PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI
Present:- Sri. Thushar.M, District Judge(in-charge).

Sub:- Establishment- Civil Judicial District, Manjeri- Appointment, transfer and posting of Office Attendants- Orders issued.

Read:- Advice letter No.MR2-1/4/2021-KPSC-DOMLPM(6) dated 04-06-2025 of the District Officer, Kerala Public Service Commission, Malappuram.

ORDER No.A1-18/2025 **MANJERI, DATED: 20-06-2025**

1. The undermentioned candidate advised by the Kerala Public Service Commission, District Office, Malappuram for appointment as Office Attendant in this Civil Judicial Department as per the letter read above is temporarily appointed as **Office Attendant Gr-II** Under Rule 9 (a)(i) of the Kerala State and Subordinate Service Rules, 1958 in the Scale of Pay of ₹16500-35700(PR) and posted as such in the court mentioned against his names.

Sl. No.	Name and address of the candidate	Name of father/ guardian	Date of Birth	Qualification and experience	Turn in which advised	Name of Court / Tribunal in which posted
1	ARUN G JAYAN KUZHIVILA VEEDU, THENNOORKONAM, KOTTAPPURAM PO, THIRUVANANTHAPURAM 695521 (SIUC NADAR)	JAYAKUMAR G	19-05-1994	SSLC	RES TURN	**Additional District and Sessions Court/ MACT, Tirur.** *(Existing Vacancy)*

2. The above candidate advised by the Kerala Public Service Commission is informed that his appointment is subject to Rule 3(C) of the General Rules of Kerala State and Subordinate Service Rules, 1958. He is further informed that his appointment is purely temporary and they will be terminated without notice, if the requirements of the rules are not satisfied. He should join duty within **two weeks** on receipt of this order before the Court, in which he 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 they have not been issued the AADHAR so far, production of Voters ID Card/ PAN Card is compulsory.
(vii) Verification Certificate (One Time Registration)(Original/Online Copy)

3. The presiding officer concerned is directed that, if the candidate fail to produce original/Online Copy of Verification Certificate (One Time Registration) he will not be admitted to duty under any circumstances.

4. The presiding officer concerned is authorized to verify the photograph and signature of the appointee with the Original/Copy of Verification Certificate (One Time Registration) produced by him and record the fact in the Verification Certificate (One Time Registration) 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 Certificate (One Time Registration) and record of fact in the certificate. If there are any discrepancies, the candidate 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 candidate after satisfying themselves of the correctness of the particulars with the originals.

(iii) Report regarding the Medical Certificates of physical fitness and conduct certificates 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 appointee.

5. The presiding officer concerned is requested to return the original Verification Certificate (One Time Registration) (enclosed herewith) to this office after verification with the candidate's copy.

6. The proforma/SPARK Form No.1/Annexure I filled up by the candidate should be sent to this office immediately after they are allowed to join duty.

7. The Presiding Officer shall forward attested copies of the relevant pages of Service Book and AADHAR Card/ID Card/PAN Card of the incumbent to this court for obtaining verification certificate from the Kerala Public Service Commission, within fifteen days on joining of the incumbent.

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

9. The Presiding Officer concerned is directed to take steps to enroll him to the National Pension Scheme.

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

Sd/-
District Judge

Copy to:-

1. The Addl. District and Sessions Judge/MACT, Tirur
   (With OTRC of Sri.Arun G Jayan)
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