DNO: 1848(4)/26
550

DISTRICT COURT, PATHANAMTHITTA

Dated:13.04.2026

PROCEEDINGS

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Civil Judicial Department – Establishment – Appointment of Office Attendant Gr-II on ₹.23000-50200/- – Orders issued.

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Read:1. Letter No.PTA 4-3/3/2024 - KPSC-DOPTA-2 dated 04.04.2026 of the Kerala Public Service Commission, District Office, Pathanamthitta.

2. Rule 3(c), Clause (1) of the Sub Rule (a) to Rule 9 & Rule 10 (b)(III) of the Kerala State and Subordinate Service Rules, 1958
3. G.O (P)No.20/2013/Fin dated 07.01.2013.
4. G.O (P)No.149/2013/Fin dated 03.04.2013.
5. G.O (P)No.209/2013/Fin dated 07.05.2013.
6. G.O.(P) No.27/2021/Fin dated 10.02.2022.
7. Online application ID No.70471 dated 21.03.2026 of this office.

ORDER No.JS-I-1834/2026

The under mentioned candidate who is advised by the District Officer, KPSC District Office, Pathanamthitta for appointment as Office Attendant Gr-II in this department is temporarily appointed as Office Attendant Gr-II on ₹.23000-50200 in this department in view of the Rules cited as 2nd paper above and posted as such in the Court mentioned against her name.

1.	SUJA S KAIPPALLI KIZHAKKETHARA ADINADU SOUTH KOLLAM KATTILKADAVU P O – 690541 **COMMUNICATION ADDRESS** PUNYAVETTATHU VALLIKUNNAM ALAPPUZHA KADUVINAL- 690501.	The Munsiff Court, Pathanamthitta in the existing vacancy.

The candidate is directed to report for duty before the Presiding Officer concerned within 15 days on receipt of the appointment order along with Original Advice Memo received from KPSC, failing which her appointment will be cancelled without further notice.

The candidate should produce necessary certificates in original required under the Kerala Service Rules to prove her date of birth, qualification, community etc. all of which will be verified before she is admitted to duty with reference to the details furnished in the advice list of PSC which is furnished below.

The candidate will be admitted to duty only on production of a Medical Certificate required under Rule 13, Part I, Kerala Service Rules, obtained from a Medical Officer not below the rank of an Assistant Surgeon and Conduct Certificate in Form No. II (2 Nos.) (Specimen attached) obtained from **different Gazetted Officers.** The Medical Certificate should contain thumb impression of the incumbent and his/her photograph duly attested by the Medical Officer who issue the certificate. The candidate should produce the enclosed proforma duly filled in and signed by her at the time of joining duty.

The Presiding Officer concerned shall satisfy herself about the identity and signature of the candidate before she is allowed to join duty. For this purpose One Time Verification Certificate which includes the scanned image of photo and signature of the candidate enclosed herewith after noting therein his/her Sl. No. in this advice letter. The photograph and the signature of the candidate shall be verified with the One Time Verification Certificate and the fact should be recorded by the Presiding Officer 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 this office forthwith. After the candidate is allowed to join duty, the original One Time Verification Certificate shall be kept under the safe custody of the Presiding Officer.

The candidate will produce a Service Book immediately on joining duty and the Presiding Officer concerned will forward to this office the duly attested copy of the relevant pages of the Service Book containing Name and Address, Signature, Left thumb and finger impressions, the personal identification marks of the incumbent, details of appointment (including the turn of advise) and the original One Time Verification Certificate within a maximum period of one week from the date of joining duty for being forwarded to the Public Service Commission for the purpose of regularization of temporary appointment. The original One Time Verification Certificate which will be returned after the verification of the appointment by the Public Service Commission and the Appointment Verification Certificate should be pasted in the Service Book of the incumbent. The candidate will be on probation in the cadre of Last Grade Servant for a period of one year duty within a continuous period of three years from the date of joining duty

Oath of allegiance to the Government of India and to the Constitution of India will be got administered to the candidate and one copy of the same will be pasted in the Service Book and one copy in the confidential report of the candidate.

The Government Orders read above regarding the National Pension System (NPS) are applicable to the incumbent and the Presiding Officer will comply with the instructions contained therein.

Further the candidate is informed that in the event of discharge from service for want of vacancy, she may either re-register her name in the Office of the PSC from where she was advised and got herself re-appointed on further advise by the PSC or he/she may wait for his/her turn for re-appointment to the post in the Department, in case he/she desires to continue as probationer in the post from which he/she was discharged (vide Government Circular Memorandum No.3737/Rules-1/90/P&ARD dated, 12.02.1991).

The particulars of the candidate as shown in the advice list is given below.

Sl. No	Name &Address of candidate	Name of Father or guardian	Date of birth	Qualification & experience	Date of earliest effective advice, if any.	Whether advised against OC turn or Reservation turn.
1	2	3	4	5	6	7
OFFICE ATTENDANT ON ₹.23000-50200/- IN CIVIL JUDICIAL DEPARTMENT						
1	SUJA S KAIPPALLI KIZHAKKETHARA ADINADU SOUTH KOLLAM KATTILKADAVU P O – 690541 **COMMUNICATION ADDRESS** PUNYAVETTATHU VALLIKUNNAM ALAPPUZHA KADUVINAL- 690501. **(E/B/T -EZHAVA)**	RAJENDRAN G	16-05-1986	SSLC	-	OC Turn

Sd/-
N.HARIKUMAR
DISTRICT JUDGE

To

1. The Registrar(District Judiciary), Hon'ble High Court of Kerala (with C/L).
2. The Munsiff, Pathanamthitta. (With Original One Time Verification certificate).
3. The Incumbent (By Registered Post with A/D)
4. The Sheristadar, Court Manager, SSO (for uploading in the official website of the District Court, Pathanamthitta) & A1 Section of District Court, Pathanamthitta.
5. The Secretary, KCJSO District Committee, Pathanamthitta.
6. Stock File/File.

//True Copy//

(By Order)

SHERISTADAR