PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI

Present:- Sri. K.Sanil Kumar, District Judge

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

Read:- Advice letter No.MR2-1/4/2021-KPSC-DOMLPM(10) dated 22-01-2024 from the District Officer, Kerala Public Service Commission, Malappuram.

ORDER No.A1-18/2024 **MANJERI, DATED: 07-02-2024**

The undermentioned candidates advised by the Kerala Public Service Commission, District Office, Malappuram for appointment as Office Attendants in this Civil Judicial Department as per the letter read above are 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 courts mentioned against their 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	**ADARSH S,** THUNDUVILA VEEDU, PERAYAM, KOLLAM, MULAVANA PO (PULAYA-SC)	SADASIVAN G	30-05-95	SSLC	RES TURN	**Spl. Court for SCST(POA) Act Cases, Manjeri** *(Existing Vacancy)*
2	**ANUSHA K E,** KOTTAKOTTUMMAL, OLAVATTUR, MALAPPURAM-PIN 673638 (THIYYA)	SIVANANDAN K E	29-01-96	SSLC	OC TURN	**Spl. Court for SC/ST(POA) Act Cases, Manjeri** *(Existing Vacancy)*
3	**ADARSH P,** PUZHAKKAL HOUSE, ARIYALLUR, MALAPPURAM, KADALUNDI NAGARAM-673314 (THIYYA)	SHANMUGHAN P	29-05-97	SSLC	OC TURN	**Family Court, Tirur** *(Existing Vacancy)*

1. The above candidates advised by the Kerala Public Service Commission is informed that their appointments are subject to Rule 3(C) of the General Rules of Kerala State and Subordinate Service Rules, 1958. They are further informed that their appointments are purely temporary and they will be terminated without notice, if the requirements of the rules are not satisfied. They should join duty within **two weeks** on receipt of this order before the Court, in which they are 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)

2. The presiding officers concerned are directed that, if the candidate fail to produce original/Online Copy of Verification Certificate (One Time Registration) they shall not be admitted to duty under any circumstances.

3. The presiding officers concerned are authorized to verify the photograph and signature of the appointees with the Original/Copy of Verification Certificate (One Time Registration) produced by them and record the fact in the Verification Certificate (One Time Registration) enclosed herewith. Further requested to verify the bio-data of the candidates and furnish the following reports to this office.
(i) Report regarding the verification of photograph and signature of the appointees 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 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 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 appointees.

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

5. 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.

6. 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.

7. The appointees are informed that the corrections of their 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.

8. The Presiding Officer concerned are directed to take steps to enroll them to the National Pension Scheme.

9. The Presiding Officer concerned are directed to take steps for entering the details of movable and immovable property owned by the employees 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 Judge, Spl.Court for SC/ST(POA)/NDPS Act Cases, Manjeri
   (With OTRC of Sri. Adarsh.S & Smt. Anusha.K.E)
2. The Judge, Family Court, Tirur ***(By Regd. Post with OTRC of Sri. Adarsh.P)***
3. The appointees (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