

DISTRICT & SESSIONS COURT GANGTOK, SIKKIM

Ref No.851/D&SC(Gtk)

Date:23.08.2022

Employment Notice

Applications are invited from eligible candidates for filling up the following posts under the Establishment of the District & Sessions Court, Gangtok and Pakyong, Sikkim, purely on temporary basis.

1	2	3	4	5
S.N	Name of Post	No. of Post	Pay in the Pay Matrix	Requisite Qualification
1	Stenographer Grade III Group C	03(three)	Level 10 Cell 1 in the Pay Matrix	Bachelors Degree from a recognized University along with Shorthand Certificate and 1 year Diploma in Computer.
2	Junior Accountant Group C	02(two)	Level 10 Cell 1 in the Pay Matrix	Bachelors Degree in Commerce from a recognized University and Certificate of Diploma in Computer.
3	LDA Group C	02(two)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree from a recognized University and Certificate of Diploma in Computer.
4	Record Keeper Group C	02(two)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree from a recognized University and Certificate of Diploma in Computer.
5	Junior Librarian Group C	02(two)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree from a recognized University and Certificate of Diploma in Computer.
6	Despatcher Group C	02(two)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree from a recognized University and Certificate of Diploma in Computer.
7	Driver Group D	02(two)	Level 7 Cell 1 in the Pay Matrix	Class VIII pass certificate from a recognized school/Board and valid driving license with experience of at least 5 years
8	Process Server Group D	06(six)	Level 6 Cell 1 in the Pay Matrix	Class VIII pass certificate from a recognized school/Board
9	Peon Group D	02(two)	Level 5 Cell 1 in the Pay Matrix	Class VIII pass certificate from a recognized school/Board
10	Sweeper Group D	02(two)	Level 5 Cell 1 in the Pay Matrix	Class V pass certificate from a recognized school/Board
11	Chowkidar Group D	02(two)	Level 5 Cell 1 in the Pay Matrix	Class V pass certificate from a recognized school/Board
12	Mali Group D	02(two)	Level 5 Cell 1 in the Pay Matrix	Class V pass certificate from a recognized school/Board
13	Residential Orderly Group D	02(two)	Level 4 Cell 1 in the Pay Matrix	Class V pass certificate from a recognized school/Board

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The eligibility criteria, and conditions are as under:-

1. Candidate must be a citizen of India.
2. Age of the candidate must not be less than 18 yrs and not more than 30 years as on **23.08.2022**
Relaxation of the upper age limit will be permitted as per Sikkim Government Establishment Rule 1974 for candidates belonging to Schedule Caste/Schedule Tribe, Other Backward Classes or Ex-servicemen and governed by Notification No. M(5)/(55)/GEN/DOP/PT-III DATED 03.07.17 for candidates belonging to all communities of State of Sikkim.
3. Candidates fulfilling the above criteria and desirous of sitting for the interview may submit his/her application addressed to the Principal District and Sessions Judge, Gangtok, Sikkim along with certified copies of the following:
 - (i) Attested copies of Qualification Documents as listed in column five of the above table under head "Requisite Qualification"
 - (ii) Attested copy of Birth Certificate.
 - (iii) **Bank draft of Rs.50/-** (non-refundable) drawn in favour of the Principal District & Sessions Judge, Gangtok, Sikkim.
 - (iv) 2 nos. of passport size photographs.
 - (v) Candidates in Government service are to apply through proper channel.
4. No T.A and D.A will be paid for appearing in the interview.
5. For syllabus and others details interested candidates may visit <https://districts.ecourts.gov.in/Gangtok>
6. Last date for receipt of application is **23.09.2022**
7. The number of candidates to be called for viva-voce against the vacancy of the post shall be in the ratio **1:7** from the qualified candidates.
8. Applications received without all the required documents will be summarily rejected. The format of application and other details is uploaded in <https://districts.ecourts.gov.in/Gangtok>
9. The Registry of the District & Sessions Court, Gangtok, Sikkim reserves the right to accept or reject any application with or without any reasons.
10. No individual calling letter will be issued to the eligible candidates for appearing in the written test, However, once the date of the written test is fixed, the list of eligible candidates will be uploaded in the official website at <https://districts.ecourts.gov.in/Gangtok>

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Administrative Officer (E&N)

* Candidates are required to submit their application at Room 104 Establishment Section, D&SC, Gangtok.

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The examination of recruitment to a post other than Group D shall consist of the following subjects:-

S.N	Subject	Syllabus	Name of the post	Marks
1	English (40 % will be the qualifying percentage)	Essay writing, letter writing, Idioms & Phrases, Common Error, Preposition, Synonyms, Antonyms, One word substitution etc.	Stenographer Grade III/Junior Accountant/LDA/Record Keeper/Junior Librarian / Despatcher	100 Marks
2	Shorthand (Speed test will be 60 w.p.m) Typing (Speed test will be 35 w.p.m)	--	Stenographer Grade III	100 Marks
3	General Knowledge (40 % will be the qualifying percentage)	Knowledge of current affairs (Objective questions)	Stenographer Grade III/Junior Accountant/LDA/Record Keeper/Junior Librarian/Despatcher/	100 Marks
4	Computer (40 % will be the qualifying percentage)	Test in Basic Computer applications.	Stenographer Grade III/Junior Accountant/LDA/Record Keeper/Junior Librarian/ Despatcher	100 Marks
5	Arithmetic (40 % will be the qualifying percentage)	H.C.F, L.C.M, Simple & Compound Interest, Percentage, Profit & Loss, Average and Algebra	Junior Accountant	100 Marks
6	Viva Voce	--	All posts	100 Marks

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Administrative Officer
District & Sessions Court,
E&N Gangtok

* Candidates are required to submit their application at Room 104 Establishment Section, D&SC, Gangtok.

APPLICATION FORM

Affix one
photograph
here and submit
one more at the
time of
submission

1. Name of Post :
2. Name of Applicant (IN CAPITAL LETTERS) :
.....
3. Father's Name (IN CAPITAL LETTERS):
.....
4. Gender: Male Female
5. Date of Birth:

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---
6. Mobile no. :

--	--	--	--	--	--	--	--	--	--
7. Nationality :
8. Present Address:
.....
.....
9. email :
10. If currently employed: Yes No
(NOC of employer needs to be submitted at the time of scrutiny of documents)
11. Please fill in the name of certificate with sl no. according to the post:

	Certificate Name	Certificate no./ Sl. no.
1	Birth Certificate	
2	Certificate of Identification (if available) or Voter ID	
3.	Educational qualification	
4.	Experience (if any)	

5.	Any other document(if required)	
	<ul style="list-style-type: none"> a) Computer b) Typing c) Shorthand d) Driving License 	

DECLARATION

I being in sound mind, hereby declare that all the information given above by me is true and correct to the best of my knowledge. If the information given above is found to be false at any given stage of recruitment process, I will be disqualified for the given said examination.

Signature(with date)

CANDIDATE'S COPY

Name of Candidate:

Post applied for :

Application received on:

Authorized Sign :