

**PROCEEDINGS OF THE CHIEF ENGINEER, IRRIGATION AND
ADMINISTRATION, THIRUVANANTHAPURAM**

(Present: Sreedevi P.)

Sub:- Irrgn - Estt - Conversion from Typist to Confidential Assistant Grade II -
Smt.Manjusha.K.G - Senior Grade Typist - Orders issued

Read:- 1) G.O (MS) No.288/71/PD dated: 01.09.1971

2) This office Order No.IC4-2426/24 dated: 17.10.2024 of Seniority Cell

ORDER No.CEIA/58/2025-B5 Dated. 31-07-2026

As per the Government Order read 1st above vacancies not exceeding 50% of the total vacancies of the Confidential Assistant Grade II can be filled by appointment from among the typist of the department who possess the qualification prescribed for the post. The essential qualification for the post of Confidential Assistant Grade II are pass in Plus 2 or its equivalent, Typewriting Lower (English & Malayalam) and computer word processing Lower (English), Lower Grade Certificate in Short Hand English (KGTE) or its equivalent, Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.

In the light of the above GO, typist for the conversion to Confidential Assistant Grade II as per the reference 2nd cited, Smt.Manjusha.K.G, Senior Grade Typist, Sl.No.3 in the Seniority list has acquired the essential qualification for the post of Confidential Assistant Grade II.

In these circumstances in accordance with the provision contemplated in the read GO above Smt.Manjusha.K.G, Senior Grade Typist, O/o the Executive Engineer, BSP Division, Padinjarathara, Wayanad is appointed as Confidential Assistant Grade II by conversion from Typist and posted in the existing vacancy in the O/o the Superintending Engineer, KD Circle, Chengannur. She will be on probation for a period of two years of duty within a continuous period of three years.

Digitally signed by
Sreedevi P
Date: 31-07-2026
10:47:55

Chief Engineer

To

Smt.Manjusha.K.G.

Copy to:-

- 1) The Executive Engineer, BSP Division, Padinjarathara, Wayanad
- 2) The Superintending Engineer, *KD Circle, Chengannur*
- 3) The Head Clerk HR Cell