should be opened within 7 days from the date of joining.
3. The following documents of the candidates should be forwarded to this office within two weeks from the date of joining duty without delay.

(i) Attested copies of the pages of e-Service Book containing Name, address, personal identification marks, finger impressions, signature, date of joining duty details of previous service recorded, if any.

(ii) The duly filled up OTV in original.

(iii) The duly filled up Annexure I Form for Police Verification of the incumbents at the time of their joining duty.

- While recording the details of PSC verification Advice and Appointment Order in the e-Service Book, the details of quota on which the candidate is appointed i.e, whether on merit quota or reservation quota should recorded in the e-Service Book as per G.O.(P)No.125/2016/Fin dated, 29.08.2016.
- The Form of **"Details of the movable and immovable properties to the filled 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 attached in the e-Service Book.
- 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.

SREEKALA L B

Digitally signed by SREEKALA L B
Date: 21-11-2026 13:59:18

DEPUTY CHIEF ENGINEER

To

The incumbents

Copy to
1. Chief Engineer, Southern Region, Thiruvananthapuram/Central Region, Kochi/Northern Region, Kozhikkode.
2. Superintending Engineer, P.H.Circle, Thiruvananthapuram.

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