

OFFICE OF THE DISTRICT AND SESSIONS JUDGE,
SOUTH SIKKIM AT NAMCHI

Ref No. 252/ D&SJ(S)

Dated: 14/12/ 2021

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates for filling up the following posts under the Establishment of District & Sessions Court, South Sikkim at Namchi purely on temporary basis:-

Sl. No. (1)	Name of Post (2)	No. of Post (3)	Pay in the Pay Matrix (4)	Requisite Qualification (5)
1.	Stenographer Grade-III	1	Level- 11	Bachelors Degree from the recognized University and Certificate of Diploma in Computer and Shorthand Certificate
2.	Junior Librarian	1	Level- 9	Bachelors Degree from the recognized University and Certificate of Diploma in Computer
3.	Chowkidar	1	Level- 5	Class VIII passed Certificate from recognized School/Board
4.	Peon	2	Level- 5	Class VIII passed Certificate from recognized School/Board
5.	Mali	1	Level- 5	Class V passed Certificate from recognized School/Board
6.	Sweeper	2	Level- 5	Class V passed Certificate from recognized School/Boards

1. A candidate for appointment to the above posts must be:-

- a. a citizen of India,
- b. of sound health and of good moral character; and
- c. not less than 18 years of age as on the 31st day of January, 2022 and not more than 40 years of age on the last day of submission of Application for all communities. Relaxation of upper age limit shall be the same as is prescribed by the State Government.

2. Candidates fulfilling the above conditions may apply for the post along with following documents duly self attested and submit his or her application addressed to the District & Sessions Judge, South Sikkim at Namchi.
 - a. Educational Qualification (Documents as listed in Column 5 of the above table under head "Requisite Qualification").
 - b. Birth Certificate.
 - c. Documents of proof of residence.
 - d. Three recent passport size photographs.
 - e. Bank draft of Rs. 50/- (non refundable) under Head-0070/01/OAS payable in favour of District & Sessions Judge, South Sikkim at Namchi as listed in Serial Nos. 1 and 2 above.
3. Candidates in Government Service must apply through proper channel.
4. The last date for the receipt of the application is **31.01.2022** (irrespective of any mode of service) for submission of the applications. Applications received after the last date shall not be entertained on any ground.
5. Candidates found eligible on preliminary scrutiny of the application will be issued calling letter for appearing in the written examination/viva-voce.
6. The Employment Notice is also available at the District & Sessions Court, South website i.e., www.districtcourtsnamchi.nic.in and districts.ecourts.gov.in/Namchi
7. No. T.A/D.A will be paid for appearing in the interview/test.
8. District & Sessions Court, South Sikkim reserves the right to accept or reject any application with or without assigning any reasons.

Syllabus for written examination for the post at sl. No. 1 and 2 are as follows:

S.No.	Subject	Syllabus	Name of the post	Full 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 and Junior Librarian	100 Marks
2.	General Knowledge (40% will be the	Knowledge of current affairs	-do-	100 Marks

	qualifying percentage)			
3.	Computer (40% will be the qualifying percentage)	Test in Basic Computer Applications	-do-	100 Marks
4.	Typing	a. Speed test will be 35 words per minute b. 10 minutes for typing 350 words.	For the post of Stenographer Grade-III	100 Marks
5.	Shorthand and Transcription:	a. Speed Test will be 60 words per minute. b. 10 minutes for dictation of 600 words c. 20 minutes for transcription of the shorthand of 600 words.	For the post of Stenographer Grade-III	100 Marks

Viva-voce test for the post at Sl. Nos. 3, 4, 5 and 6

S. No	Name of Posts	Subject	Full Marks (100)	Qualifying Marks
1.	Chowkidar	Viva-voce	100	(40% will be the qualifying percent
2.	Peon	Viva-voce	100	(40% will be the qualifying percent
3.	Mali	Viva-voce	100	(40% will be the qualifying percent
4.	Sweeper	Viva-voce	100	(40% will be the qualifying percent

Sd/-
(Jiwan Kr. Kharka)
District & Sessions Judge,
South Sikkim at Namchi.