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

Sub:- Estt. - District Court, Kozhikode – Temporary appointment of Office Atttendant through Public Service Commission – Orders – Issued.

Read:-1. Memo No D(2)-2/1//2024-KPSC DOKKD(2) dated 22.10.2025 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 –13613/2025 **KOZHIKODE, DATED :26.11.2025**

The undermentioned candidate advised by the Kerala Public Service Commission District Office, Kozhikode for appointment as **Office Attendant** in this Civil Judicial Department as per letter read 1st above is temporarily appointed as Office Atttendant , in the scale of pay of Rs.23000 – 50,200/- and posted as such in the Court / Office mentioned against their name.

SL No.	Name and address of the candidate	Name of father/guardian	Date of birth	Qualification and experience	Name of court/office in which appointed
1.	Aswajith D S Kadukkam Kandiyil, Eravannur PO, Kozhikode-673585	Dinesh Kumar K	16.09.2004	S.S.L.C	Sub Court, Kozhikode.

The above candidate advised by the Kerala Public Service Commission is informed that his appointment is subject to Rule 3 (C) of the General rules of Kerala State and Subordinate Service rules,1958. He is further informed that his appointment is purely temporary and he will be terminated without notice, if the requirements of the rules are not satisfied. He should join duty within **15 days** on receipt of this order before the Court, **in which he 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 Certificate he shall not be admitted to duty under any circumstances.

The presiding Officer concerned is authorised to verify the photograph and signature of appointee with the original/copy of verification/identification certificates produced by him 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 certificate 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 himself 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 certificate (enlclosed 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 incumbent to this court within 15 days on joining of the incumbent for obtaining verification certificate from the Kerala Public Service Commission.

The appointee is informed that the corrections of his 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 him 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.

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DISTRICT JUDGE

To,

1. The Principal Sub Judge, Kozhikode (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, District Court, Kozhikode.
3. The Secretary, KCJSO, District Committee, Kozhikode.
4. The File/Official Website
5. The Proceedings File.

// True Copy/ Forwarded/By Order//

Sheristadar

DISTRICT AND SESSIONS COURT KOZHIKODE