

By Registered Post with A/D

To

The Executive Engineer,
District Panchayath,
Kollam

You are directed to satisfy yourself about the identity of the candidate before admitting for duty and the fact may be recorded on the identification certificate. If there is any discrepancy the candidate should not be allowed to join duty and the fact may be reported to this office forthwith. After the candidate is allowed to join duty, the identification certificate verified by the reporting authority and found acceptable may be pasted in their service book.

The document proving qualifications and date of birth may be verified. The Medical Certificate, Annexure No I and SPARK FORM No. 1 (Joining report-Fresh appointment), Community Certificate in original and form of PRAN as the case may be from the candidates may be obtained before joining duty. If the candidate fails to join duty within the time limit stipulated, the fact may be reported to this office without fail.

The Executive Engineer has to reallocate the officers to the stations as per the posting order and serve all the documents in this connection, i.e., Identity Certificate, Advice, Creamy Layer Certificate, etc to the office of the controlling officer concerned, where the Service book of the candidates are to be initiated

The Executive Engineer is directed to report the Joined Duty/ Not Joined Duty immediately after 15 days. Request for time extension, if any required will be intimated to this office immediately receipt of such request.


Sd/-
CHIEF ENGINEER

To

- 1) The Accountant General A&E Kerala , Thrissur
- 2) District Officer, KPSC, District Office, Kollam
- 3) Seniority cell of Chief Engineers office
- 4) AI Section
- 5) Stock file/OC

//Forwarded by order, //

//Forwarded by order, //


Junior Superintendent

BY REGISTERED POST WITH A/D

OFFICE OF THE CHIEF ENGINEER, LSGD, THIRUVANANTHAPURAM
PROCEEDINGS OF THE CHIEF ENGINEER

(Present : M V RAJAN)

Sub:- LSGD - Estt- Recruitment of Office Attendant (District vacancy) - Advised by KPSC, Kollam District - Appointment- orders issued.

Read:- 1) Advice No. QR III(3) 3670/17(4) dated 20.03.2020 of the Dist. Officer, KPSC, District Office, KOLLAM.
2) GO(P) No.2869/13/LSGD dated 23.11.2013
3) GO(P) No. 20/2013/Fin dated 07.01.2013
4) GO(P) No.149/2013/Fin dated 03.04.2013
5) GO(P) No.209/2013/Fin dated 07.05.2013
6) G.O(P) No. 171/2016/Fin. Dated 15.11.2016 of the Finance (Pension-B) Department.
7) E-vacancy Proforma ID No. 9332 dated 05.03.2020

ORDER NO. A2 - 2001/13/CE/LSGD, DATED 20.05.2020

The District Officer, Kerala Public Service Commission, District Office, Kollam as per reference cited 1st, advised One candidate for appointment as Office Attendant on scale of pay of Rs. 16500-35700/- (Revised Scale) to this Department.

Under the above circumstances he/she is temporarily appointed as Office Attendant on Rs. 16500-35700/- (Revised Scale) under 9(a)(1) of General Rule of KS & SSR 1958 and posted in the office noted against his/her name.

Sl.No	Name & Address	Date of Birth	Place of posting
1	VENUGOPAL S THOTTATHIL VEEDU VENMANNOOR ANAKKOTTOOR P O KOLLAM - 691 505	07.12.1989	O/o the Asst. Exe. Engineer LSGD Sub Division Kottarakkara Block Panchayath Kollam

The provisional appointment is subject to Rule 3(c) of General Rule of KS & SSR - 1958. He/She will report for duty before the EXECUTIVE ENGINEER, LSGD DIVISION, DISTRICT PANCHAYATH, KOLLAM within 15 days from the date of receipt of this order, with necessary certificate in original to prove date of birth, qualifications, Community etc and a Medical Fitness Certificate obtained from a Medical Officer not below the rank of Civil Surgeon. In the Medical Fitness Certificate, his/her finger impression and photo attested by the Civil Surgeon shall be affixed. The Original Advice Memo issued to the candidate from KPSC at the time of joining duty. The Community Certificate in original issued by the Competent Revenue Authority in respect of the incumbent should be verified at the time of joining duty. He/She shall bring a fresh Service Register, 4 copies of passport size photographs and duly filled up Annexure -

I (for Police Verification). The statement of properties as per GO cited on 6th should be obtained from the appointee before admitting his/her duty and the statement pasted in the service book. This appointment will be regularised subsequently on verification of character and antecedents and after obtaining verification certificate from the KPSC. He/She will be on probation from the date of joining service, for a period of one year on duty within a continuous service of two years in this Department.

Since the selection to this post is made from a common selective list, 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/Regional Office from where he/she is advised and get themselves re-appointed on further advice by the PSC or he/she may wait for his/her turns for re-appointment to the post in this Department, in case he/she desire to continue as probationers in the posts from which he/she was discharged (Vide Government Circular Memorandum No.3737/Rules-1/90/P&ARD Dated 29.03.1990 and GO(P) No.7/91/P&ARD Dated 15.02.1991). *District Recruitment Board Rules applicable for this appointment.*

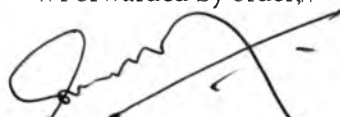
He/She shall submit filled up application form (Annexure SI in duplicate to the appointing authority for allotment of PRAN (Permanent Recruitment Account Number) after joining for duty. Candidate who are appointed under the State Government on or before 31.03.2013 and he/she had been appointed in another post under the State Government on or after 01.04.2013 and to whom the KSR part III Pension Scheme is applicable shall exercise option in proforma issued by Government vide order cited 5th within three months of joining in their fresh appointment to the appointing authority. The candidates should enrol himself in SLI, GIS and GPF 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 GO(P) No.45/91/P&ARD dated 20.12.1991. He/She is directed to submit the duly filled SPARK FORM No. 1 to the controlling officers concerned. The SPARK FORM No.1 and form for the Police verification (Annexure I) & Statement of properties to be filled on entry into Government service are available in the website: "www.celsgd.kerala.gov.in". The recruitees are now posted in the available vacancies.

The candidates shall join in the posted station within 15 days from the date of receipt of this order after verification of identity in this office.

Encl: Form No. 1

Sd/-
CHIEF ENGINEER

//Forwarded by order, //


Junior Superintendent

ANNEXURE-I

WEBSITE: www.keralapsc.gov.in
Address: ``KERSERCOM``



E-MAIL: kpsc@keralapsc.gov.in
Telephone No: 0474-2743624



BY REGISTERED POST WITH A/D

**KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, KOLLAM.**

CONFIDENTIAL

Kollam

Dated: 20.03.2020

No: QR III (3)3670/17(4)

From

District Officer,
Kerala Public Service Commission,
District Office, Kollam.

*No. of candidates included in the list : 01(one)
No. of candidates included in the list is below:02(two)
Total No. of pages: 3 (three)*

To

The Chief Engineer
Department of Local Self Government (EW)
Revenue Complex
Public Office Building
Thiruvananthapuram – 695 033

Sir/Madam,

Sub:- Advice for appointment as **OFFICE ATTENDANT** on **Rs .16500-35700/-** in the
LOCAL SELF GOVERNMENT DEPARTMENT (KOLLAM DISTRICT)

Ref:- Your e-vacancy Proforma ID No. 9332 dated 05.03.2020.

In reply to your letter referred to above, I am to inform you that the/each candidate named below has been advised for appointment to the post mentioned above and has been informed of the advice.

It will be necessary for you to inform the/each candidate when and where he/she must join duty. He/she must satisfy you that he/she complies with the rules as to health before the appointment is made. **A medical certificate as prescribed in GO(P)No.20/2011/P&ARD dtd 30.06.2011 shall be obtained from each candidate before appointment.** As ordered in G.O (Ms) No.170/74/PD/Public Services(D) dated 18.07.1974, the appointing authority has to obtain the necessary details of the candidate duly filled up in the prescribed proforma and to make necessary arrangements for the verification of character and antecedents of the candidate/s. But before the character and antecedents of the candidate are verified, the appointing authority may appoint any candidate mentioned in his letter temporarily under clause (1) of sub rule (a) of Rule 9 of the General Rules as provided for in Rule 10 (b) of those rules (vide G.O(P)No.49/74/PD dated 05.03.1974).

I request you to inform me in due course (a) if the/any candidate fails to comply with the rules as to health, (b) if the/any candidate is rejected on the ground of character and/or antecedents and (c) in case of compliance, the date on which the/each candidate joins duty.

The date of birth and qualifications claimed by the/each candidate are given against the name of the candidate concerned. These may be verified before he/she is admitted to duty. In the case of candidate whose community is also noted, the same may be verified with prescribed community certificates.

Orders of appointment to the candidate should be sent by Registered Post with acknowledgement due (vide Government Circular No. 11619/SD5/68/PD dated 07.03.1968). The maximum time that can be granted to candidates to join duty is 45 days, except in the case of those who are undergoing any training (vide Government Circular No. 57209/SD4/ 86/GAD dated 25.08.1986). Beyond this limit, joining time can be granted by Government in deserving cases only under the specific orders issued by them (vide Government Circular No. 89109/SD5/70/PD dated 06.01.1971).

The advice of the candidate is subject to Rule 3(c) of the General Rules of the Kerala State and Subordinate Services Rules 1958. This should be shown in the appointment order issued to the candidate also.

The orders of appointment should be issued to candidates as early as possible and in no case it should exceed the maximum period of three months from the date of advice, failing which the matter should be reported to this office with reasons for the delay (vide Govt. Circular No. 109117/SD4/82/GAD dated 12.11.1982).

*The appointing authority should satisfy himself about the identity and signature of each candidate before he is allowed to join duty. For this purpose, **One Time Verification Certificate which includes the scanned image of photo and signature of the candidate** is enclosed herewith after noting therein his Sl.No. in this advice letter. The photograph and the signature of the candidate is enclosed herewith after noting therein his serial No. in this advice letter. The Photograph and signature of the candidate may be verified and the fact may be recorded by the appointing authority on the original One Time Verification Certificate itself. If there is any discrepancy the candidate should not be allowed to join duty and the fact should be reported to this office forthwith. After the candidate is allowed to join duty, **original One Time Verification Certificate shall be kept under the safe custody of the appointing authority. The appointment shall be regularised only after obtaining a verification certificate from Kerala Public Service Commission. For this purpose the Appointing Authority shall forward an attested copy of the relevant pages of the Service book of the incumbent to this Office as ordered in GO(P)No.20/2011/P&ARD dated 30.06.2011 along with the original One Time Verification Certificate after recording necessary entries on the 2nd page. After making necessary entries at the time of Appointment Verification, the original One Time Verification Certificate will be returned along with the Appointment Verification Certificate and both Certificates should be pasted in the Service Book of the incumbent.***

The date of joining duty of the candidate advised should be reported to this office immediately after the candidate's joining duty. In case a candidate does not join duty within the joining time allowed in the appointment order the details of that candidate in the advice letter (Sl. No. and address) should be reported to this office promptly ie. immediately after the expiry of the joining time allowed (vide Govt. Circular No. 13554/SD4/82/GAD dated 10.02.1983).

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-appointment on further advice by the PSC or they may wait for their turns for re-appointment to the post in the Department, in case they desire to continue as probationers in the posts from which they are discharged (vide Govt. 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)

The One Time Verification Certificate of the candidates should be returned along with the NJD vacancy if any.

Yours faithfully,



BIJU A

**UNDER SECRETARY,
KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, KOLLAM.**

**ADVICE FOR APPOINTMENT AS OFFICE ATTENDANT ON
Rs. 16500-35700/- IN THE LOCAL SELF GOVERNMENT DEPARTMENT (KOLLAM DISTRICT)**

Sl. No.	Name and address of candidate	Name of father or guardian	Date of birth	Qualification and experience	Date of earliest effective advice, if any	Whether advised in OC/BC turn
1	2	3	4	5	6	7
1.	VENUGOPAL S THOTTATHIL VEEDU VENMANNOR ANAKKOTTOOR P O KOLLAM -691505	SREENIVASAN K (Father)	07-12-1989	SSLC	-	OC Turn

- Note: 1) The direction regarding Joining Duty report should strictly be complied with.
- 2) The copy of the appointment order issued to the candidates **should not be forwarded to this office without covering letter.**
- 3) **You are directed to verify the original advice memo issued to the candidate from this office at the time of joining duty.**
- 4) It is informed that the Biometric Aadhar Verification of the above candidates is kept pending and the same will be conducted when the Government withdraw the preventive measures against the Covid – 19 Virus spread.



BIJU A

**UNDER SECRETARY,
KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, KOLLAM.**

SG/-

Encl: Original One Time Verification Certificate of the above candidate.

KERALA PUBLIC SERVICE COMMISSION

VERIFICATION CERTIFICATE (One Time Registration)



Part - I

PCN : 160073582

Personal

VENUGOPALS

Name VENUGOPAL S
Address THOTTATHIL VEEDU
 VENMANNOOR
 KOLLAM
 ANAKKOTTOOR P O , 691505
Father SREENIVASAN K
Mother GEETHA K

DOB 07-12-1989
Gender Male



Religion, Community/Caste

ID Proof Produced

ID No.

HINDU

AADHAAR

762278466880

Qualifications (Educational and others)

Qualification & Subject	University/Board	Reg. No.	Passed in
1 SSLC General	Edn. Dept - Kerala	497679	06/2005
2 VHSE Computer Applications	Voc HS Edn Dept - Kerala	15299	05/2007

Documents Produced

No. & Date

Issued By

1 Medical Certificate	5271/16 dtd. 20-12-2016	DR BIJU B N ASSISTANT DIRECTOR AND SUPERINTENDENT GOVT TALUK HEADQUARTERS HOSPITAL KOTTARAKKARA
2 Additional Declaration	0 dtd. 05-05-2018	VENUGOPAL S

(Office Seal)

For Secretary
 Jyothi B S
 Section Officer

Date 05-12-2019

Note : a) This Certificate can be used as an identification document for all purposes related to PSC.
 b) The candidate shall quote this Permanent Candidate Number (PCN) in all future correspondences with PSC.

SHEEJA J
 Section Officer
 Kerala Public Service Commission
 District Office, Kollam

Disclaimer : 1) The details above have been verified based on the materials on record.
 2) Possession of this Certificate does not entitle claim for appointment to any Posts.

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Page 1 of 1

160073582

Part - II

(To be filled in by the Appointing Authority)

- 1 Advice Letter No. and Date :
- 2 No. & Date of Appointment Order :
- 3 Name of Post :
- 4 Name of Department :
- 5 Scale of Pay :
- 6 Date of Joining Duty :
- 7 The office to which posted :
- 8 Personal marks of identification :

Place :

Date :

(Office Seal)

Signature

Name & Designation
of Appointing Authority

Part - III

(To be filled in by the Verifying Officer of the Kerala Public Service Commission)

- 1 Category No :
- 2 Name of Post & Scale of Pay :
- 3 Name of Department :
- 4 Date of Test/Interview :
- 5 Reg. No./ Sl. No. :
- 6 Ranked List No., & Rank No. :
- 7 Community (if any) :
- 8 Date of Advice :
- 9 Sl. No. in the Advice Letter :
- 10 Date of joining duty :
- 11 Signature of the incumbent :

Place :

Date :

(Office Seal)

Signature

Name & Designation
of Verifying Officer