

**SIKKIM STATE LEGAL SERVICES AUTHORITY  
GANGTOK**

**Employment Notice**

Applications are invited from eligible candidates for filling up the following posts in Group C and Group D for the establishment of the District Legal Services Authorities, Pakyong and Soreng.

| SI No | Name of the Post       | Pay Matrix                             | No of Posts |
|-------|------------------------|--|-------------|
| 1     | Stenographer Grade III | Rs 33,700/-<br>Level – 11<br>(Group C) | 02          |
| 2     | Junior Accountant      | Rs 25,400/-<br>Level-9<br>(Group C)    | 02          |
| 3     | Lower Division Clerk   | Rs 21,700/-<br>Level – 7<br>(Group C)  | 02          |
| 4     | Peon                   | Rs 18,000/-<br>Level – 4<br>(Group D)  | 02          |

**1. IMPORTANT DATES:**

| SI No | Description                                    | Date & Time                                   |
|-------|--|---|
| 1     | Submission of application forms commences from | <b>23.01.2026</b><br><b>(10 AM onwards)</b>   |
| 2     | Last date for submission of application        | <b>23.02.2026</b><br><b>(4:30 PM onwards)</b> |

*Application(s) received on **23.02.2026, 2026 after 4:30 PM**, shall not be entertained on any ground.*

**2. AGE LIMITS:**

Applicants should have attained the age of 18 years but should not have exceeded 40 years in terms of Notification No M(3)/(55)/GEN/DOP/Pt-III dated 03.07.2017.

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

| SI No | Category of post       | Eligibility condition/ Qualification   | Selection Procedure/ Examination   | Syllabus   |
|-------|------------------------|--|--|--|
| 1     | Stenographer Grade-III | <ul style="list-style-type: none"> <li>➤ Graduate from a recognized University.</li> <li>➤ Certificate in Shorthand from a recognized Institute with a minimum speed of 80 words per minute.</li> <li>➤ Certificate in Typing from a recognized Institute with a minimum of 40 words per minute.</li> <li>➤ Computer Certificate from a recognised Institute.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Written Examination and Viva-voce.</li> <li>English language (50 marks)</li> <li>General Knowledge (50 marks)</li> <li>Shorthand and Typing (50 marks)</li> </ul> | <p><b>Paper – I English language (50 marks)</b><br/>Duration: 1 hour</p> <p>Essay writing, letter writing, idioms and phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b>Paper – II General knowledge (50 marks)</b><br/>Duration :1 hour</p> <p>Current Affairs, events of local, national and international importance (multiple choice questions).</p> <p><b>Proficiency Test (50 marks)</b></p> <ul style="list-style-type: none"> <li>➤ Short-hand &amp; Transcription (<i>Speed test shall be 80 words per minute</i>).</li> <li>➤ Typing (<i>Speed shall be 40 words per minute</i>).</li> </ul> <p><b>Viva -Voce (50 marks)</b><br/>(40% will be the qualifying percentage).</p> |
| 2     | Junior Accountant      | <ul style="list-style-type: none"> <li>➤ Class XII passed from a recognized board.</li> <li>➤ Preference shall be given to B Com / M Com Degree holder from a recognized University.</li> <li>➤ Computer Certificate from a recognised Institute.</li> </ul>   | <p>Written Examination and Viva-voce</p> <p><b>Mathematics (100 marks)</b></p> <p><b>English language (50 marks)</b></p>   | <p><b>Paper – I Mathematics (100 marks)</b><br/>Duration: 1 hr</p> <p>Arithmetic and Accountancy</p> <p><b>Paper – II English language (50 marks)</b><br/>Duration: 1 hr</p> <p>Essay writing, letter writing, idioms and phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b>Paper – III General Knowledge (50 marks)</b><br/>Duration : 1 hr</p> <p>Current Affairs, events of local, national and international importance (multiple choice questions).</p> <p><b>Viva -Voce (50 marks)</b><br/>(40% will be the qualifying percentage).</p>   |

|   |                      |   |   |  |
|---|----------------------|---|---|--|
| 3 | Lower Division Clerk | <ul style="list-style-type: none"> <li>➤ Class XII passed from a recognized Board.</li> <li>➤ Preference shall be given to a Graduate from a recognized University.</li> <li>➤ Computer Certificate from a recognised Institute.</li> </ul> | <p style="text-align: center;"><b>Written Examination and Viva-voce.</b></p> <p style="text-align: center;"><b>English language (50 marks)</b></p> <p style="text-align: center;"><b>General Knowledge (50 marks)</b></p> | <p><b>Paper – I English language (50 marks)</b><br/>Duration – 1 hour</p> <p>Essay writing, letter writing, idioms and phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p><b>Paper – II General knowledge (50 marks)</b><br/>Duration : 1 hour</p> <p>Current Affairs, events of Local, National and International importance (multiple choice questions).</p> <p><b>Viva -Voce (50 marks)</b><br/>(40% will be the qualifying percentage).</p> |
| 4 | Peon                 | Class VIII passed from a recognised Board.  | Viva-voce   | <b>Viva -Voce (50 marks)</b>   |

#### 4. ESSENTIAL TERMS AND CONDITIONS:

1. No person shall be eligible for appointment to the service of Sikkim State Legal Services Authority, unless he/she possesses the requisite qualification(s) and experience(s) as specified against the posts advertised.
2. Applicants fulfilling the above conditions may apply for the post(s) by a written application addressed to the Member Secretary, Sikkim State Legal Services Authority, Gangtok, along with self-attested copies of requisite testimonials including date of birth & educational qualification(s).
3. Applicants shall submit 3 (three) recent passport-size photographs and Self-Declaration Form (*Annexure A*) in terms of Notification bearing No 52/Home/2018 dated 06.08.2018, issued by the Home Department, Government of Sikkim.
4. Applicants shall provide his/her proper residential address, mobile number and email address (if any) in the application.
5. Candidates for appointment to the above posts must be a Citizen of India. Preference shall be given to candidates possessing either Sikkim Subject Certificate or Certificate of Identification.
6. Applicants already in Government service or in a public sector undertaking, or similar organizations, whether in permanent or temporary capacity, or as work charge employee shall submit their application along with No Objection Certificate from their present employer(s).
7. There shall be a preliminary scrutiny of the applications for the posts above. After scrutiny list of names of candidates found eligible to appear in the written examination and viva-voce, shall be uploaded and displayed in the website of Sikkim State Legal Services Authority ([sikkim.nalsa.gov.in](http://sikkim.nalsa.gov.in)); and the notice board of Sikkim State Legal Services Authority on **6<sup>th</sup> March, 2026 (Friday)**. The admit cards indicating the Dates, Time & Venue of the written examination and viva-voce shall be issued to such candidates.
8. No person shall be eligible for appointment to the service of Sikkim State Legal Services Authority, if he/she has been convicted and sentenced to imprisonment for any offence under the law by a competent authority.

9. Incomplete applications without supporting documents or photographs shall be rejected summarily.
10. Please note that no separate calling letters shall be issued to applicants eligible to appear for the written examination.
11. The Sikkim State Legal Services Authority reserves the right to accept or reject any application, with or without any reason(s).
12. The number of candidates to be called for viva-voce against the vacancy of the posts shall be in the ratio 1:5 from the qualified candidates, in order of merit for the post of Stenographer Grade III, Junior Accountant, Lower Division Clerk. Candidates appearing for the viva-voce shall appear with their original documents.
13. No TA/DA shall be paid for appearing in the written examination and interview/viva-voce.

**Sd/-**

**MEMBER SECRETARY**  
**Sikkim State Legal Services Authority**  
**Development Area, Gangtok**