PROCEEDINGS OF THE DISTRICT JUDGE, THALASSERY

Present : Sri. MANOJ.M, DISTRICT JUDGE

Establishment – Thalassery Civil Judicial District – Temporary appointment of Office Attendant through P.S.C. - Orders Issued.

Read: 1. Advice Memo No. C 5-3/01/2024- KPSC- DOKNR (4) dated 29-09-2026 of the District Officer, K.P.S.C District Office, Kannur.
2. G.O. (P) No. 20/13 Fin dated 07-01-2013.
3. G.O. (P) No. 149/13 Fin dated 03-04 -2013.

ORDER NO: A1 – 14404/2026 DATED 14-10-2026

The following temporary appointment of Office Attendant in the scale of pay of **Rs.23000 – 50200/-** advised by the Kerala Public Service Commission under clause (1) of sub rule(a) of Rule 9 of the General Rules as provided for in Rule 10(b) of those rules (Vide GO(P) No.49/74/PD dated 05.03.1974) is ordered.

The appointment is also subject to Rule 3 of the General Rules 1958 and the rules issued by the Government from time to time. The candidate is informed that in case of his/her discharge from service for want of vacancy, he/she may either register his/her name in the Office of the Kerala Public Service Commission from where he/she has been advised unless will lose the right of probation in the department from where he/she has been discharged for want of vacancy or may wait his/her turn for reappointment to the post in the Department in case he/she desire to continue in the post in which he/she has been discharged.

The candidate is informed that his/her appointment will be terminated without notice if the department is not satisfied with the character and antecedents on subsequent verification. The advice of the candidate is subject to Rule 3(C) of General Rules of K.S. & S.S.R.

He/She is further informed that the application for correction of date of birth, if any needed in his/her case should be made within 5 years of his/her entry in services and the application for correction of date of birth in Service Register shall be submitted to the Government in the Administrative Department concerned through proper channel as envisaged in G.O.(P) 45/91 P & ARD dated 30.12.1991.

The candidate is also informed that as per Government Orders read as 2nd and 3rd above, contributory pension will be effected to those candidate who have entered in service with effect from 01.04.2013 and ensure the registration with C.R.A. with in 30 days of appointment at an early date. The candidate who have service in Government / Public Sector undertakings prior to 01-04-2013 may submit option form prescribed in GO(P).No.279/2014 Fin Dated 14-07-2014 to continue in Kerala Service Rule Part-III Pension Scheme within three months of joining duty.

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 GO(P).171/2016/Fin dated 15-11-2016 should be pasted in the Service Register.

The candidate will be on probation for a period of one year of duty within a continuous period of three years service as envisaged in Rule 9 (i) of the Special Rules for Last Grade Service Rules.

The instructions to be followed by the candidate are shown below.

As per G.O.(P) 156/88/Home S.S.B. Department dated 12.12.1988, the candidates will produce **two certificates of Conduct and Character** in form No II from two Gazetted Officers in the State Government and a Medical Certificate of fitness as required under Rule 13 of K.S.R. Part-I and as prescribed in G.O.(P) 20/2011/P & ARD dated 30.06.2011, ***(the Medical Certificate required photo, and thumb impression of the candidate and the same should be attested by the Medical Officer)*** from a Medical Officer, not below the rank of a Assistant Surgeon with M.B.B.S degree. The candidate should also **produce the proforma in Annexure-I** in duplicate before the Presiding Officer where he/she is directed to join duty.

Oath of allegiance to the Constitution should be administered to the Candidates when he/she joins duty as envisaged in Circular No. 18/1964 dated 09.12.1964 of the Hon'ble High Court of Kerala.

The candidate is directed to join duty within 15 days on receipt of this order failing which his/her appointment will be treated as cancelled. The Presiding Officer concerned should satisfy himself about the identity of the each candidate before he/she is allowed to join duty. (Original One Time Verification Certificate is enclosed herewith). The photograph and signature of candidate may be verified and the fact may be recorded by the Presiding Officer concerned on the original One Time Verification Certificate itself. If there is any discrepancy, the candidate should not be allowed to join duty and the fact should be reported to the office forthwith.

The appointment shall be regularised only after obtaining a verification certificate from the Police Department as well as from the Kerala Public Service Commission.

The date of joining duty of the candidate advised should be reported to the Court concerned along with Original Verification Certificate (O.T.R), personal memoranda and statement duly endorsed, immediately after the candidate's joining duty. The Presiding Officers concerned should attest the passport size photo of the candidate affixed in the Annexure I, which is produced by the candidate, in duplicate, for the service verification at the time of joining duty and forward to this Court, in duplicate, for Police verification as per note (2) under Rule 10 (b) (iii) of Kerala State & Subordinate Service Rules, 1958 along with the report of joining duty.

The Presiding Officer concerned is informed that the Service Book of the individual should be opened within one week from the date of joining duty and forward the attested copies of the relevant pages of Service book (if necessary) along with the details in the enclosed proforma to this court immediately after opening the Service Book.

The Presiding Officer concerned is informed that the appointment shall be regularized only after obtaining a verification certificate from Kerala Public Service Commission and Verification Role from concerned Police Authority. For this purpose the Presiding Officer concerned should forward the attested copies of the relevant pages of the Service Book (if necessary) of the incumbent to this court **within one month from the date of joining** for transmission of the same to the Kerala Public Service Commission as ordered in G.O.(P) No. 20 / 2011 / P & ARD dated 30.06.2011.

NB: The Chief Ministerial Officer of the Court concerned shall instruct the candidate to link their Aadhar with K.P.S.C One Time Registration Profile within one month from the date of joining.

Note:- 1) The Presiding Officer of the court concerned is requested to ensure the direction regarding joining duty should strictly be complied with.
2) The Presiding Officer of the court concerned is requested 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.

Sl. No.	Name & address of Candidate	Father's / Guardian Name, Date of Birth & PCN	Qualification & Experience	Post Name & Turn	Court in which appointed
1	**Smt.SHIJINA V** **D/o.SEKHARAN V** CHALILKANDY HOUSE KUTHUPARAMBA KANNUR KUTHUPARAMBA/670643 **Communication Address** SOPANAM KAITHERI KANNUR NIRMALAGIRI/670701	**SEKHARAN V** **14-02-1991** 220029248	S S L C	**Office Attendant** (OC Turn)	**Additional District Court-III, Thalassery**

Digitally signed by Manoj M
DISTRICT JUDGE
Date: 14-10-2026 18:24:55

To

1. The Addl.District Judge-III, Thalassery
(Along with Original Verification Certificate (OTR)
2. The Candidate concerned by registered post with acknowledgment due.

Copy to:

1) The Registrar (District Judiciary), High Court of Kerala, Ernakulam (with C/L).
2) All other Civil Courts in this district.
3) Section A2, A3, B1, B2, C1, District Court, Thalassery.
4) PA to District Judge, District Court, Thalassery.
5) The File / Proceedings File.
6) The Secretary, K.C.J.S.O., Thalassery.