

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

Sub:- HSD - Esst. - Recruitment through Kerala Public Service Commission to the post of Medical Record Librarian Grade II - Posting - Orders Issued.

Read:- Ad. No. RIE(3)7655/21/GW, Dated: 26/09/2024

**ORDER NO : DHS/10694/2023-ED4 DATE : 20-10-2024**

The Candidate, who has been advised by the Secretary, Kerala Public Service Commission, Thiruvananthapuram as per letter read above are temporarily appointed under Rule 9 (a) (i) of Part II 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 her name.

The candidate is 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	Name of Father/ Guardian Relationship	Date of Birth	Qualification	Station to which posted
1.	<b>AKHILA S MATTATHIL</b> MATTATHIL KORUTHODU KOTTAYAM-686513 (OBC-GANIKA) BC TURN	SABU. M.D	02-03-1990	Plus 2 (Science) Master of Applied Science (Medical Documentation)	District Hospital Idukki

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

1. Original documents to prove the date of birth and education qualification etc.
2. Certificate of Physical Fitness obtained from Medical Officer in Government Service not below the rank of Assistant Surgeon. The candidate

should affix recent passport size photograph duly attested by the issuing officer.

3. Conduct certificate.

The appointment of the candidate is subject to Rule 3 (c) and Rule 10 (b) of the General Rules of the Kerala State & Subordinate Service Rules, 1956. The appointment is purely provisional and the candidate is eligible for appointment in regular service only if the character and antecedents found satisfactory on verification.

The Head of Office should satisfy herself about the identity of the candidate before she is 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 candidate has 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 candidate is 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 Certificates 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 in enclosed.

After the candidate is 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 candidate 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 provision laid down in G.O.(Rt.) No. 45/91/P&ARD, Dated 31/12/1991.

If the candidate 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 .

**DIRECTOR OF HEALTH SERVICES**

To :- Smt. Akhila. S. Mattathil, Mattathil, Koruthodu, Kottayam-686513

Copy to :- 1)Additional DHS Medical.  
2)File/ Stock File/Spare.