

**Website: [www.kwa.kerala.gov.in](http://www.kwa.kerala.gov.in)**  
**Mobile/ Whatsapp: +919495998258**

**Tel. 0471-2738300**  
**Consumer Helpline Number**  
**1916 [24X7] [Toll Free]**  
**1916cckwa@gmail.com**



**KERALA WATER AUTHORITY**

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

File No.KWA-JB/6077/2024-E7

Dated: 01-09-2024

**CIRCULAR**

Sub: KWA-Admn- Appointment By Transfer as Lab Assistant- Inviting Applications-Reg:

Ref: G.O (P) No.1/2023/WRD dated 27.01.2023

Applications are invited for the by transfer appointment as Lab Assistant in Kerala Water Authority from regular employees holding lower grade posts included under Technical service rules vide ref 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 reference cited.

The applicant must possess the following qualification;

- Pass in Plus Two Science Stream/VHSC Lab Assistant or its equivalent.

The qualified and willing applicants who have completed their probation period in the current post are requested to send their applications along with all particulars as stated in the proforma attached, through their respective controlling officers. While forwarding applications the controlling officers should ensure that the requirements in the proforma attached are fully furnished & should also state the probation status of the incumbent. The applications along with duly filled up proforma should reach in this office within 15 days from the date of this order. The application received after the stipulated time will not be entertained in any circumstances.

Signed by  
Sajiv Retnakaran  
Date: 01-09-2024 08:22:20

CHIEF ENGINEER

Encl: Proforma

Copy To: 1.Publish in website.

2.The Chief Engineer ( Southern Region / Central Region/Northern Region)Thiruvananthapuram/ Kochi/ Kozhikkode.

3.All Superintending Engineers.

**PROFORMA**

1.	Name of Employee	
2.	Designation	
3.	Date of birth	
4.	Details of Advice. (Give details by stating No. and date of order)	
5.	Appointment details (Give details by stating No. and date of order)	
6.	Date of effect of regularization with No. and date of order	
7.	Probation status of the incumbent with date of declaration of probation, if declared.	
8.	Date of joining in Service	
9.	Qualifications as prescribed in circular (with certified copy of certificates)	
10.	Details of vigilance cases/disciplinary action if any,	
11.	Signature of the employee (each employee should verify whether the details furnished above are correct.	
12.	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 Chief Engineer  
with date

Signature with name and designation  
of the Head of Office