



## GOVERNMENT OF KERALA

### Abstract

Local Self Government Department - Urban Affairs Department - Candidate advised by Kerala Public Service Commission for appointment to the post of Municipal Secretary Grade-III - Appointed and deputed to pre service training - Orders Issued.

### **LOCAL SELF GOVERNMENT (EU) DEPARTMENT**

G.O.(Rt)No: 3710/2015/LSGD. Dated, Thiruvananthapuram, 11.12.2015.

Read:- Letter No.RIA (2) 13889/12/GW dated 29.10.2015 from the Secretary, Kerala Public Service Commission, Pattom, Thiruvananthapuram.

### **ORDER**

The Kerala Public Service Commission, as per the letter read above, has advised Smt. Sini T.N., New Dale, Sasthamcottah, Venga P.O., Kollam-690 569 for appointment to the post of Municipal Secretary Grade-III in the scale of pay of Rs.20740-36140/- in Urban Affairs Department.

2. In this circumstance, Smt. Sini T.N., New Dale, Sasthamcottah, Venga P.O., Kollam-690 569, advised by Kerala Public Service Commission is provisionally appointed to the post of Municipal Secretary Grade-III in Urban Affairs Department in the Scale of Pay Rs.20740-36140. She has to undergo pre-service training as per rules to qualify herself for being posted as Municipal Secretary Grade-III. The Director of Urban Affairs will make necessary arrangement to conduct the Pre-service training to the candidate.

3. The candidate will report before the Director of Urban Affairs with relevant records in proof of age, qualification, Community certificate etc. within 15 days from the date of receipt of this Government order. The Director of Urban Affairs shall obtain a Medical Certificate as prescribed in G.O.(P)No.20/11/P&ARD dated 30.6.2011 from the candidate before appointment. The Director of Urban Affairs shall also forward the



proforma for verification of character and antecedents to Government in due course.

4. The candidate has to sign the declaration given below the photograph affixed on the identification certificate at the time of joining duty. The photograph and the signature of the candidate should be verified and the fact may be recorded on the Scanned Copy of Identification certificate itself. If there is any discrepancy, the candidate should not be allowed to join duty and the fact should be reported forthwith. After the candidate is allowed to join duty, the Scanned Copy of Identification Certificate verified and found acceptable may be kept pasted in her Service Book. **The appointment shall be regularized only after obtaining a verification certificate from Kerala Public Service Commission. For this purpose, the Director of Urban Affairs shall forward an attested copy of the relevant pages of Service Book of the incumbent to Government as ordered in G.O.(P) No.20/2011/P&ARD dated 30.06.2011.**

5. The period of pre-service training will not count for probation or increment in the grade of Municipal Secretary Grade-III. The candidate will be paid as per rules during the period of training.

6. On successful completion of pre-service training the candidate shall submit a report and duty certificate from respective institutions/training centres as per the Schedule of training to the Director of Urban Affairs.

7. The appointment of the candidate is subject to Rule 3 (C) of the General Rules of KS&SSRs, 1958. In the event of discharge from service for want of vacancy she may either re-register her name in the office of the Kerala Public Service Commission, from where advised and get herself re-appointed on further advice by the Public Service Commission or she may wait for her turn for re-appointment to the post in the Department, in case she desires to continue as probationer in the post from which she was discharged (vide Government Circular Memorandum No.3737/Rules-1/90/P&ARD dated 29.3.1990 and G.O.(P) No.7/91/P&ARD dated 15.2.1991).

8. The Director of Urban Affairs shall verify the original Non Creamy Layer Certificate in respect of the candidate at Sl. No.3 at the time of joining duty. The Director of Urban Affairs shall also verify the Service Certificate in respect of the candidate at Sl. No.2 at the time of joining duty.


**(By the order of Governor)**

**RETNAMMA.V,  
JOINT SECRETARY.**

To

The Principal Accountant General (A&E)/(Audit), Thrissur/Branch  
The Director, Local Fund Audit, Thiruvananthapuram.  
The Director of Urban Affairs, Thiruvananthapuram.  
(with the Identification Certificate of the candidate)  
The Secretary, Kerala Public Service Commission,  
Thiruvananthapuram (with C/L)  
Smt. Sini T.N., New Dale, Sasthamcottah, Venga P.O.,  
Kollam – 690 569 (By Registered Post/AD)  
✓ The Director, Information Kerala Mission, Thiruvananthapuram  
The Stock File / Office Copy

**Forwarded/By order**

  
**Section Officer.**