

# PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI

Present:- Sri. Suresh Kumar Paul, District Judge

Sub:- Filling up of the vacancies of Sel. Gr. Typist, Sr. Gr. Typist, U.D. Typist and L.D. Typist - Order Issued.

Read:- 1. Advice Letter No. MR I(1) 868/15-6 dated 28-05-2018 from the Kerala Public Service Commission, Malappuram.

2. Application dated 15-12-2017 from Sri. Joshi T S, Senior Grade Typist, Sub Court, Manjeri

ORDER No.A1-15/2018

MANJERI,DATED:11-06-2018

1. Sri. Joshi T S, Senior Grade Typist, Sub Court, Manjeri is transferred and posted as such in the Munsiff-Magistrate's Court, Ponnani in the existing vacancy.

2. Sri. Manoj Kumar. K, Senior Grade Typist, Office of the Motor Accidents Claims Tribunal, Tirur is Promoted as Sel. Grade Typist w.e.f **01-06-2018** and posted as such in the same Court Vice the L.P.R sanctioned to Sri. Haridasan M.R

3. Smt.Sharmitha V.B, U.D Typist, Family Court, Tirur is promoted as Senior Grade Typist w.e.f **01-06-2018** and posted as such in the same Court.

4. Smt. Rajani A, L.D Typist, Sub Court, Tirur is promoted as U.D. Typist w.e.f **01-06-2018** and posted as such in the same Court.

5. The undermentioned candidates advised by the Kerala Public Service Commission, District Office, Malappuram for appointment as Lower Division Typists in this Civil Judicial Department as per the letter read above are temporarily appointed as Lower Division Typists Under Rule 9 (a)(i) of the Kerala State and Subordinate Service Rules,1958 in the Scale of Pay of ₹ 9940-16580 (Pre-revised) 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 appointed
1	NASEEMA C M NOORJI S MANZIL, 16/122 A ANNUNNIPARAMB MIDDLE HILL MALAPPURAM-676505 (MUSLIM)	MUHAMMED ALI C.A.	18/02/92	1. SSLC 2. PLUS 2 3. KGTE Typewriting- English(Lower) 4. KGTE Typewriting- Malayalam(Lower) 5. KGTE Computer Word Processing (Lower)	RES TURN	<b>Munsiff- Magistrate's Court, Perinthalmanna</b>
2	SINDHU M P KUNIYIL HOUSE - MUNDUPALAM PANTHEERANKAVE KOZHIKODE	GOVINDAN NAIR M.P.	01/03/78	1. SSLC 2. Pre Degree 3. KGTE Typewriting- English(Lower) 4. KGTE Typewriting- Malayalam(Lower) 5. KGTE Computer Word Processing (Lower)	OC TURN	<b>District Court, Manjeri</b>

6. 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 two weeks on receipt of this order before the Courts, 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 Thumb 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 of they have not been issued the AADHAR so far, production of Voters ID Card/ PAN Card is compulsory.

(vii) One Time Verification Certificate(Original).

7. The Presiding Officers of the Courts concerned are directed that, if the candidates fails to produce original One Time Verification Certificate they shall not be admitted to duty under any circumstances.

8. The Presiding Officers of the Courts are authorized to verify the photograph and signature of the appointees with the scanned copy of identification certificate and record the fact in the scanned copy of identification certificate and 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 scanned copy of identification certificate and recording the fact in the scanned copy of identification 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 Certificate of physical fitness and conduct certificate in the prescribed form and whether it should satisfy the condition mentioned in the above.

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

9. The Presiding Officers are requested to paste the scanned copy of identification certificate (enclosed herewith) in the Service Book of the appointee.

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



11. The Presiding Officers concerned shall forward attested copies of the relevant pages of Service Book and AADHAR Card/ID Card/PAN Card of the incumbent and original One Time Verification Certificate to this court for obtaining verification certificate from the Kerala Public Service Commission, within fifteen days on joining of the incumbent.

12. 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.

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


14. The Presiding Officers concerned are directed to take steps for entering the details of movable and immovable property owned by the employee 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 to:-

1. The Motor Accidents Claims Tribunal, Tirur.
2. The Judge, Family Court, Tirur
3. The Sub Judge, Manjeri/ Tirur
4. The Munsiff- Magistrate, Perinthalamanna  
(By Regd. Post with Verification Certificate (OTR) of Smt. Naseema CM)
5. The Munsiff –Magistrate, Ponnani
6. The Incumbents (Through their presiding Officers concerned)
7. Appointees by Registered Post with A/D
8. The Sec. B and B4 seat, District Court, Manjeri.
- ✓ 9. The Proceedings file
10. The file.

//True copy/Forwarded/By order//

  
Sheristadar.  
