

**Website: [www.kwa.kerala.gov.in](http://www.kwa.kerala.gov.in)**  
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**1916 [24X7] [Toll Free]**



## **KERALA WATER AUTHORITY**

**Jalabhavan**  
**Thiruvananthapuram – 695033**  
**Kerala - India**

File No. KWA-JB/1460/2023-E7

Dated: 16-08-2023

### **CIRCULAR**

**Sub:- KWA-Admn-Appointment By Transfer as Driver Cum Office Attendant- Inviting Applications:**

**Ref :-** 1. G.O (P) No.1/2023/WRD dated 27.01.2023.  
 2. G.O (M.S) 14/2017/ Planning dated 20.03.2017.

Applications are invited for the appointment as Driver Cum Office Attendant in Kerala Water Authority from regular employees in this organization holding lower grade posts included under Technical special rules vide 1<sup>st</sup> cited or under Kerala Water Authority(Administrative, Ministerial and last grade) Service Rules, 2011. Selection will be on the basis of seniority and qualification prescribed for the post as per the G.O vide ref 1<sup>st</sup> cited. The applicant must possess the following qualifications;

1. A pass in Standard VII or Equivalent qualification.
2. Must possess a current, Motor Driving Licence of three years standing to drive Light Motor Vehicles with Drivers Badge.
3. Medical Fitness: Should be medically fit as per the standards specified below:—

(i) Ear :—Hearing should be perfect

(ii) Eye:— Distant vision : 6/6 snellen

Near Vision :—0.5 snellen

Colour Vision : Normal

Night Blindness: Nil

(iii) Muscles and Joints :—No Paralysis and all joints with free movements

(iv) Nervous System:—Perfectly normal, free from any infectious diseases.

The applicant shall appear for proficiency test as and when Intimated from this office at their own cost. If they fails to appear for the proficiency test on the stipulated time they will be deleted from the selected list prepared for appointment by transfer as Driver Cum

Office Attendant as per this circular without any further intimation. Before forwarding the applications all controlling Officers should ensure that this circular has been communicated among all subordinate offices under their control and submit the applications with all particulars in the proforma enclosed directly to this office. The applications along with duly filled up proforma should reach in this office **within 15 days** from the date of this order. The applications received after the proposed date will not be entertained.

The receipt of the Circular may please be acknowledged.

Signed by

Sethukumar S

Date: 16-08-2023 08:19:16

SETHUKUMAR S  
CHIEF ENGINEER/CHIEF CONSULTANT

Encl: Proforma

To: Publish in website.

The Chief Engineer ( Southern Region / Central Region/Northern Region)

Thiruvananthapuram/ Kochi/ Kozhikkode.

All Superintending Engineers.

**PROFORMA**

1.	Name of Employee	
2.	Designation	
3.	Date of birth	
4.	Details of first appointment	
5.	Whether appointed through KPSC/ Compassionate Employment scheme/ Absorbed from NMR/Transferred from Municipalities- (Give details by stating No. and date of order)	
6.	Date of effect of regularization with No.and date of order	
7.	Date of Commencement of Service  1. Provisional 2. Regular	
8.	Qualifications  1. Academic 2. Technical  (with certified copy of certificate)	
9.	Details of award or punishment if any,	
10.	Community with Sub Caste (SC/ST candidates appointed under Special Recruitment may be mentioned)	
11.	Probation status of the incumbent with date of declaration of probation, if declared.	
12.	Signature of the employee (each employee should verify whether the details furnished above are correct.	
13.	Remarks of Controlling Officer	

Certified that the details have been verified with reference to the Service Book of the employee and found correct.

Counter Signature of Controlling Officer with  
date

Signature with name and designation

Superintending Engineer

Chief Engineer

Signed by

Sethukumar S

Date: 16-08-2023 08:24:37