

PROCEEDINGS OF THE MANAGING DIRECTOR, KTDC LTD
(Present: Shri. Sumit Kumar Thakur IAS)

Sub: KTDC Ltd. – Personnel & Administration – Appointment of Office
 Assistant - Orders issued - reg;

- Ref: 1) E-vacancy Proforma ID No. 56287 dated 25.02.2025
 2) E-vacancy Proforma ID No. 57439 dated 01.04.2025
 3) E-vacancy Proforma ID No. 57705 dated 05.04.2025
 4) E-vacancy Proforma ID No. 57953 dated 15.04.2025
 5) E-vacancy Proforma ID No. 57952 dated 15.04.2025
 6) E-vacancy Proforma ID No. 63665 dated 12.09.2025
 7) E-vacancy Proforma ID No. 68774 dated 09.02.2026
 8) E-vacancy Proforma ID No. 70586 dated 30.03.2026
 9) E-vacancy Proforma ID No. 63128 dated 21.08.2025
 10) E-vacancy Proforma ID No. 73956 dated 20.07.2026
 11) Advice No. RIB-3/27/2026-KPSC dated 30/07/2026
 12) PSC letter No. RIB-3/27/2026-KPSC dated 16/09/2026

ORDER No. KTDC/PA2/PSC/OA/2026 DATED 28-09-2026

The following nine candidates, who were advised by the Kerala Public Service Commission, Thiruvananthapuram, vide the advice cited, are appointed provisionally as Office Assistants in the Scale of pay of Rs. 19000 - 500 - 20000 - 550 - 22200 - 600 - 25200 - 650 - 27800 - 700 - 29900 - 800 - 33900 - 900 - 37500 - 1000 - 42500 - 1100 - 43600 in the Corporation, pending verification of their character and antecedents and subject to the following terms and conditions. If the report of verification of character and antecedents are not received from the Police Department within six months from the date of commencement of temporary service or if the said reports are not in favour of the candidates, they will be relieved of their duties without notice. But if the report is received after six months and if the same are in favour of the candidates, then they will be re-employed.

Sl. No	Name and address	Sl. No	Name and address
1	Anjali Sekhar G S Krishnagiri Paruthanpara Kollamkavu Pazhakutty P O	2	Anandalekshmi Sadasivan Sukruthil House Thycatussery Alappuzha

	Thiruvananthapuram -695561		<u>Communication Address:</u> Chirakkal House Nayarambalam P O Ernakulam - 682509
3	Afiya S Hussain Afiya Gardens Kappukadu Kottoor P O Thiruvananthapuram -695574	4	Kavya J A Anandham Vellayani Nemom PO Thiruvananthapuram - 695020
5	Prabeena K P Kizhakke Pulinjoli Kunduparamba Edakkad P O Kozhikode - 673005	6	Abhijith G J Kuzhivila Veedu Koppam Pirappancode P O Thiruvananthapuram - 695607
7	Savitha P P Parathipara Peruvannamoozhi Kozhikode – 673528 <u>Communication Address:</u> Kollantekandy Paleri Changaroth Kozhikode - 673528	8	Dhanuja R S Dhanya Bhavan Pulluthottam Vanchiyoor Thiruvananthapuram - 695102
9	Sandra R S Plavara Poika Puthen Veedu Mullanpara Mathira Kollam - 691536		

As per the G.O (P) No. 77/2024/Home dated 05th November, 2024, for the verification of character and antecedents of the candidates appointed to Public Sector Undertakings, a fee of Rs. 1000/- (Rupees One Thousand Only) need to be remitted. The candidate himself needs to bear the expense for the same. After the candidates' joining, they shall remit the amount via online and submit the receipt in this regard to the Corporation, for carrying out the police verification.

The advice of the candidate is subject to the conditions laid down in the "Note (ii) to the paragraph under item '4' of the Gazette notification for the post".

The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidate to the above post, if it is subsequently found that such advice was made under some mistake. On such cancellation, the Corporation shall terminate the service of the candidate, provided that, the cancellation of advice for appointment by the Commission and subsequent termination of service of the candidate by the Corporation shall be made within the period of the probation or 240 days from the date of joining whichever is earlier.

The candidates are also informed that in the event of discharge from service for want of vacancies, they may either re-register their name 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 turn for re-appointment to the post in the Department, in case they desire to continue as probationer in the post 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).

This appointment will be on probation for a total period of two years on duty within a continuous period of three years from the date of joining. They shall have to pass the **MOP** test conducted by KPSC for declaration of probation and **Account Test (Lower)** for further promotions.

The candidates are directed to produce the originals, as well as an attested copy each of the following documents at the time of joining duty:-

- i. Certificate in proof of age and date of birth.
- ii. All certificates and testimonials in proof of qualification and experience.
- iii. Relieving orders from the previous employer, if already employed.
- iv. Community certificate from a Competent Authority, in case of SC/ST, OBC candidates.
- v. Certificate of health from a Medical Practitioner not below the rank of an Assistant Surgeon showing sound health and medical fitness for the job. The medical fitness certificate should contain finger prints and duly attested photo of the candidate.
- vi. Certificate of character from two Gazetted Officers of the Government. (Central / State or from two other responsible persons).
- vii. Candidates should produce the Original Disability Certificate at the time of joining duty, in case differently abled.

viii. Candidates should produce the Original One time Verification certificate and original advice memo issued by the KPSC at the time of joining duty.

ix. Candidates should produce the Original Non- Creamy Layer Certificate / EWS Certificate at the time of joining duty, if eligible for reservation concerned.

x. Aadhaar Card, PAN Card and front page of Bank Pass book.

The appointments shall be regularized only after obtaining a verification certificate from Kerala Public Service Commission as ordered in GO (P) No 20/2011/P &AR dated 30/06/2011.

If the above terms and conditions are agreeable, the candidates are directed to sign and return the enclosed duplicate copy of this appointment order, signifying the acceptance of the offer, along with two recent passport size photographs and report for duty before the Managing Director, KTDC Ltd., Corporate Office Thiruvananthapuram within 15 days of receipt of this order, failing which, it will be presumed that, they are not interested in this offer and accordingly, the same shall lapse automatically.

Sumit Kumar Thakur IAS
MANAGING DIRECTOR

To

The candidates (By Speed Post with A/d)

Copy to: - 1. The FC&CAO/Manager Trng (thro' e-office)
2. P3, P4, P6, P8 (thro' e- office)
3. File / M.File

Forwarded / By Order

Digitally signed by

Sajeer S

Date: 30-09-2026

14:32:24

PERSONNEL OFFICER