

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,**  
**GYALSHING DISTRICT AT KYONGSA, SIKKIM**

Ref No. 103 / D&SJ(G)

Dated: 22.04.2024

**EMPLOYMENT NOTICE**

Applications are invited from eligible candidates for filling up the following post under the Establishment of District & Sessions Court, Gyalshing District at Kyongsa, 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- 10	Bachelors Degree from a recognized University, Diploma in Computer and Certificate of Shorthand.

1. **A candidate for appointment to the above post 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 01.06.2024 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, Gyalshing District at Kyongsa, Sikkim.
  - 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 the District & Sessions Judge, Gyalshing District, at Kyongsa, Sikkim as listed in Serial No.1 above.
3. Candidates in Government Service must apply through proper channel.
4. The last date for the receipt of the application is 01.06.2024 (irrespective of a 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 District & Sessions Court, Gyalshing District, at Kyongsa Website i.e. <https://gyalshing.dcourts.gov.in/>
7. No. T.A/D.A will be paid for appearing in the interview/test.
8. District & Sessions Court, Gyalshing reserves the right to accept or reject any application with or without assigning any reasons.

**Syllabus for written examination for the vacant of post of 01(one) Stenographer, Grade-III are as follows:**

Sl.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	100 Marks
2.	General Knowledge (40% will be the qualifying percentage)	Knowledge of current affairs	-do-	100 Marks
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.	-do-	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.	-do-	100 Marks

-Sd/-

**District & Sessions Judge,  
Gyalshing District, Sikkim.**