PROCEEDINGS OF THE DISTRICT JUDGE, KALPETTA, WAYANAD
Present:- Sri. Ayyoobkhan E., District Judge, Kalpetta.

Sub:- Establishment – Civil Judicial District, Kalpetta – Filling up the vacancies of Office Attendants – Appointment, transfer and postings– Orders issued.

Read:- 1. Order No. A1-5702/2024 dated 14.07.2025 of this Court.
2. e-Vacancy Proforma ID 61408 dated 15.07.2025.
3. Advice No. WR I (1) 02/2020-KPSC DOWYD(7) dated 19.07.2025 of the District Officer, Kerala Public Service Commission, Wayanad.
4. Application for transfer dated 16.07.2025 put in by Sri. Prakashkumar C R Office Attendant, Munsiff Magistrate's Court, Kalpetta.

ORDER NO.A1-5645/2025 **DATED: 13.08.2025**

On filling up of the vacancies of Office Attendants existing in the Civil Wing of Kalpetta Judicial District, the following orders of appointment, transfer and posting are hereby issued.

1. Sri. Prakashkumar C R, PEN – 789 844, Office Attendant Gr I, Munsiff Magistrate's Court, Kalpetta is transferred and posted as such in the Special Court for the trial of Offences under SC/ST (PoA) Act cases, Mananthavady in the existing vacancy considering the transfer request read as 4th paper above.
2. ***Jishamol E R, Edoorkunnil House, Irulam, Manalvayal, wayanad, 673579*** a candidate advised by the District Officer, Kerala Public Service Commission, Wayanad, as per advice read as 3rd paper above, is temporarily appointed as Office Attendant in the Civil Wing of Kalpetta Judicial District, in the scale of pay ₹ 23000-50200 and posted as such in the District Court, Kalpetta, in the existing vacancy.
3. **Jesna K B, *Karikuzhiyil,* Edayurkunnu, *Kattikulam, Wayanad, 670646*** a candidate advised by the District Officer, Kerala Public Service Commission, Wayanad, as per advice read as 3rd paper above, is temporarily appointed as Office Attendant in the Civil Wing of Kalpetta Judicial District, in the scale of pay ₹ 23000-50200 and posted as such in the in the Munsiff Magistrate's Court, Kalpetta, vice Sl No. 1.

Sl. No. 1 is not eligible for joining time, since his transfer is on request. The instructions for candidates (Sl No. 2 and 3) are as follows.

The candidates should join duty before the Officer concerned within 15 days on receipt of this order with all documents in original to prove age, educational qualifications and two certificates of their character and antecedents from two Gazetted Officers together with a certificate of medical fitness as prescribed in G.O.(Rt) No. 20/2011 P&ARD dated 30-06-2011 issued by a Medical Officer not below the rank of an Assistant Surgeon, along with the enclosed proformas prescribed in the G.O(P) No. 77/2024/Home dated 05.11.2024 duly filled up at the time of joining duty.

P.T.O

The appointment of the candidates who fails to join duty within the time allowed will stand cancelled without further notice and the vacancies will be filled up with other candidates as per rules.

The candidates who belongs to Backward Community shall produce a Non-Creamy Layer Certificate recently issued by the competent Revenue Authority at the time of joining duty.

The appointments are quite temporary. The candidates are further informed that in the event of their discharge from service for want of vacancy, they may either re-register their name in the District Office of the Public Service Commission from where they were advised and get themselves re-appointed on further advice by the Public Service Commission or they may wait for their turn for re-appointment to the post in the Civil Judicial District, Kalpetta, in case they desire to continue as probationer in the post from which they were discharged.

The appointment of the candidates is subject to Rule 3(c) of General Rules of Kerala State and Subordinate Service Rules 1958.

The candidates are further informed that the application for correction of date of birth, if any, should be made within 5 years of their entry in Service and for correction of date of birth in the Service Book shall be submitted to the Government in the Administrative Department concerned, through proper channel as envisaged in GO(P) 45/91/P&ARD dated 30-12-1991.

The Head of Office should obtain the Form of **"Details of the movable and immovable properties to be filed at the time of joining service"** from the candidate as per G.O.(P)No.171/2016/Fin dated 15.11.2016 and kept pasted in the Service Books.

The Head of Office should verify the **Original advice memo issued to the candidate from the Kerala Public Service Commission, photograph and signature on the photograph** and satisfy himself/ herself about the identity of the candidates before they are allowed to join duty and record the fact on the Original One Time Verification Certificate itself which includes the scanned image of photo and signature. If there is any discrepancy, the candidate should not be allowed to join duty and report the fact to this office, forthwith.

The oath of allegiance to the Constitution of India should be administered before allowing them to join duty.

The Head of Office should ensure that necessary entries as required by the Government Circular No.20/2003/Fin dated 03-02-2003 regarding the turn of appointment are made in the Service Book of the candidate while opening the Service Book.

The Head of Office concerned is directed to obtain a certificate from the candidate who has applied for By transfer appointment while working in a department and relieved subsequently for taking another appointment in the same department or other

P.T.O

departments, proving his/ her lien from the department in which he has obtained Service Certificate while applying for the post or a certificate stating that he has not got confirmation for the post he is working presently and forward a copy of the same to this Office.

The name and address, date of birth, qualification, etc. of the candidates as furnished by the Public Service Commission is given below:-

Sl. No	Name and Address of the candidate	Date of Birth	Name of Father/ Guardian	Qualification	Turn of Advice	Court in which candidate is appointed and post
1.	Jishamol E R Edoorkunnil House Irulam Manalvayal Wayanad-673579 (Ezhava)	18.10.1985	Rajappan	Standard X-Equivalency Certificate	**Reservation Turn**	District Court, Kalpetta, Office Attendant
2	Jesna K B Karikuzhiyil Edayurkunnu Kattikulam Wayanad-670646 (Mappila)	09.08.1998	Basheer M K	SSLC	**Reservation Turn**	Munsiff Magistrate's Court, Kalpetta, Office Attendant

DISTRICT AND SESSIONS COURT * KALPETTA, WAYANAD, PIN: 673 122 *

DISTRICT JUDGE

To

1. The Registrar (District Judiciary),
   Honourable High Court of Kerala,
   Ernakulam, Kochi – 682 031 (With C/L).
2. The Special Judge, Special Court for the trial of Offences under SC/ST (PoA) Act cases, Mananthavady
3. The Munsiff Magistrate, Kalpetta.
   (with copies of Advice letter and OTV)
4. The Persons Concerned.
   (By Registered Post with A/D)
5. The Section B2, B3, A6, District Court, Kalpetta.
6. ✓The Proceedings file/ file, District Court, Kalpetta.

Copy to:-

The Secretary, KCJSO, Kalpetta.