D·379/26.

Proceedings of the District Judge, Thrissur.

Present:- Sri. P.P. Saidalavi, District Judge.

Sub:- Estt. – Recruitment of Office Attendant on the scale of pay ₹ 23000-50200/- Advised by Kerala Public Service Commission – Appointment Orders issued – reg.

Read:- Letter No. R 4-1/5/2024-KPSC-DOTSR-(1) dated 27.12.2025 of the District Officer, Kerala Public Service Commission, District Office, Thrissur.

Order No. C2- 16/2026 dated 09.01.2026.

The District Officer, Kerala Public Service Commission, District Office, Thrissur has advised the following candidates for appointment as Office Attendants on the scale of pay of ₹ 23000-50200/- to this Department as per letter read above.

Under the above circumstance, the candidates are temporarily appointed as Office Attendants on the scale of pay of ₹ 23000-50200/- under clause (1) of sub rule (a) of Rule 9 of the General Rules as provided for Rule 10 (b) of those rules in Kerala State & Subordinate Service Rules, 1958 and provisionally posted as Office Attendants in the office noted against their names.

Sl. No.	Name and address of candidate	Date of Birth	Qualification and experience	Whether advised in OC/BC turn	Name of Court posted
1	**Silpa K.S.,** Karuparambil House, Mangalam, RS Wadakkanchery P.O., Thrissur – 680 623 (E/B/T-Ezhava)	23.03.1995	S.S.L.C.	BC Turn	Family Court, Thrissur vice Smt. Anju Antony, Office Attendant Gr. II, transferred.
2	**Nidheesh Kumar P.,** Puthenveed House, Pullazhi P.O., Thrissur – 680 012. (EWS)	15.02.2003	S.S.L.C.	EWS Turn	Sub Court, irinjalakuda in the existing vacancy.

The appointment is provisional, subject to Rule 3(c) of General Rules of K.S. & S.S.R., 1958. ***He/she should produce the following documents in original with self attested copies of the certificates mentioned.***

1. ***Necessary certificate in original to prove date of birth.***
2. ***Certificate to prove educational qualifications.***
3. ***Candidates under respective reservation quota should bring originjal and attested copies of Non-Creamy Layer Certificate/Community Certificate/EWS Certificate/Disability Certificate whichever is applicable.***

4. *Medical Fitness Certificate obtained from a Medical Offier not below the rank of Assistant Surgeon with finger impression and photo attested as prescribed in G.O. (P) No. 20/2011/P&ARD dated 30.06.2011.*
5. *Duly filled Annexure I Form for Police Verification (available in District Court, Thrissur Official website - thrissur.dcourts.gov.in).*
6. *Form for "Details of the movable and immovable properties to be filed at the time of joining service" as per G.O. (P) No. 171/2016/Fin. dated 15.11.2016 (available in District Court, Thrissur Official website - thrissur.dcourts.gov.in).*
7. *3 copies of passport size photograph.*
8. *Duly filled SPARK Form No. I to the Drawing and Disbursing Officer concerned.*
9. *Ration Card original for verification and return.*

If the candidates have prior service in Government/Public Sector Undertakings, relieving order from the concerned authority should be produced at the time of joining duty in the respective offices.

The appointment will be regularized subsequently on verification of character and antecedents from the Police Department and after obtaining verification certificate from the Kerala Public Service Commission. He/She will be on probation from the date of joining duty, for a period of one year on duty within a continuous service of two years in this Department.

Since the selection to this post is made from a common selective list, in the event of discharge from service for want of vacancies, the candidates may either re-register his/her name in the office of the P.S.C./District Office of the P.S.C. from where he/she was advise and get themselves re-appointed on further advice by the P.S.C. or they may wait for their turns for re-appointment to the post in this Department, in case they desires to continue as probationer in the post from which he/she was discharged (vide Government Circular Memorandum No. 3737/Rules-1/90/P&ARD dated 29.03.1990 and G.O. (P) No.7/91/P&ARD dated 15.02.1991).

The candidates should enroll himself/herself in S.L.I., G.I.S. and G.P.F. immediately on joining duty. Application for correction of date of birth, if any, needed shall be made within five years from the date of entry in service as per G.O. (P) No. 45/91/P&ARD dated 20.12.1991. He/She is directed to submit the duly filled SPARK Form No. I to the Drawing and Disbursing Officer concerned. The specimen of SPARK Form No. I, Medical Certificate and form for the Police Verification (Annexure I) are available in the website ***thrissur.dcourts.gov.in***

The candidates should join duty in the offices to which they are posted within 15 days from the date of receipt of this order.

The following action should be taken by the Head of Offices/Controlling Officers concerned while admitting the candidate to join duty:-

1. **Joining report** should be furnished immediately to this office by post and through e-mail (dcourttsr.ker@nic.in) without fail.
2. The **Service Book** should be opened within **7 days from the date of joining duty** of the Candidate.
3. While recording the details of P.S.C. Advice and Appointment Order in the Service Book, the details of quota on which the Candidate is appointed i.e.; whether on **merit quota or reservation quota** should also be recorded in the Service Book as per G.O. (P) No.125/2016/Fin. dated 29.08.2016.

4. The Form of **"Details of the movable and immovable properties to be filed at the time of joining service"** obtained from the Candidate as per G.O. (P) No.171/ 2016/Fin. dated 15.11.2016 should be pasted in the Service Book.
5. The **Copies of relevant pages of the Service Book** wherein Name, Date of Birth, Address, Thumb Impression, Signature, Personal Identification Marks and details of appointment (with date of joining duty) are recorded, along with the **Statement for P.S.C. Verification** (available in ***thrissur.dcourts.gov.in***), should be attested by the Controlling Officer and submit to this office **in duplicate** as per G.O. (P) No. 20/2011/P&ARD dated 30.06.2011 **within 15 days from the date of joining duty of the candidates.** If the candidate has prior Government service and the date of that P.S.C. Advice is on or after 14.12.2010, the copy of pages of Service Book in which details of such appointment (Advice Letter No., Appointment Order No. & Date, Name of Post, Department & Date of joining duty) shall also be submitted with proper authentication.
6. Action should be taken to enroll the candidates into National Pension System in consultation with the Treasury concerned G.O. (P) No.20/2013/Fin. dated 07.01.2013 and to ensure the registration with C.R.A. within 30 days of appointment at an early date. Candidates who have service in Government/Public Sector Undertakings prior to 01.04.2013 may submit option form prescribed in G.O. (P) No. 279/2014/Fin. dated 14.07.2014 to continue in Kerala Service Rules Part III Pension Scheme within 3 months of joining duty.
7. The Presiding Officers concerned is directed to verify the hard copy/printout of the advice memo produced by the candidate to ensure the veracity of the advice made by scanning the QR Code therein at the time of joining duty.

(Sd/-)
District Judge.

//true copy//

(By Order)

Sheristadar.

C2 3/5

Copy to:-

1. The Registrar (District Judiciary), Hon'ble High Court of Kerala (With C/L).
2. The Judge, Family Court, Thrissur.
3. The Principal Sub Judge, Irinjalakuda.
4. The Court Manager, District Court, Thrissur **(By e-mail only).**
5. The Junior Superintendent/A4 Section/e-Court Section, District Court, Thrissur.
6. The Candidates (Registered with A/D).
7. The Secretary, K.C.J.S.O., Thrissur.
8. The File/Stock File.