DISTRICT COURT , KASARAGOD

PROCEEDINGS

Judicial Department – District Judiciary - Civil Judicial Wing of Kasaragod District – Establishment – Filling up the vacancies of **Office Attendant (Last Grade Servant)** on ₹ **16500- 35700/-(PR)** by direct recruitment - Posting of Office Attendant (Last Grade Servant) - Appointment – Orders issued.

Read : 1. Letter No. KGD 4 -3/2/2020 KPSC DO KGD (5) dated 13.06.2025 of the District Officer, Kerala Public Service Commission, Kasaragod.
2. GO(P).No.27/2021/Fin dated 10.02.2021.

ORDER No. A1 -1140/2024 dated 24.06.2025

The undermentioned candidate advised by the District Officer, Kerala Public Service Commission, Kasaragod as per the letter read 1st above is appointed temporarily as **Office Attendant (Last Grade Servant)** on ₹ 16500- 35700/-(PR) in this department and posted in the Court shown against his name in column No.6 of the table below under clause (1) of sub rule (a) of Rule 9 of the General Rules.

Sl. No.	Name and address of the candidate	Name of Father/ Guardian	Date of Birth	Qualification and experience	Court in which posted
1	2	3	4	5	6
1	**SUSHIN RAJ VELUMPARAMBIL MANJOORA MANJOORA WAYANAD - 673575** **(THIYYA)**	SURESH K V	16.10.1999	SSLC	District Court, Kasaragod

1. The advice of the candidate is subject to rule 3(c) of the General Rules of the Kerala State and Subordinate Service Rules 1958.

2. The candidate is informed that his appointment is terminable within one month notice on either side. His present appointment is temporary for the time being under clause (1) of sub rule (a) of Rule 9 of the General Service Rules as provided for in Rule 10 (b) of those rules (as laid down in G.O(P) No. 49/74/PD dated 5.3.1974.)

3. The Photograph and the Signature of the candidate shall be verified and the fact be recorded by the Head of the Office 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 District Court forthwith.

5. The candidate is directed to produce Medical Fitness Certificate which contains the thumb impression and photograph, attested and identified by a Medical Officer not below the rank of a Civil Surgeon.

6. The candidate shall report for duty before the Presiding Officer of the Court concerned within 15 days on receipt of this order with the following documents, failing which his appointment will stand cancelled.

a) Certificate to prove educational qualifications and date of birth.

b) Certificate of physical fitness in the prescribed form issued by a Medical Officer not below the rank of a Civil Surgeon.

c) Two Conduct Certificates issued by different competent Authorities (Minimum 5 Years)

d) Election Identity Card/ Aadhaar

e) The enclosed Proforma for SPARK, Annexure and Property Statement duly filled up .

f) Relieving Order if already employed.

g) Original Advice Memo issued to the candidate by PSC.

h) Appointment for the post will be subject to further orders in OA (EKM) No.1598/2022, of the Administrative Tribunal.

7. The oath of allegiance shall be administered before admitting him to duty (Vide High Court OM. No. 18/64 dt. 9.12.1964).

8. The candidate is informed that in the event of discharge from service for want of vacancy, he may either re-register his name in the office of Kerala Public Service Commission, District Office, from where he is advised or he will wait for his turn for re-appointment in the post in this department in case he desire to continue as probationer in the post from which he was discharged (Vide Government Circular No. 3737/rules-1/90/P&ARD dt. 29.3.90 and G.O.(P) No. 7/91/P& ARD dt. 15.2.91).

9. The candidate is also informed that as per G.O(P) No. 45/91/P & ARD dated 30.12.1991, he should apply for correction of date of birth, if any, within 5 years from date of entry in service. The applications in this regard received after the specified time will not be entertained.

10. The appointments of the candidate will be regularised only after the receipt of Verification Certificate from the Kerala Public Service Commission. (Vide G.O (P) No. 20/2011/P&ARD dated 30.6.2011) and Police Verification Report regarding the character and antecedents of the candidate.

11. The individual will be on probation for a period of one year on duty within a continuous period of three years from the date of joining duty.

12. The candidate should be identified according to the One Time Verification certificate issued by the Kerala Public Service Commission which shall be affixed in the Service Book of the candidate. eService Register / Service Register of the candidate shall be opened within one week from the date of joining and the attested copies of the pages containing address, thumb impression, signature and personal identification mark shall be taken for verification of the Kerala Public Service Commission.

13. The candidate shall compulsorily subscribe to the Group Insurance and State Life Insurance schemes as per G.O(P) No. 257/76/Fin dtd 19.09.1976.

14. The candidate shall compulsorily subscribe to the National Pension System as per the GO(P) No. 20/2013/Fin dated 07.01.2013. The candidate is also informed that he shall apply for PRAN to the NPS immediately on joining duty.

DISTRICT AND SESSIONS COURT * KASARAGOD *

Sd/-
SANU . S. PANICKER
(PEN : 753785)
DISTRICT JUDGE

// True Copy/ forwarded/ By Order//

SHERISTADAR

To,

1. Sri. Sushin Raj, Velumparambil, Manjoora, Manjoora
   Wayanad – 673575 [By Regd. Post With A/D].
2. The District Officer, Kerala Public Service Commission, Kasaragod.
3. The Secretary, KCJSO, District Committee, Kasaragod.
4. B1 & B2 Sections of this Court.
5. File/Stock file/Website.

Copy Submitted to:

The Registrar (District Judiciary)
High Court of Kerala (with C/L)