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KERALA PUBLIC SERVICE COMMISSION

District Office, Thiruvananthapuram,
Dated: 30.05.2017

No: DTD(1)2943/13

From

The District Officer,
Kerala Public Service Commission,
District Office, Pattom, Thiruvananthapuram.

To

The Survey Director,
Survey Directorate, Thiruvananthapuram.

Sir,

*Sub: - Advice for appointment as **ATTENDER PLATE CLEANING** on ₹ 8960 - 14260 in the **SURVEY AND LAND RECORDS** Department in **Thiruvananthapuram** District..*

Ref: - Your letter No. A5-505/02 dated 04.08.2004

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, **a copy of 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 original of which will be produced by the candidate at the time of reporting for duty. A candidate who fails to produce original One Time Verification certificate shall not be admitted to duty under any circumstance.** The photograph and the signature of the candidate may be verified and the fact may be recorded by



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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, the **original One Time Verification Certificate shall be kept under the safe custody of the appointing authority. The appointment shall be regularized 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 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-appointed 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).

“Candidates who have applied for by transfer appointment while working in a department and relieved subsequently for taking another appointment in the same department or other departments, at the time of joining duty should produce a certificate before the appointing authority to prove his lien from the department in which he has obtained service certificate while applying for the post or a certificate stating that he has not got confirmation for the post he is working presently.”

Yours faithfully,

**SURESH KUMAR G O,
UNDER SECRETARY,
KPSC DISTRICT OFFICE, PATTOM,
THIRUVANANTHAPURAM**

**ADVICE FOR APPOINTMENT AS *ATTENDER PLATE CLEANING* on ₹ 8960 - 14260 in the
SURVEY AND LAND RECORDS DEPARTMENT IN THIRUVANANTHAPURAM 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	PRITHIRAJ J, CHEMMANNUVILA VEEDU, NEMOM, TRIVANDRUM 695020	JAYARAJ S (FATHER)	25.05.1978	SSLC		OC Turn
2/2	SATHEESH KUMAR R V, <u>Communication Address:</u> SUBHA BHAVAN, V P 4/10, MELATHUMELE, MANIKANDESWARAM P O, TRIVANDRUM, 695013 <u>Permanent Address:</u> KATTACKALIL HOUSE, BHARATH NAGAR 88, NETTAYAM P O, TRIVANDRUM 695 013 (HINDU- MANNAN- SC)	RAVINDRAN S (FATHER)	22.05.1973	S.S.L.C.		BC Turn

Note: 1. The Direction regarding the Joining Duty report should strictly be complied. Community Certificate of the candidate should be verified at the time of joining duty.

SURESH KUMAR G O,
UNDER SECRETARY,
FOR DISTRICT OFFICER,
KPSC DISTRICT OFFICE, PATTOM
THIRUVANANTHAPURAM

Encl:- Copy of One Time Verification Certificate 2 Nos.