DWO
6586/25

PROCEEDINGS OF THE DISTRICT JUDGE, KOTTAYAM
DATED : 28.10.2025

==========

Civil Judicial Unit, Kottayam – Establishment – Filling up of the post of Clerk – K.P.S.C. advise – Nominee appointed – Orders issued.

==========

Read:- 1. Advice No. K II(1) 888280/2024-(4) dated 10.10.2025 of the Kerala Public Service Commission, Kottayam.
2. G.O.(P) No.149/2013/Fin dtd. 03.04.2013.
3. G.O.(P) No.171/2016/Fin dtd. 15.11.2016.

ORDER NO.C1- 15213/2025

The candidate mentioned below advised by the Kerala Public Service Commission for the appointment as Clerk in the scale of pay ₹ 26500-60700 temporarily under Rule 9 of the General Rules as provided for in Rule 10(b) of the Kerala State & Subordinate Service Rules 1958, is appointed in the Civil Judicial Unit of Kottayam and posted in the office noted against her name as detailed below.

Sl. No.	Name & Address of the candidate	Name of father/ guardian	Date of Birth & PCN	Qualification	Turn of advice	Name of court to which the candidate posted
1	2	3	4	5	6	7
1.	Anwar C John Puthuval Puthen Veedu Kalliyoor Kalliyoor P.O Thiruvananthapuram 695042	Christal John	04.01.1994 (180056195)	1.SSLC	DA-LD/CP Turn	Munsiff's Court, Pala

The advice of the candidate is subject to Rule 3(C) of the General Rules of Kerala State & Subordinates Service Rules 1958.

The candidate mentioned above is directed to join duty within 15 days on receipt of this order and should produce the following documents (in original) at the time of joining duty.

1. Certificate showing Date of birth (SSLC BOOK)
2. Certificate showing qualifications (As per Col.5)
3. Medical fitness certificate issued by a Medical Officer not below the rank of Assistant Surgeon.(A thumb impression and attested photograph of the candidate should be affixed as prescribed in G.O.(P) 20/2011/P&ARD dtd.30.6.2011).
4. Conduct Certificate (2 Nos.)
5. Community/Non Creamy-Layer/EWS Certificate (if applicable)
6. Original advice memo issued by PSC
7. Proforma, Statement of properties and Spark Form No.I (Enclosed with this order) duly filled up and signed by the candidate.

The Presiding Officer concerned will verify the documents mentioned above and satisfy the correctness of the particulars before the candidate is admitted to duty. The date of birth and the qualifications claimed are given against the name of the candidate. In the case of candidate whose community is noted, the same shall be verified with prescribed community/Non Creamy-Layer/EWS certificate.

The photograph and the signature of the candidate may be verified with the One Time Original verification certificate attached herewith and the fact may be recorded by the Presiding Officer on the original 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 will be kept under the safe custody of the Presiding Officer. The appointment will be regularized only after obtaining a verification certificate from Kerala Public Service Commission. On joining duty the candidate should take Oath of allegiance as per High Court Circular No. 18/64 and get the form duly signed to paste it in the Service Book.

For this purpose the Presiding Officer shall forward an attested copy of the relevant pages of the Service book of the incumbent to this office as ordered in G.O.(P) No. 20/2011/P & ARD dated 30.06.2011 along with the original One Time Verification Certificate after recording necessary entries on the 2nd page. After making necessary entries at the time of appointment, the original One Time Verification Certificate should be pasted in the Service Book of the incumbent.

The date of joining duty should be reported to this office immediately after joining duty of the candidate. In case the candidate does not join duty within the joining time allowed in the appointment order, report the matter to this office promptly and return the original One Time Verification Certificate.

Since the selection to this post is made from a Common Selective List, in the event of discharge from service for want of vacancies, they may either re-register their names in the office of the PSC/District Office of the PSC from where they were advised and get themselves re-appointed on further advice by the PSC or they may wait for their turns for re-appointment to the post in the Department, in case they desire to continue as probationers in the posts from which they are discharged (Vide Govt. 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).

As per the G.O read as 2nd the State Government have implemented the National Pension System in this State for all appointments made on or after 01.04.2013. The appointment of the candidate will be in the contributing pension scheme and on probation for a period of 2 year within a continuous service of 3 years.

Candidates who have applied for by transfer appointment while working in a department and relieved subsequently for taking another appointment in the same department or other departments, at the time of joining duty should produce a certificate before the appointing authority to prove his/her lien from the department in which he/she has obtained service certificate while applying for the post or a certificate stating that he/she has not got confirmation for the post he/she is working presently.

Encl:- One Time Verification Certificate is attached herewith.

Sd/-
MANOJ M
DISTRICT JUDGE

To

1. The Munsiff, Pala.
2. The person concerned
   (through registered post with A/D).

Copy to:-

1. The Registrar (District Judiciary),
   High Court of Kerala, Ernakulam, Kochi (With C/L).
2. The District Officer, K.P.S.C., Kottayam (With C/L).
3. The Sheristadar, District Court, Kottayam.
4. The Secretary, KCJSO, Kottayam.
5. The e-courts section, District Court, Kottayam for website publication.
6. Stock file & File.

//TRUE COPY// //APPROVED FOR ISSUE//

SHERISTADAR,
DISTRICT COURT, KOTTAYAM

DISTRICT & SESSIONS COURT KOTTAYAM PIN-686 002