**PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI**
**Present:- Sri. K.Sanilkumar, District Judge.**

---

Sub:- Establishment – Civil Judicial District, Manjeri – Appointment of Clerk – Orders issued.

Read:- Advice Letter No.MR I-1/1/2021-13 dated 07-05-2025 from the District Officer, Kerala Public Commission, District Office, Malappuram.

**ORDER No.A1-14/2025** **MANJERI, DATED: 26-05-2025**

The undermentioned candidate advised by the Kerala Public Service Commission District Office, Malappuram for appointment as Clerk in this Civil Judicial Department as per the letter read above is temporarily appointed as Clerk Under Rule 9 (a)(i) of the Kerala State and Subordinate Service Rules, 1958 in the Scale of Pay of ₹26500-60700 and posted as such in the **Munsiff's Court, Tirur** in the existing vacancy.

| Sl. No. | Name and address of the candidate | Name of father/ guardian | Date of Birth | Qualification and experience | Turn in which advised |
|---|---|---|---|---|---|
| 1 | **SHYAMA R A**<br><br>PANANINNA PUTHENVEEDU, PARANIYAM VAZHIMUKKU, THIRUVANANTHAPURAM, PUTHIYATHURA POST, 695526<br><br>(L/C AI-LATIN CATHOLICS) | RAJENDRAN P | 29-03-1996 | SSLC (General) | BC TURN |

**1**. The above candidate advised by the Kerala Public Service Commission is informed that her appointment is subject to Rule 3(C) of the General Rules of Kerala State and Subordinate Service Rules, 1958. She is further informed that her appointment is purely temporary and he will be terminated without notice, if the requirements of the rules are not satisfied. She should join duty within **15 days** on receipt of this order before the court, in which she is posted on production of the following documents.

i) Certificate in original showing the Date of Birth, Qualification etc.
ii) Non Creamy-layer Certificate.
iii) Medical certificate of physical fitness in the prescribed form obtained from a Medical Officer not below the rank of a Civil Surgeon with photo and Left Thumb impression of the candidate. The photo and Left Thump Impression should be attested by the Medical Officer who issued the certificate.
(iv) Certificate (in two numbers) showing the conduct and character in Form No.2 (enclosed herewith) issued by competent officers.
(v) Application for allotment of Permanent Retirement Account Number (PRAN)
(vi) AADHAR Card (UID Card) with copy of the same. In case she has not been issued the AADHAR so far, production of Voters ID Card/ PAN Card is compulsory.
(vii) One Time Verification/ Identification Certificate(Original/Online Copy)

**2.** The Munsiff, Tirur is directed that, if the candidate fails to produce original/ Online copy of One Time Verification/Identification Certificates she shall not be admitted to duty under any circumstances.

**3.** The Munsiff, Tirur is authorized to verify the photograph and signature of the appointee with the Original/Copy of verification/identification certificate produced by her and record the fact in the verification/identification certificate enclosed herewith. Further requested to verify the bio-data of the candidate and furnish the following reports to this office.

(i) Report regarding the verification of photograph and signature of the appointee with that in the Original/Copy of verification/identification certificates and record of fact in the certificates. If there is any discrepancies, the candidates should not be allowed to join duty and the fact should be reported to this office forthwith.

(ii) Report regarding the date of birth, qualification and community of the candidates after satisfying themselves of the correctness of the particulars with the originals.

(iii) Report regarding the Medical Certificates of physical fitness and conduct in the prescribed form and whether it should satisfy the conditions mentioned above

(iv) Report regarding the Administration of Oath of Allegiance to the Indian Union and Constitution of India to the appointees.

**4.** The Munsiff, Tirur is requested to return the original verification/ identification certificate (enclosed herewith) to this office after verification with the candidate's copy.

**5.** The Presiding Officer concerned shall forward personnel Memorandum and Statement with attested copy of Adhar Card/ID Card/PAN Card of the incumbent to this court within fifteen days on joining of the incumbent for obtaining verification certificate from the Kerala Public Service Commission.

**6.** The appointee is informed that the corrections of her date of birth, if any needed, shall be made within 5 years of her entry in service as provided in G.O.(P) No. 45/91/P & ARD dated 30-12-1991.

**7.** The Presiding Officer is directed to take steps to enroll her to the National Pension Scheme.

**8.** The Presiding Officer concerned is directed to take steps for entering the details of movable and immovable property owned by the appointee in the Service Register as per the directions in the Government Order (P). No. 171/2016/Fin dated 15-11-2016.

Sd/-
**District Judge**

Copy to:-

1. The Munsiff, Tirur
   **(By regdt post with OTRC of Sri. SHYAMA R A).**
2. The Secretary, KCJSO, Malappuram **(Email only).**
3. The appointee **(By regd. Post with A/D).**
4. The Sec.B, District Court, Manjeri.
5. The Proceedings file.
6. The file.

//True copy/Forwarded/By order//

**Sheristadar**