PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI

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

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

Read:- 1. Advice Letter No.MR I-1/1/2021-5 dated 22-04-2024 from the District Officer, Kerala Public Commission, District Office, Malappuram.

2. Application dated 22-04-2024 from Smt. Smitha Bhai.C.K, Clerk, Family Court, Tirur.

ORDER No.A1-14/2024 **MANJERI, DATED: 09-05-2024**

1. Smt. Smitha Bhai.C.K (PEN-826892), Clerk, Family Court, Tirur is transferred and posted as such in the Munsiff-Magistrate's Court, Ponnani **in the existing vacancy.**

Sl.No.1 is not entitled to joining time and T.A.

2. The undermentioned candidates advised by the Kerala Public Service Commission District Office, Malappuram for appointment as **Clerks** in this Civil Judicial Department as per the letter read are temporarily appointed as Clerks 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 court 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/ office in which appointed
1	**JOB K J** KALIPPARAMBIL KATTOOR, ALAPPUZHA KATTOOR P O ALAPPUZHA – 688522 (LC/Al-LATIN CATHOLICS)	JOY K J	29-08-95	S.S.L.C (GENERAL)	BC TURN	**O/o. the Motor Accident Claims Tribunal, Manjeri** *(Existing Vacancy)*
2	**REMYA L** VARUVILAKATHU VEEDU THALLACHIRA, MEMALA TRIVANDRUM DISTRICT MEMALA POST, VITHURA 695551	RAVEEN-DRAN	15-02-85	S.S.L.C (GENERAL)	OC TURN	**Addl. District & Sessions Court-I, Manjeri** *(Existing Vacancy)*

3. The above candidates advised by the Kerala Public Service Commission are 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 **15 days** 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 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)

4. The Presiding Officers concerned are directed that, if the candidates fail to produce original/Online Copy of One Time Verification/Identification Certificates they shall not be admitted to duty under any circumstances.

5. The Presiding Officers concerned are authorized to verify the photograph and signature of the appointees with the Original/Copy of verification/identification certificates produced by them and record the fact in the verification/identification certificates 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/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.

6. The Presiding Officers concerned are requested to return the original verification/ identification certificates (enclosed herewith) to this office after verification with the candidate's copy.

7. The Presiding Officers concerned are shall forward personnel Memorandum and Statements with attested copy of Adhar Card/ID Card/PAN Card of the incumbents to this court within fifteen days on joining of the incumbents for obtaining verification certificates from the Kerala Public Service Commission.

8. 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.

9. The Presiding Officers concerned are directed to take steps to enroll them to the National Pension Scheme.

10. The Presiding Officers concerned are directed to take steps for entering the details of movable and immovable property owned by the appointees 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 Addl. District & Sessions Judge-I, Manjeri **(With OTRC of Smt. Remya L)**
2. The Judge, Family Court, Tirur **(Email only)**
3. The Motor Accident Claims Tribunal, Manjeri **(With OTRC of Sri. Job KJ)**
4. The Munsiff-Magistrate, Ponnani **(Email only)**
5. The incumbent **(Through the P.O concerned)**
6. The appointees **(By regd. Post with A/D)**
7. The Sec.B and B5 Seat, District Court, Manjeri
8. The Proceedings file
9. The file

//True copy/Forwarded/By order//

Sheristadar