

## EMPLOYMENT NOTICE

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

Details are as under:

1	2	3	4	5
S. N	Name of Post	No. of Post	Pay in the Pay Matrix	Requisite Qualification
1	System Administrator	01 (one)	₹ 46,300/- Cell 1 of Level 15	Bachelors Degree from the recognized university & certificate of two years Diploma in Computer.
2	Junior Accountant	01 (one)	₹ 30,200/- Cell 1 of Level 10	Bachelors Degree in Commerce from the recognized university & Certificate of Diploma in Computer.
3	Accounts Clerk	01 (one)	₹ 25,400/- Cell 1 of Level 9	Bachelors Degree in Commerce from the recognized university & Certificate of Diploma in Computer.
4	LDA-cum-Computer Operator	05 (five)	₹ 25,400/- Cell 1 of Level 9	Bachelors Degree from the recognized university & Certificate of Diploma in Computer.
5	Driver	01 (one)	₹ 21,700/- Cell 1 of Level 7	Class VIII pass certificate from the recognized school/Board and valid driving licence with experience of at least 5 years.
6	Office Attendant (Peon)	04 (four)	₹ 19,400/- Cell 1 of Level 5	Class VIII pass certificate from the recognized school/Board.
7	Safai karmachari	02 (two)	₹ 19,400/- Cell 1 of Level 5	Class V pass certificate from the recognized school/Board.
8	Electrical Assistant	01 (one)	₹ 19,400/- Cell 1 of Level 5	ITI Diploma or equivalent in the relevant field from recognized board of India with work experience minimum 5 years.
Total = 16 (sixteen)				

The eligibility criteria, educational qualification and conditions for appointment 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 15.03.2019. 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 District and Sessions Judge, East Sikkim at Gangtok along with certified copies of the following:
  - (i) Attested copies of Qualification Documents as listed in column 5 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 District & Sessions Judge, East Sikkim at Gangtok.**
  - (iv) 2 nos. of passport size photographs.
  - (v) Valid Employment Card.

**Applications received without supporting documents will be rejected summarily.**
4. Candidates in Government service are to apply through proper channel.
5. No T.A and D.A will be paid for appearing in the interview.
6. For details interested candidates may visit <https://districts.ecourts.gov.in/gangtok>.
7. Date of issue of Admit Card for the individual post shall be intimated in due course of time via SMS in the mobile numbers provided.
8. Last date for receipt of application is **11.03.2019**.

Syllabus is as follows:-

S.N	Subject	Syllabus	Name of the post	Full Marks
1.	<b>English</b> (40 % will be the qualifying percentage)	Essay writing, letter writing, Idioms & Phrases, Common Error, Preposition, Synonyms, Antonyms, One word substitution etc.	System Administrator, Junior Accountant, Accounts Clerk, LDA-cum-Computer Operator	100 Marks
2	<b>General Knowledge</b> (40 % will be the qualifying percentage)	Knowledge of current affairs (Objective questions)	-do-	100 Marks
3	<b>Computer</b> (40 % will be the qualifying percentage)	Test in Basic Computer applications.	-do-	100 Marks
4	<b>Typing</b>	Typing Test shall be conducted and minimum qualifying speed shall be 35 w.p.m.	LDA-cum-Computer Operator	100 Marks
5	<b>Arithmetic</b> (40 % will be the qualifying percentage)	H.C.F., L.C.M., Simple & Compound Interest, Percentage, Profit & Loss, Average Algebra.	Junior Accountant, Accounts Clerk,	100 Marks
6	<b>Viva Voce</b>		System Administrator, Junior Accountant, Accounts Clerk, LDA -cum-Computer Operator, Driver, Office Attendant (Peon), Safai karmachari and Electrical Assistant	100 Marks

-Sd-

Administrative Officer  
District & Sessions Court,  
East & North at Gangtok