

DISTRICT & SESSIONS COURT MANGAN, SIKKIM

Ref. No...1710...../D&SC/Est./Mangan

Dated:...16.02 2023.....

Employment Notice

Applications are invited from eligible candidates for filling up the vacant posts of Junior Accountant, under the Establishment of the District & Sessions Court, Mangan, North Sikkim purely on temporary basis.

| 1 | 2 | 3 | 4 | 5 |
|-----|-------------------|-------------|-----------------------------------|---|
| S.N | Name of Post | No. of Post | Pay in the Pay Matrix | Requisite Qualification |
| 1 | Junior Accountant | 02(two) | Level 10 Cell 1 in the Pay Matrix | Bachelors Degree in Commerce form the recognized University and Certificate of Diploma in Computer. |

The eligibility criteria, 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

17.03.2023

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 download the form and submit along with 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, Mangan, Sikkim.
 - (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 syllabus and others details interested candidates may visit

<https://districts.ecourts.gov.in> Mangan

6. Last date for receipt of application is (01 month from date of issue of notice) **17.03.2023**

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

8. Forms without all the required documents will be summarily rejected. The application above be submitted in format as uploaded in <https://districts.ecourts.gov.in>

9. The Registry of the District & Sessions Court, Mangan, Sikkim reserves the right to accept or reject any application with or without any reasons.

10. No individual calling letter will be issued to the eligible candidates for appearing in the written test, However, once the date of the written test is fixed, the list of eligible candidates will be uploaded on <https://districts.ecourts.gov.in>

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Administrative Officer

Gangtok & Mangan

Syllabus is as follows:-

| S.N | Subject | Syllabus | Marks |
|------------|--|--|--------------|
| 1 | English (40 % will be the qualifying percentage) | Essay writing, letter writing, Idioms & Phrases, Common Error, Preposition, Synonyms, Antonyms, One word substitution etc. | 100 Marks |
| 2 | General Knowledge (40 % will be the qualifying percentage) | Knowledge of current affairs (Objective questions) | 100 Marks |
| 3 | Computer (40 % will be the qualifying percentage) | Test in Basic Computer applications. | 100 Marks |
| 4 | Arithmetic (40% will be the qualifying percentage) | HCF, LCM, Simple & Compound Interest, Percentage, Profit & Loss, Average and Algebra | 100 Marks |
| 5 | Viva Voce | | 100 Marks |

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Administrative Officer
District & Sessions Court,

Gangtok & Mangan

* Candidates can fill up the form and submit at District & Sessions Court, Pentok, Mangan.

APPLICATION FORM (JUNIOR ACCOUNTANT)

Affix one
photograph
here and submit
one more at the
time of
submission

1. Applicant's Name (IN CAPITAL) :
2. Father's Name (IN CAPITAL):
3. Gender: Male Female
4. Date of Birth: / / Age:
5. Mobile no.
6. Nationality :
7. Present Address.....
8. Highest educational Qualification :
9. Demand Draft no. :
10. *If currently employed:* Yes No
(NOC of employer needs to be submitted)

| | Sl no. | Document Name |
|-------------------------|--------|--|
| 11. Documents required: | 1. | Birth Certificate |
| | 2. | Certificate of Identification / Voter ID |
| | 3. | Highest qualification certificate |
| | 4. | Computer certificate |

DECLARATION

I, hereby declare that all the information given above by me is true. If the information given above is found to be false at any given stage of recruitment process, I will be disqualified for the given said examination.

Signature(with date)

APPLICANT'S COPY(Junior Accountant)

Name :

Application received on :

Authorized Sign (by office only):

District & Sessions Court, Mangan