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“ഭരണ ഭാഷ - മാതൃഭാഷ”

**KERALA WATER AUTHORITY**

Jala Bhavan  
Thiruvananthapuram-695033  
Kerala, India

No.KWA/JB/E7/1818/2000 vol II

Dated:28.11.2016

**CIRCULAR**

Sub:-KWA – Estt – Appointment to the post of Telephone Operator through by transfer from lower categories – circular issued reg:-  
Ref:- G.O.(P)No. 403 dated, 14.10.1966.

Applications are invited for appointment as Telephone Operator in Kerala Water Authority from among the employees who were working in the lower categories in this organization. The qualification prescribed for the post is minimum general educational qualification of SSLC Standard.

Applications should reach in this office on or before 31.12.2016 with all particulars referred in the proforma enclosed. Before forwarding the applications the controlling officers (Division level) should ensure that this circular has communicated among all the concerned under your division. The applications received after the time limit will not be entertained at any rate.

*For*   
**MANAGING DIRECTOR.**

To

Chief Engineer, Southern Region, Thiruvananthapuram.  
Chief Engineer, Central Region, Kochi.  
Chief Engineer, Northern Region, Kozhikode.

Copy to: Superintending Engineer, P.H.Circle,.....

Copy to: Executive Engineer, P.H.Division,.....

Copy to: Data Base Administrator for publication in the website of Kerala Water Authority.

Copy to: PA to MD/CE(HRD&GL)/DCE(GL)/Sr.AO/AO(Admn)/SS.I&II /JSI&II/File /Stock File

PROFORMA

1.	Name of employee	
2.	Designation	
3.	Date of Birth	
4.	Details of first appointment	
5.	Whether appointed through KPSC/KWA/DH Scheme/Absorbed from NMR/Transferred from Municipalities- (Give details stating No. and date of Order	
6.	Date of effect of regularization with No. & Date of Order	
7.	Date of Commencement of Service 1. Provisional 2. Regular	
8.	Qualifications 1. Academic 2. Technical (with certified copy)	
9.	Details of award and 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 references 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