PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI
Present:- Sri. K.Sanil Kumar, District Judge.

Sub:- Establishment– Civil Judicial District, Manjeri- Appointment, transfer and posting of Confidential Assistant– Orders Issued.

Read:- Advice Letter No.MR I-1/03/2019 dated 30-03-2024 from the District Officer, KPSC, District Office, Malappuram

ORDER No.A1-16/2024 **MANJERI, DATED: 09-05-2024**

1. Smt. Manju.K.G (PEN-781995), Confidential Assistant Gr-I, Munsiff-Magistrate's Court, Perinthalmanna who is on Leave Without Allowance is deputed as Confidential Assistant to the Gram Nyayalaya, Pulamanthole **Vide Sl.No.2.**

2. Sri. Noushad.E (PEN-802801), Confidential Assistant Gr-I, Sub Court, Tirur now working on deputation as Confidential Assistant in the Grama Nyayalaya, Pulamanthole is repatriated to the parent department and transferred and posted as Confidential Assistant Gr-I in the Munsiff-Magistrate's Court, Perinthalmanna **Vide Sl.No.1.**

3. The undermentioned candidate advised by the Kerala Public Service Commission District Office, Malappuram for appointment as Confidential Assistant Gr-II in this Civil Judicial Department as per the letter read is temporarily appointed as **Confidential Assistant Gr-II** Under Rule 9(a)(i) of the Kerala State and Subordinate Service Rules,1958 in the Scale of Pay of ₹35600 – 75400 and posted as such in the **Munsiff-Magistrate's Court, Ponnani** and further deputed to the **Gram Nyayalaya, Ponnani at Edappal** 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	**ATHULYA A M** CHETHIL HOUSE VADAKARA, MEPPAYIL, KOZHIKODE-673104 (OBC/SALIYA)	MUKUNDAN P K	28-05-1992	1. Plus Two 2. Diploma in Secretarial Practice	OC TURN

4. 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 she 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 candidates. 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 he 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)

5. The Presiding Officer concerned 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.

6. The Presiding Officer concerned 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 appointees 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 certificate 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 an Constitution of India to the appointee.

7. The Presiding Officer concerned is requested to return the original verification/ identification certificate (enclosed herewith) to this office after verification with the candidate's copy.

8. The Presiding Officer concerned is 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.

9. The appointee is 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.

10. The Presiding Officer concerned is directed to take steps to enroll her to the National Pension Scheme.

11. 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 Book as per the directions in the Government Order (P). No.171/2016/Fin dated 15-11-2016.

Sd/-
District Judge

Copy submitted to:-

The Registrar (District Judiciary)
Hon'ble High Court of Kerala, Ernakulam

Copy to:-

1. The Munsiff-Magistrate, Perinthalmanna.
2. The Munsiff-Magistrate, Ponnani **(With OTRC of Smt. Athulya.A.M).**
3. The Nyayadhikari, Gram Nyayalaya, Pulamanthole/Edappal.
4. The incumbents **(Through the P.O concerned).**
5. The appointee **(By regd. Post with A/D).**
6. The Sec.B, District Court, Manjeri.
7. The Proceedings file.
8. The file

//True copy/Forwarded/By order//

Sheristadar