

DISTRICT COURT, THIRUVANANTHAPURAM

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PROCEEDINGS

Dated : 04.06.2025

Judicial Department (Civil) - Thiruvananthapuram District -
Establishment - Appointment of Office Attendants - Orders issued

Read: 1. Advice Letter No. DTD(3) 475841/21 (14) dated 19.04.2025 of
Kerala Public Service Commission, Thiruvananthapuram.
2. Kerala Last Grade Service Rules

ORDER No. C2 - 12/2025

1. The following candidates advised by the Kerala Public Service Commission, District Office, Pattom, Thiruvananthapuram are temporarily appointed as Office Attendants in the Civil Judicial District of Thiruvananthapuram in the scale of ₹23000-50200 and posted as such as detailed below.

Sl. No.	Name and Address	Court to which appointed
1	2	3
1	ATHULYA S KUNNUVILA VEEDU UDAYAGIRI THIRUVANANTHAPURAM CHEMPAZHANTHY -695587	DISTRICT COURT THIRUVANANTHAPURAM
2	SINI ALEX M M HOUSE KURUVADU KOTTACKAL P O-695124	FAMILY COURT NEYATTINKARA

2. The candidates are directed to report for duty before the Presiding Officer concerned within 15 days from the date of receipt of this order failing which the appointment will stand cancelled without further notice. The candidates will be on probation for a period of one year within a continuous period of two years of service. The candidates shall produce relevant documents in original to prove their date of



birth, qualification, community etc. at the time of joining duty. The candidates shall also produce Medical Certificate required under Rule 13 of Part I K.S.R. obtained from a Medical Officer not below the Rank of a Civil Surgeon Grade - II in Government Service, two conduct certificates (in Form II) obtained from competent Officers. The candidates those who come under Non Creamy Layer, shall produce a Non Creamy layer Certificate obtained from the competent authority within one year.

3. The candidates are directed to inform this office the fact whether he/she intends to join duty within the stipulated time or not immediately on receipt of this order.

4. The candidates are informed that in the event of discharge from service for want of vacancies he/she may either re-register his/her name in the Office of the Kerala Public Service Commission, District Office, Thiruvananthapuram from where he/she is advised and got himself/herself re-appointed on further advice by the Commission or he/she may wait for his/her turn for re-appointment to the post in this department vide Government Circular No. 3737/Rule-1/90/P&ARD dated 29.03.1990 and G.O.(P)No.7/91 dated 15.02.1991.

5. Correction of date of birth of the incumbents, if any, shall be governed as per GO(P) 45/91 P& ARD dated 30.12.1991.

6. The Presiding Officer of the Court concerned is directed to satisfy himself/herself about the identity of the candidate before he/she is admitted to duty. The photograph and signature of the candidate should be verified at the time of joining duty and the fact will be recorded on the original One Time Verification Certificate itself.

7. Date of Birth, Educational Qualification, Community etc. of the candidate should be verified before he/she is admitted to duty. The necessary details, as per proforma, for verification of character and antecedents of the candidate shall be obtained and forwarded to this office. The Oath of allegiance to the Constitution of India must be



administered.

8. The particulars of the candidates as shown in the advice list are given below.

Sl. No.	Name	Name of father / guardian	Date of birth	Qualification & Experience	Whether advised in OC / Reservation Turn
1	Athulya S R-894 (OBC-Ganika)	Asokan S (Father)	15.05.1994	SSLC	BC
2	Sini Alex R- 695 (-)	Alexander C (Father)	30.05.1988	SSLC	OC

9. The Presiding Officers are requested to verify the photograph and the signature of the candidate with the One Time Verification Certificate before he/she is allowed to join duty.

10. The Presiding Officers are requested to forward the personal memorandum of the incumbents to this office along with the Original One Time Verification Certificate . After making necessary entries at the time of Appointment Verification in the District Office, Kerala Public Service Commission, the original One Time Verification Certificate will be returned along with the Appointment Verification Certificate and both the Certificates should be pasted in the Service Book of the incumbents.

11. The Presiding Officer, concerned will report the date of joining duty of the candidate to this Office in due course. In case he/she does not join duty within the joining time allowed, the fact will be reported immediately along with the One Time Verification Certificate.

By Order

SHERISTADAR



To

The Judge, Family Court, Neyyattinkara **(with one time verification certificate)**

The Accounts Section, District Court, Thiruvananthapuram **(with one time verification certificates)**

Persons concerned (Registered with A/D).

File

Copy to :- The Secretary, K.C.J.S.O., District Committee,
Thiruvananthapuram (through e-mail only)