

DISTRICT & SESSIONS COURT GANGTOK, SIKKIM

Ref No.851/D&SC(Gtk)

Date:23.08.2022

Employment Notice

Applications are invited from eligible candidates for filling up the following posts under the Establishment of the District & Sessions Court, Gangtok and Pakyong, 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	Stenographer Grade III	03(three)	Level 10 Cell 1 in the Pay Matrix	Bachelors Degree from the recognized University along with Shorthand Certificate and 1 year Diploma in Computer.
2	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.
3	LDA	02(two)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree form the recognized University and Certificate of Diploma in Computer.
4	Record Keeper	02(two)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree form the recognized University and Certificate of Diploma in Computer.
5	Junior Librarian	02(two)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree form the recognized University and Certificate of Diploma in Computer.
6	Despatcher	02(two)	Level 9 Cell 1 in the Pay Matrix	Bachelors Degree form the recognized University and Certificate of Diploma in Computer.
7	Driver	02(two)	Level 7 Cell 1 in the Pay Matrix	Class VIII pass certificate from the recognized school/Board and valid driving licence with experience of at least 5 years
8	Process Server	06(six)	Level 6 Cell 1 in the Pay Matrix	Class VIII pass certificate from the recognized school/Board
9	Peon	02(two)	Level 5 Cell 1 in the Pay Matrix	Class VIII pass certificate from the recognized school/Board
10	Sweeper	02(two)	Level 5 Cell 1 in the Pay Matrix	Class V pass certificate from the recognized school/Board
11	Chowkidar	02(two)	Level 5 Cell 1 in the Pay Matrix	Class V pass certificate from the recognized school/Board
12	Mali	02(two)	Level 5 Cell 1 in the Pay Matrix	Class V pass certificate from the recognized school/Board
13	Residential Orderly	02(two)	Level 4 Cell 1 in the Pay Matrix	Class V pass certificate from the recognized school/Board

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 **23.08.2022** 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 submit his/her application addressed to the Principal District and Sessions Judge, Gangtok, Sikkim along with certified copies of the following:

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- (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 Principal District & Sessions Judge, Gangtok, 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> Gangtok
6. Last date for receipt of application is (01 month from date of issue of notice) **23.09.2022**
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. Applications 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, Gangtok, 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 (E&N)

* Candidates can submit the application at Room 104 Establishment Section, D&SC,E at Gangtok.