

DISTRICT & SESSIONS COURT EAST AT GANGTOK

Ref No.1998/D&SC/E/Gtk

Date:26.11.2021

Employment Notice

Applications are invited from eligible candidates for filling up, six posts of Lower Division Assistant, one post of Record Keeper and one posts of Residential Orderly 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.	Record Keeper	01(one)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree from the recognized university along with Diploma in Computer.
2.	Lower Division Assistant	06(six)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree from the recognized university along with Diploma in Computer.
3.	Residential Orderly	01(one)	Level 5 Cell 1 in the Pay Matrix	Class VIII pass certificate

The eligibility criteria, educational qualification 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 **28.12.2021**. 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 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 District & Sessions Judge, East Sikkim at Gangtok.

(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 details interested candidates may visit <https://districts.ecourts.gov.in/gangtok>

6. Last date for receipt of application is (01 month from date of issue of notice) **28.12.2021**

7. The number of candidates to be called for viva-voce against the vacancy of the post shall be in the ration 1:7 from the qualified candidates.

8. Applications without all the required documents will be summarily rejected.

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9. Syllabus is as follows:-

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.	Record Keeper, Lower Division Assistant	100 Marks
2	General Knowledge (40 % will be the qualifying percentage)	Knowledge of current affairs (Objective questions)	-do-	100 Marks
3	Computer (40 % will be the qualifying percentage)	Test in Basic Computer applications.	-do-	100 Marks
4	Viva Voce		Record Keeper, Lower Division Assistant & Residential Orderly	100 Marks

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Administrative Officer
District & Sessions Court,
E&N Gangtok

* Candidates can submit the application at Room 104 Establishment Section, D&SC,E at Gangtok.