

OFFICE OF THE DISTRICT AND SESSIONS JUDGE,

WEST SIKKIM AT GYALSHING

Memo No. 3222/A/D&SJ(W)

Dated: 05/12/2018

EMPLOYMENT NOTICE

Applications from eligible candidates are invited for filling up of the following post in the Establishment of District & Sessions Court, West Sikkim at Gyalshing, purely on temporary basis:-

Sl. No.	Name of Post	No. of Post	Pay in the Pay Matrix	
			Level	Cell
	Stenographer Grade-III (Court of Civil Judge- cum-Judicial Magistrate, Soreng, West Sikkim)	1	10	1

The eligibility criteria, educational qualifications and syllabus are as under:-

1. Candidates must be a citizen of India (any documents to prove citizen of India)
2. Candidate must possess the prescribed educational qualification.
3. Age limit : The lower and upper age limit shall be as prescribed by the State Government in respect of equivalent posts.
4. Candidates fulfilling the above conditions may apply for the post along with supporting documents duly attested and three recent passport size photographs, addressed to the District and Sessions Judge, West Sikkim at Gyalshing and submit before the Office of the Administrative Officer, District & Sessions Court, South Sikkim at Namchi.
5. Applications received without supporting documents and photographs will be summarily rejected.
6. The last date for the receipt of application is 16.02.2019 irrespective of any mode of service.

7. Applications received after the last date i.e., 16.02.2019 shall not be entertained on any ground.
3. Those who are already in Government Service shall apply through proper channel.
9. Candidates found eligible on preliminary scrutiny of the applications shall be issued Admit Cards for appearing in the written examination. The eligible candidates will be intimated through SMS in their mobile number, therefore furnishing of mobile numbers by the candidates in their applications is mandatory.
10. The Employment Notice is also available at the District & Sessions Court, West website i.e., "www.districtscourtnamchi.nic.in" and "www.district.ecourts.gov.in/gyalshing".
11. Application must be accompanied by attested copy each of:-
 - a) Bachelors Degree from a recognized University
 - b) Diploma Certificate of Technical qualification i.e., (i) Type writing, (ii) Shorthand and (iii) Computer Application
 - c) Birth Certificate
 - d) Valid Employment Identity Card
 - e) Any other supporting documents
12. Application should be accompanied by a bank receipt/bank draft of Rs. 50/- (non-refundable) under Head-0070/01 OAS in favour of District and Sessions Judge, West Sikkim at Gyalshing.
13. The examination will be held in **three phases**:-
 - i) Written examination in English and General Knowledge
 - ii) Shorthand, Typing and Computer Application
 - iii) Viva-voce.
14. Candidates securing qualifying marks as mentioned in para 13 (i) and 13 (ii) above shall be selected and called for viva-voce. Final selection will be made on the basis of the combined marks of all the subjects including viva-voce.
15. The syllabus for the written test in terms of Schedule-O (Rule 9 of

Notification No. 14/GEN/DOP dated 26.04.2001 Sikkim Subordinate Courts' Service (Method of Recruitment and Conditions of Service) Rules, 2001 are as follows:

1.(a) English 100 marks (40% will be the qualifying percentage)	Essay writing, letter writing, Idioms and Phrases/Common Error, Preposition, Synonyms, Antonyms, One word Substitution etc.
2. General Knowledge 100 marks (40% will be the qualifying percentage)	Knowledge of current affairs/Objective question.
3. Computer Application 100 marks (40% will be the qualifying percentage)	Test in Basic Computer Application
4. Typing 100 marks	(a) Speed test will be 35 words per minute. (b) 10 minutes for typing 350 words.
5. Shorthand and Transcription 100 marks	(a) Speed test will be 60 words per minute (b) 10 minutes for dictation of 600 words (c) 20 minutes for transcription for the Shorthand of 600 words Test in Basic Computer Application
6. Viva-voce 100 marks	

16. No. T. A and D. A will be paid for appearing in the interview.

Sd/-
(Jiwan Kr. Kharka)
District and Sessions Judge,
West Sikkim at Gyalshing.