PROCEEDINGS OF THE DISTRICT JUDGE, KOZHIKODE
Present:- Smt. Bindhukumari V S, District Judge

Sub:- Estt. - District Court, Kozhikode – Temporary appointment of L.D.Typist through Public Service Commission - Orders Issued.

Read:-1. Memo No DV(4) 1/2024(1) dated 20.09.2025 of the District Officer, Kerala Public Service Commission, District Office, Kozhikode.
2. GO (P) No. 15 / 2020/P & A R D dated 28.10.2020

ORDER NO. A1 – 12328/2025 **KOZHIKODE, DATED : 15.10.2025**

The undermentioned candidate advised by the Kerala Public Service Commission District Office, Kozhikode for appointment as **L.D.Typist** in this Judicial (Civil) Department as per letter read 1st above is temporarily appointed as L.D.Typist, in the scale of pay of Rs. 26,500 – 60,700/- and posted as such in the Court / Office mentioned against the name.

Sl. No.	Name and Address of the candidates	Date of birth	Qualifications	Court in which appointed
1	Swarna M T Muthirapoyil, Muchukunnu, Kozhikode Communication Address Athikot Meppayur, Kozhikode-673524	02.01.1991	1.SSLC 2.KGTE Typewriting English and Computer Word Processing(Lower) 3.KGTE Typewriting Malayalam and Computer Word Processing(Lower)	Sub Court, Vatakara

The above candidate advised by the Kerala Public Service Commission is informed that her appointment is subject to Rule 3 (C) of the General rules of Kerala State and Subordinate Service rules,1958. She is further informed that her appointment is purely temporary and she will be terminated without notice, if the requirements of the rules are not satisfied. She should join duty within **15 days** on receipt of this order before the court, **in which she is posted on production of the following documents.**

1. Certificate in original showing the date of birth, qualification etc.
2. Non Creamy - layer Certificate.
3. Medical certificate of physical fitness in the prescribed form obtained from a Medical Officer not below the rank of a Civil Surgeon with photo and Left

Thumb impression of the candidate. The photo and Left Thumb impression should be attested by the Medical Officer who issued the certificate.

4. Certificate (in two numbers) showing the conduct and character in Form No. 2 (enlclosed herewith) issued by competent officers.
5. Application for allotment for Permanent Retirement Account Number (PRAN)
6. Aadhar card (UID Card) with copy of the same. In case she has not be issued the Aadhar so far, production of Voters ID card/PAN Card is compulsory.
7. One time verification / identification certificate (original/online copy)
8. Community Certificate.

The presiding officer concerned is directed that, if the candidate fails to produce original / Online Copy of One Time Verification / Identification Certificates she shall not be admitted to duty under any circumstances.

The presiding Officer concerned is authorized to verify the photograph and signature of appointee with the original/copy of verification/identification certificates produced by them and record the fact in the verification/identification certificates enclosed herewith. Further requested to verify the bio-data of the candidate and furnish the following reports to this office.

i. Report regarding the verification of photograph and signature of the appointee with that in the Original/Copy of verification/identification certificates and record of fact in the certificate. If there is any discrepancies, the candidate should not be allowed to join duty and the fact should be reported to this office forthwith.
ii. Report regarding the date of birth, qualification and community of the candidate after satisfying themselves of correctness of the particulars with the originals.
iii. Report regarding the Medical Certificate of physical fitness and conduct in the prescribed form and whether it should satisfy the conditions mentioned above.
iv. Report regarding the administration of Oath of Allegiance to the Indian Union and Constitution of India to the appointee.

The presiding officer concerned is requested to return the original verification / identification certificates (enclosed herewith) to this office after verification with the candidate's copy.

The presiding officer concerned shall forward personnel Memorandum and Statements with attested copy of Aadhar card/ID card/PAN Card of the incumbents to this court within 15 days on joining of the incumbents for obtaining verification certificate from the Kerala Public Service Commission.

The appointee is informed that the corrections of her date of birth, if any needed shall be made within 5 years of their entry in service as provided in G.O.(P) No 45/91/P & ARD dated 30-12-1991.

The presiding officer concerned is directed to take steps to entroll them to the National Pension Scheme.

The presiding officer concerned is directed to take steps for entering the details of movable and immovable property owned by the appointee in the service book as per the directions in the Government Order (P). No 171/2016/Fin dated 15-11-2016.

sd/-
DISTRICT JUDGE

To,

1.The Sub Judge, Vatakara. (With One Time Verification Certificate).
2.The Candidate Concerned (by registered post with A/D).

Copy to:

1. The Senior Superintendent, District Court, Kozhikode.
2. The Junior Superintendent– II / III, Section B1, District Court, Kozhikode.
3. The Secretary, KCJSO, District Committee, Kozhikode.
4. The Secretary, KDJECCS Ltd., Kozhikode.
5. The File.
6. The Proceedings File.

// True Copy/ *Forwarded*/By Order//

Sheristadar