DISTRICT COURT,KASARAGOD

PROCEEDINGS

Judicial Department – Civil Judicial Wing of Kasaragod District– Establishment -Filling up the vacancies of **Office Attendant (Last Grade Servant) on ₹23000-50200/-** by direct recruitment-Posting of **Office Attendant (Last Grade Servant)** – Appointment orders issued.

Read:- 1). Advice Letter No. KGD 4-3/1/2024-KPSC DOKGD(1) dated 07.05.2026 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: 02.06.2026

The undermentioned candidates nominated by the District Officer, Kerala Public Service Commission, Kasaragod as per the letter read above is appointed temporarily as Office Attendant (Last Grade Servant) in the Scale of Pay of Rs.23,000/- – 50,200/- in this department and posted in the Court shown against their 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 Candidates	Father's/Guardian Name	Date of Birth & PCN	Qualification and experience	Court in which posted
1	*2*	*3*	*4*	*5*	*6*
1	CHITHRA K KALIYANTHIL HOUSE MAHADEVA GRAMMAM KANNUR,PAYYANNUR P O PIN-670307 **COMMUNICATION ADDRESS** W/O SHYAMKUMAR A SREENILAYAM HOUSE BANGALAM P O-671314 NILESWARAM KASARAGOD **(EWS)**	BHASKARAN K K P	31.05.1988 250023641	SSLC	Motor Accidents Claims Tribunal, Kasaragod

2	LALI XAVIER KOIPURATHU VEEDU KODUVILA,EAST KALLADA KOLLAM KODUVILA P O-691502 **(LC/A1-LATIN CATHOLICS)**	XAVIER I	23.05.1993 170030443	SSLC	Additional Munsiff's Court, Kasaragod

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

2). The candidates are informed that their appointment is terminable within one month notice on either side. Their present appointment is temporary for the time being as laid down in G.O(P) No. 49/74/PD dated 05.03.1974.

3). The Photograph and the Signature of the candidates may be verified and the fact may 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 District Court forthwith.

4). The candidate is directed to produce a Medical Fitness Certificate which contains the thumb impression and photograph attested and identified by a Medical Officer not below the rank of Civil Surgeon (Vide G.O(P)No.20/2011/ P&ARD dated. 30.06.2011).

5). The candidates 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 their 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 an Civil Surgeon with M.B.B.S Degree.
   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) The original EWS Certificate of the candidate with SI.NO.1.
   i) The original Non Creamy Layer Certificate of the candidate with SI.NO.2.

6). The oath of allegiance shall be administered before admitting them to duty (Vide High Court OM. No. 18/64 dated 09.12.1964).

7). The candidate is informed that in the event of discharge from service for want of vacancy they may either re-register her name in the office of Kerala Public Service Commission, District Office, from where they are advised or

they will wait for their turn for re-appointment in the post in this department in case they desire to continue as probationer in the post from which she discharged (Vide government Circular Memorandum. No. 3737/Rules-1/90/P&ARD dated 29.03.1990 and G.O.(P) No. 7/91/P& ARD dated 15.02.1991).

8). 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 her date of entry in service. The applications in this regard received after the specified time will not be entertained.

9). 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.

10). 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.

11). The candidate should be identified according to the identification certificate issued by the Kerala Public Service Commission which shall be affixed in the Service Book of the candidate. E Service Register / Service Register of the candidates 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.

12). The Candidates shall compulsorily subscribe to the Group Insurance and State Life Insurance Scheme as per G.O(P) No. 257/76/Fin dated 19.09.1976.

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

DISTRICT AND SESSIONS COURT KASARAGOD

Sd/-
VINAYAKA RAO R
(PEN : 624746)
DISTRICT JUDGE
KASARAGOD

// True copy/ forwarded/ By Order//

SHERISTADAR

To,

1. The Motor Accidents Claims Tribunal,Kasaragod
2. The Civil Judge(Junior Division),Kasaragod
3. CHITHRA K W/O SHYAMKUMAR A SREENILAYAM HOUSE BANGALAM P O-671314 ,NILESWARAM ,KASARAGOD [By Regd. Post with A/D].
4. LALI XAVIER KOIPURATH VEEDU KODUVILA,EAST KALLADA KOLLAM ,KODUVILA P O-691502

5 .The District Officer, Kerala Public Service Commission, Kasaragod.

6 .The File/Stock file/Website.

Copy Submitted to:

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

Note: The copy of order is available for download on the official website of the District Court, Kasaragod (https://kasaragod.dcourts.gov.in/)