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**PROCEEDINGS OF THE DIRECTOR OF HEALTH SERVICES,
THIRUVANANTHAPURAM**

Sub:- Estt. - HSD - Estt. - Recruitment through KPSC to the post of Medical Record Librarian Grade II - Posting - Orders Issued.

Read:- Advice Ltr. No. RIE (3) 7655/21/GW, dated: 16/06/2023

ORDER NO : ED4-10694/2023/DHS, DATE : 17-08-2023

The candidates, who have been advised by the Secretary, Kerala Public Service Commission, Thiruvananthapuram as per letter read above are temporarily appointed under Rule 9 (a) (1) of KS&SSR in the Health Service Department as Medical Record Librarian Grade II in the scale of pay 31100 - 66800 and posted at the institution noted against their names.

The candidates are directed to report for duty before the Director of Health Services within 15 days for publishing of this appointment order failing which action will be taken to cancel the appointment.

Sl. No.	Name & Address of candidate	Turn	Date of birth	Qualification and experience	Station to which posted
1.	Sisira Sasi Vadayakkad House Pathirappally Alappuzha (BC-Turn-Ezhava)	Sasidharan P. K.	02/07/1992	Master of Applied Science (Medical Documentation)	Taluk Hospital, Payyannur, Kannur
2.	Maggi Baby Mundacamalil House Meenangadi Krishnagiri Post OC turn	Baby M. G.	03/02/1995	Master of Applied Science (Medical Documentation)	General Hospital, Kalpatta, Wayanadu

The candidates should produce the following documents at the time of joining duty.

1. Original documents to prove the date of birth and Educational Qualification.
2. Certificate of Physical Fitness obtained from a Medical Officer in Government Service not below the rank of Civil Surgeon/Consultant.
3. Prescribed community certificate.

The appointment of the candidates are subject to Rule 3 (C) of the General Rules of the Kerala State & Subordinate Service Rules, 1956. The appointment is purely provisional and the candidates are eligible for appointment in regular service only if the character and antecedents found satisfactory on verification.

The Head of Office should satisfy himself about the identity of the candidates

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before they are allowed to join duty. For this purpose, the scanned copy of identification certificate produced by the candidate at the time of selection test is enclosed herewith. There is a signature of the candidate on the Passport Size Photograph affixed to the identification certificate. The Candidates have also signed the declaration given below the Photograph affixed on the identification certificate. The Photograph and the signature of the candidate should be verified and the fact may be recorded by the Head of the office on the scanned copy of the identification certificate itself. If there is any discrepancy the candidate should not be allowed to join duty and the fact should be reported to the office forthwith. After the candidates are allowed to join duty scanned copy of the identification certificate verified by the Head of Office and found acceptable may be kept pasted in their Service Book.

The service Book will be opened within one week of joining duty and attested Photo copy of Page containing Name, Address, Finger Print, identification mark, Qualification and Identification Certificate of Public Service Commission should be forwarded to this office for Public Service Commission Service verification. The appointment shall be regularized only after obtaining a verification certificate from Kerala Public Service Commission and Police Verification Certificate.

The Head of the Institution will obtain the enclosed Annexure - 1 duly filled up and signed by the candidates before they are allowed to join duty and forward the same to this office for further action. The Head of the office should verify the documents mentioned above to see that the particulars given by the candidates shown in the Statement is correct before they are admitted to join duty and also satisfy himself about the identification of the candidates with reference to the Photograph and Signature affixed in the Identification Certificate which is enclosed.

After the candidates are allowed to join duty the identification certificate verified and found acceptable should be kept pasted in the service book of the candidates. The date on which the candidates join duty should be reported. Application for correction of Date of Birth if any should be made by the candidates within 5 years from the date of entry in service as per provisions laid down in G. O.(Rt.) No. 45/91/P&ARD, dated 31/12/1991.

If the candidates fails to join duty within the stipulated time the fact should be reported to this office along with identification certificate of the candidate after the expiry of the joining time.

In the event of discharge from service for want of vacancies the candidates may either re register their name in the office of the Public Service Commission from where they were advised and get themselves re appointed to the post in the department. In case they desire to continue probationers in the post from which they were discharged vide Government Circular Memorandum No. 3737/Rule-1/90/P&ARD, dated 29/03/1990 and Government Order No. 7/1991/P&ARD, dated 15/02/1991.

Signed by

Dr Reena K J

Date: 17-08-2023 10:41:55

Director of Health Services.

To :- The incumbent

- Copy to :-
1. CA to Senior Administrative Officer
 2. The Superintendent, Bill section
 3. File/Stock File