

**SIKKIM JUDICIAL ACADEMY  
Sokeythang, Gangtok**

**ADVERTISEMENT**

Ref No 13/SJA

Dated 15.09.2021

Applications are invited from eligible candidates for filling up of the following posts in Group 'B', 'C', and 'D' in the establishment of Sikkim Judicial Academy:

<b>SI No</b>	<b>Name of the post</b>	<b>Pay Matrix</b>	<b>No of Post</b>
1	Software Programmer	Level 12 PB-2: Rs 9300-Rs 34800+GP Rs 4200 (Group B)	1
2	Hardware/Network Engineer	Level 12 PB-2: Rs 9300-Rs 34800+GP Rs 4200 (Group B)	1
3	Personal Assistant, Grade II/Stenographer	Level 12 PB-2: Rs 9300-Rs 34800+GP Rs 4200 (Group B)	1
4	Head Assistant	Level 11 PB1:Rs 5200 Rs 20200+GP Rs 3800 (Group C)	1
5	Assistant Librarian	Level 10 PB-1: Rs 5200-20200+ Rs 3400 (Group C)	1
6	Lower Division Assistant	Level 7 PB-1:Rs 5200-Rs 20200+GP Rs 2600 (Group C)	3
7	Accounts Clerk	Level 7 PB-1:Rs 5200-Rs 20200+GP Rs 2600 (Group C)	1
8	Lineman	Level 7 PB-1:Rs 5200-Rs 20200+GP Rs 2600 (Group C)	1
9	Driver	Level 6 PB-1: Rs 5200-Rs 20200+GP Rs 2400 (Group- C)	2
10	Book Binder	Level 5 PB-1:Rs 5200-Rs 20200+GP Rs 2300 (Group C)	1
11	Peon	Level 4 PB-1: Rs 5200-Rs 20200+GP Rs	3

		2200 (Group- D)	
12	Mali	Level 4 PB-1: Rs 5200-Rs 20200+GP Rs 2200 (Group- D)	1
13	Chowkidar	Level 4 PB-1:Rs 5200-Rs 20200+GP Rs 2200 (Group- D)	1
14	Sweeper	Level 4 PB-1: Rs 5200-Rs 20200 +GP Rs 2200 (Group- D)	2

### 1. **IMPORTANT DATES:**

SI No	Description	Date & Time
1.	Submission of application starts from	17.09.2021 from 10.30 am
2.	Last date for submission of application	08.11.2021 till 3 pm

**Application(s) received after 8<sup>th</sup> November, 2021 (Monday after 3 pm) shall not be entertained on any ground.**

### 2. **AGE LIMITS:**

The applicant must not be less than 18 years of age as on the 1<sup>st</sup> day of January, 2021 and not more than 40 years of age on the last day of submission of application for all communities.

### 3. **ELIGIBILITY CONDITION/ QUALIFICATION, SELECTION PROCEDURE/ EXAMINATION AND SYLLABUS:**

SI No	Category of post	Eligibility Condition/ Qualification	Selection Procedure/ Examination	Syllabus
1	Software Programmer	<ul style="list-style-type: none"> <li>→ Bachelor of Engineering.</li> <li>→ Or a Bachelor in Technology.</li> <li>→ Or a Master in Computer Application in Information Technology or Computer Science with at least 2 years</li> </ul>	<p>Written Examination, Practical Examination, and Viva-voce.</p> <p>Practical exam will include multiple choice questions. And, questions based on the</p>	<p><b><u>Paper - I</u></b> <b><u>Practical Exam</u></b> <b><u>(150 marks)</u></b> <b><u>(Duration: 2 hrs):</u></b> Syllabus shall be uploaded and displayed in the websites and the Notice Boards of Sikkim Judicial Academy, High</p>

		<p>experience in Software Development</p> <p>→ The candidate should be able to work in open source programming language and in Ubuntu-Linux platform.</p>	<p>syllabus.</p>	<p>Court of Sikkim and District Courts of Sikkim , respectively on 30th November, 2021 as per the required qualification.</p> <p><b><u>Paper-II</u></b> <b><u>Written Exam</u></b> <b><u>(100 marks each)</u></b> <b><u>(Duration: 1 hr):</u></b></p> <p><b><u>(i) General Knowledge</u></b> Current Affairs/events of local, National and International importance Objective type, Multiple Choice questions.</p> <p><b><u>(ii) English Language:</u></b> <b><u>(Duration: 1 ½ hr):</u></b> Essay writing, letter writing, idioms &amp; phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b>Viva-voce (50 marks)</b></p>
2	Hardware/ Network Engineer	<p>→ Bachelor of Engineering</p> <p>→ Or a Bachelor in Technology</p> <p>→ Or is a Master in Computer Application in Information Technology or Computer Science or Electronic and</p>	<p>Written Examination, Practical Examination, and Viva-voce.</p> <p>Practical exam will include multiple choice questions. And, questions based on the</p>	<p><b><u>Paper - I</u></b> <b><u>Practical Exam</u></b> <b><u>(150 marks)</u></b> <b><u>(Duration: 2 hrs):</u></b> Syllabus shall be uploaded and displayed in the websites and the Notice Boards of Sikkim Judicial Academy, High Court of Sikkim and</p>

		<p>Communication Technology with at least 2 years experience in Server Administration, Network Administration and Hardware Trouble Shooting</p> <p>Preference will be given to those candidates who have knowledge and experience in:</p> <ul style="list-style-type: none"> <li>• Ubuntu-Linux platform,</li> <li>• management of computer Network system, Local Area Network and Wide Area Network having Transmission Control Protocol and Internet Protocol skills,</li> <li>• web servers, library servers,</li> <li>• maintenance of hardware and software devices,</li> <li>• Digital Library, implementing network security, firewall, router etc.</li> </ul>	<p>syllabus.</p>	<p>District Courts of Sikkim , respectively on 30th November, 2021 as per the required qualification.</p> <p><b><u>Paper II</u></b>  <b><u>Written Exam</u></b>  <b><u>(100 marks each) (Duration: 1 hr);</u></b>  <b><u>(i) General Knowledge</u></b>  Current Affairs/events of local, National and International importance. Objective type, Multiple Choice questions.</p> <p><b><u>(ii) English Language:</u></b>  <b><u>(Duration: 1 ½ hr):</u></b>  Essay writing, letter writing, idioms &amp; phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b><u>Viva-voce: (50 marks)</u></b></p>
3	Personal Assistant, Grade II/Stenographer	<p>→ Graduate from a recognized University</p> <p>→ Have minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in</p>	<p>Written Examination, Practical Examination, and Viva-voce.</p>	<p><b><u>Paper I</u></b></p> <p><b><u>Practical Examination</u></b>  <b><u>(200 marks):</u></b>  <b><u>(a) Shorthand &amp; Transcription</u></b>  Speed test will be</p>

		<p>typing and a certificate in Computer Science from any recognized Computer Centre.</p> <p>→ Should communicate in English both in writing as well as speaking.</p>		<p>80 w p m.  <b>(b) Typing</b>  Speed test will be 40 w p m.</p> <p><b><u>Paper II</u></b>  <b><u>Written Examination (100 marks each)</u></b>  <b><u>Duration:1 hr)</u></b>  <b><u>(ii) General Knowledge:</u></b>  Current affairs, objective questions.  Objective type, Multiple Choice questions.</p> <p><b><u>(Duration: 1 ½ hr):</u></b>  <b><u>(i) English Language:</u></b> Essay writing, letter writing, idioms &amp; phrases, common errors, preposition, synonyms, antonyms, one word substitution.</p> <p><b><u>Viva-voce:(50 marks)</u></b></p>
4	Head Assistant	<p>→ Graduate from any recognized university and possessing a certificate in Computer Science from any recognized Computer centre.</p>	Written Examination followed by Viva-voce.	<p><b><u>Paper I</u></b>  <b><u>Written Examination (100 marks each)</u></b>  <b><u>Duration: 1 hr)</u></b>  <b><u>(i) General Knowledge</u></b>  Current Affairs/events of local, National and International importance.  Objective type, multiple choice questions.</p> <p><b><u>(Duration: 1 ½ hr)</u></b>  <b><u>(ii) English</u></b></p>

				<p><b>Language:</b> Essay writing, letter writing, idioms &amp; phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b>Viva-voce(50 marks)</b></p>
5	Assistant Librarian	<p>→ Graduate from a recognized University with a degree in Library Science from any recognized University.</p> <p>→ Should communicate in English both in writing as well as speaking.</p> <p>→ Desirable- i. Experience of restoration of documents in a library; ii. Experience in computerization of library.</p>	Written Examination followed by Viva-voce.	<p><b>Paper I</b></p> <p><b>Written Examination (100 marks each)</b> <b>(Duration: 1 hr)</b> <b>(i) General Knowledge</b> Current Affairs/events of local, National and International importance. Objective type, multiple choice questions.</p> <p><b>Duration: 1 ½ hr)</b> <b>(ii) English Language:</b> Essay writing, letter writing, idioms &amp; phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b>Viva-voce(50 marks)</b></p>
6	Lower Division Assistant	<p>→ Graduate from any recognized university, possessing a certificate in Computer Science from any recognized</p>	Written Examination followed by Viva-voce.	<p><b>Paper I</b></p> <p><b>Written Examination (100 marks each)</b> <b>(Duration: 1 hr)</b> <b>(i) General Knowledge</b> Current</p>

		<p>Computer centre.</p> <p>→ Should have knowledge of typewriting at a minimum speed of 40 word per minute.</p>		<p>Affairs/events of local, National and International importance. Objective type, multiple choice questions.</p> <p><b><u>(Duration: 1 ½ hr)</u></b></p> <p><b><u>(ii) English Language:</u></b> Essay writing, letter writing, idioms &amp; phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b>Viva-voce(50 marks)</b></p>
7	Accounts Clerk	<p>→ Bachelor of Business Administration in Accounting and Finance.</p> <p>→ Or Bachelor of Commerce in Accountancy.</p> <p>→ Or Bachelor of Commerce in Accounting &amp; Taxation.</p>	Written Examination followed by Viva-voce.	<p><b><u>Paper I</u></b></p> <p><b><u>Written Examination (100 marks each)</u></b></p> <p><b><u>(Duration: 2 hrs)</u></b></p> <p><b><u>(i) Math:</u></b> HCF, LCM, Simple Compound Interest Percentage, profit &amp; Loss Average Algebra. <b><u>as per required qualification</u></b></p> <p><b><u>(Duration: 1 hr)</u></b></p> <p><b><u>(ii) General Knowledge</u></b> Current Affairs/events of local, National and International importance. Objective type, multiple choice questions.</p> <p><b><u>Duration: 1 ½ hr)</u></b></p> <p><b><u>(iii) English Language:</u></b> Essay</p>

				<p>writing, letter writing, idioms &amp; phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b>Viva-voce(50 marks)</b></p>
8	Lineman	<p>→ class VI pass from a recognised School/Board.</p> <p>→ experience in electrical works.</p>	Practical Test followed by Viva-voce.	<p><b><u>Practical Examination (100 marks)</u></b></p> <p><b>Viva-voce (50 marks)</b></p>
9	Driver	<p>→ Class VIII passed from a recognized school/Board.</p> <p>→ possessing a license in driving light vehicles with minimum experience of 3 years.</p>	Driving test followed by Viva-voce.	<p><b><u>Practical Examination (100 marks)</u></b></p> <p><b>Viva-voce (50 marks)</b></p>
10	Book Binder	<p>→ Class XII passed from a recognized School/Board with 5 years experience in Book Binding work.</p>	Written Examination followed by Viva-voce.	<p><b><u>Paper I</u></b> <b><u>Written Examination (100 marks each)</u></b> <b><u>(Duration: 1 hr)</u></b></p> <p><b><u>(i) General Knowledge</u></b> Current Affairs/events of local, National and International importance. Objective type, multiple choice questions.</p> <p><b><u>Duration: 1 ½ hr)</u></b></p> <p><b><u>(ii) English Language:</u></b> Essay writing, letter writing, idioms &amp; phrases,ommon</p>



				errors, prepositions, one word substitution, sentence structure, tenses etc <b>Viva-voce(50 marks)</b>
11	Peon	→ Class VIII passed from a recognized School/Board.	Only Viva-voce.	<b>Viva-voce (50 marks)</b>
12	Mali	→ Class V passed from a recognized School/Board.	Only Viva-voce.	<b>Viva-voce (50 marks)</b>
13	Chowkidar	→ Class V passed from a recognized School/Board.	Only Viva-voce.	<b>Viva-voce (50 marks)</b>
14	Sweeper	→ Class V passed from a recognized School/Board.	Only Viva-voce.	<b>Viva-voce (50 marks)</b>

#### **4. ESSENTIAL TERMS AND CONDITIONS:**

- (1) No person shall be eligible for appointment to the services of the Academy by direct recruitment, unless he/she:
  - (a) is a citizen of India.
  - (b) is of sound health and fit for service.
  - (c) is of good moral character.
  - (d) has adequate knowledge of computer.
  - (e) is physically and mentally capable of performing/discharging his/her duties.
  - (f) is able to communicate either in Nepali, Bhutia, Lepcha or any other Official languages of the state.
  - (g) acquires the minimum qualifying marks in each of the papers in the written examination, if required to sit for it.
  
- (2) No person shall be eligible for appointment to the services of the Academy, unless, he/she possesses the qualification(s), and experience(s) as specified against the post in the Schedule.
  
- (3) No person shall be eligible for appointment to the services of the Academy, unless, he/she fulfills the necessary requirements sought for in the Employment Notice dated 15.09.2021(published in the newspapers); Advertisement dated

15.09.2021; as well as the Sikkim Judicial Academy Employees (Appointment, Conditions of Service and Conduct) Rules, 2020 as uploaded and displayed in the Websites, and the Notice boards.

- (4) No person shall be eligible for appointment to the services of the Academy, if he/she has more than one wife/husband living, or has married a person who already has a wife or husband unless the Chief Justice for special reason(s) exempts such person from the operation of this rule.
- (5) No person shall be eligible for appointment to the services of the Academy, if he/she has been convicted and sentenced to imprisonment for any offence under the law by a competent authority.
- (6) Applicant fulfilling the above criteria may apply for the post by a written application addressed to the Director, Sikkim Judicial Academy, Sokeythang along with all supporting documents duly attested /self attested as the case may be. The self attested copies of the testimonials regarding educational qualification(s), computer qualification(s), date of birth, working experience(s) etc, as sought for, and if required should be submitted along with the application. Applicant will also submit 3(three) recent passport size photographs.
- (7) Applicant will provide his/her proper address, mobile number and email address (if any) in the application.
- (8) Applicant already in Government service or in public sector undertaking, or similar organization, whether in permanent or temporary capacity, or as work charge employee will submit their application along with No Objection Certificate from their present employer(s).
- (9) Applicant will have to submit a declaration along with his/her application. The Declaration should state that he/she fulfills all the conditions/ criteria; that he/she does not suffer from any of the disqualification and he/she possess the educational qualification(s) and other requirements as laid down in the Employment Notice dated 15.09.2021(published in the newspapers); Advertisement dated 15.09.2021; as well as the Sikkim Judicial Academy

Employees (Appointment, Conditions of Service and Conduct) Rules, 2020 as uploaded and displayed in the Websites, and the Notice boards.

- (10) Declaration shall also contain his/her undertaking that if the same is found false or incorrect, his/her candidature shall be canceled and, if appointed, his/her appointment shall be annulled.
- (11) There shall be a preliminary scrutiny of the applications, and candidates found eligible on preliminary scrutiny shall be issued admit cards for appearing in the written examination followed by practical examination, and the viva-voce for the posts in Group B; written examination followed by viva-voce for the posts in Group C, excluding the posts of the Lineman and Driver; practical test followed by viva-voce for the post of Lineman; Driving test followed by viva-voce for the post of Driver; and only viva-voce for the posts in Group D, respectively.
- (12) List of names of candidates found eligible after preliminary scrutiny will be uploaded and displayed in the websites ([www.sikkimjudicialacademy.nic.in](http://www.sikkimjudicialacademy.nic.in); [www.hcs.gov.in](http://www.hcs.gov.in); and [www.districts.ecourts.gov.in](http://www.districts.ecourts.gov.in)); and the notice boards of Sikkim Judicial Academy, High Court of Sikkim, and the District Courts of Sikkim, respectively, on **22<sup>nd</sup> November, 2021 (Monday)**.
- (13) Only those candidates having the essential conditions for service and have written the Declaration correctly, shall be called for the written examination, if required to sit for it, or the viva-voce, and such other practical tests.
- (14) Dates of issuance of admit cards will be intimated through sms, and be uploaded in the websites, and the notice boards.
- (15) Date, Time, Venue, and the details of the admit card for written examination, practical examination, interview/viva-voce will be intimated through sms and shall be uploaded in the websites, and the notice boards, respectively.
- (16) The eligible candidates shall appear for written examination, if required to sit for it, followed by viva-voce and such other practical tests. The minimum

qualifying marks to be obtained in each subject and the practical test shall be 40%.

- (17) Information submitted by the applicant in his/her Application and the Declaration will bind the applicant, and if found to be false, his/her candidature will be cancelled forthwith. No TA/DA shall be paid for appearing in the written examination/viva-voce including such other practical tests.
- (18) The applicant will be responsible for any mistake(s) made by him/her in the application, the Sikkim Judicial Academy shall not be responsible or liable in any way. Applications received without supporting documents will be rejected summarily. Incomplete application, in any respect, such as, without photograph(s), signature, is liable to be rejected, summarily.
- (19) Applicants may visit the official websites ([www.sikkimjudicialacademy.nic.in](http://www.sikkimjudicialacademy.nic.in) ; [www.hcs.gov.in](http://www.hcs.gov.in) and [www.districts.ecourts.gov.in](http://www.districts.ecourts.gov.in)) and the Notice Boards of Sikkim Judicial Academy, High Court of Sikkim and District Courts of Sikkim, regularly, for updates and important information. Unnecessary correspondence should be avoided.
- (20) Sikkim Judicial Academy reserves the right to accept or reject any application with or without assigning any reasons.
- (21) All other matters which are not specifically provided in this advertisement shall be decided by the Sikkim Judicial Academy.
- (22) Examinations for the above posts at Sl No 4, 5, 6, 7, and 10 (Head Assistant, Assistant Librarian, Lower Division Assistant, Accounts Clerk, and Book Binder) will be held in two phases: (a) Written Examination & (b) Viva-voce.
- (23) Examination for the above posts at Sl No 1, 2, 3 ( Software Programmer, Hardware/Network Programmer, and Stenographer) will be held in three phases: (a) Practical (b) Written Examination & (c) Viva-voce.

- (24) Examination for the above posts at SI No 8 and 9 (Lineman and Driver) will be held in two phases: (a) Practical & (b) viva-voce.
- (25) There will be only viva-voce for the posts at SI No 11, 12, 13, and 14 (Peon, Mali, Chowkidar and Sweeper).
- (26) The number of candidates to be called for viva-voce against the vacancy of the posts shall be in the ratio 1:7 from the qualified candidates in order of merit. Viva-voce shall carry marks for: General Knowledge, Current Affairs and Personality/Demeanor.
- (27) On the basis of the sum total of marks obtained in written examination and viva-voce, the final list will be prepared for serial no 4, 5, 6, 7, and 10 above.
- (28) On the basis of the sum total of marks obtained in written examination, practical and viva-voce, the final list will be prepared for serial no 1, 2, and 3 above.
- (29) On the basis of the sum total of marks obtained in practical and viva-voce, the final list will be prepared for serial no 8 and 9 above.
- (26) On the basis of the sum total of marks obtained in viva-voce, the final list will be prepared for serial no 11, 12, 13 and 14 above.
- (27) Please note that no separate calling letters will be issued to applicants eligible for written examination, practical examination, interview/viva-voce.
- (28) Eligible applicants should appear with their original document at the time of interview/viva-voce.
- (29) Where more than one candidate obtains same sum total marks (marks of written examination and viva-voce), the candidate who obtains more marks in the written examination will get preference for the posts mentioned as serial number 4, 5, 6, 7 and 10. Where the marks obtained by such candidates in the written examination and the viva-voce are also same, the candidate who is senior in age, will get preference.

- (30) Where more than one candidate obtains same sum total marks (marks of written examination, practical and viva-voce), the candidate who obtains more marks in the practical examination will get preference for the posts mentioned at serial number 1, 2 and 3. Where the marks obtained by such candidates in the written examination, practical and the viva-voce are also same, the candidate who is senior in age, will get preference.
- (31) Final selection will be made on the basis of combined marks secured by the candidates in the above examinations ie written, practical and viva-voce. The merit list will be prepared on the basis of over-all performance of the candidates in written, practical examination (if required to sit for it), and also the viva-voce for final selection. The final list will be published in the local daily, the list will also be uploaded and displayed in the websites and notice boards of Sikkim Judicial Academy, High Court of Sikkim and District Courts of Sikkim.

<u>Websites</u>	<u>Address:</u>	<u>Contact Nos. of Sikkim Judicial Academy</u>
<b>Sikkim Judicial Academy:</b> <a href="http://www.sikkimjudicialacademy.nic.in">www.sikkimjudicialacademy.nic.in</a>	<b>Sikkim Judicial Academy, Above DESME (Adhaar Office), Lingding Road, Sokeythang, Gangtok.</b>	<b>(i) 03592-231541 (ii) 03592-231542</b>
<b>High Court of Sikkim:</b> <a href="http://www.hcs.gov.in">www.hcs.gov.in</a>	<b>High Court of Sikkim, Above Old STNM Hospital, Gangtok, Sikkim.</b>	
<b>District Courts of Sikkim:</b> <a href="http://www.districts.ecourts.gov.in">www.districts.ecourts.gov.in</a>	<b>(i) District &amp; Sessions Court (East), at Gangtok, East Sikkim. (iv) District &amp; Sessions Court (West), at Gyalshing, West Sikkim. (v) District &amp; Sessions Court (North), at Mangan, North Sikkim. (vi) District &amp; Sessions Court (South), at Namchi, South Sikkim</b>	

**Sd/-  
DIRECTOR  
SIKKIM JUDICIAL ACADEMY  
SOKEYTHANG, GANGTOK**