

DISTRICT & SESSIONS COURT PAKYONG, SIKKIM

Ref. No.57/D&SC/Est./Pakyong

Dated:21.05.2025

Employment Notice

Applications are invited from eligible candidates for filling up the vacant posts of the following, under the Establishment of the District & Sessions Court, 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	System Administrator	01 (one)	Level 15 Cell 1 in the Pay Matrix	Bachelors' Degree from the recognized university & certificate of two years Diploma in Computer.
2	Stenographer Grade III	01(one)	Level 11 Cell 1 in the Pay Matrix	Bachelors' Degree from the recognized University with a minimum speed of 60 w.p.m in shorthand and 35 w.p.m in typing and possessing certificate in Computer from any Computer Centre or having a Diploma or Degree in Secretarial Practice from recognized institute.
3	Junior Accountant	01 (one)	Level 10 Cell 1 in the Pay Matrix	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
4	Junior Librarian	01(one)	Level 09 Cell 1 in the Pay Matrix	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
5	Lower Division Assistant	03(three)	Level 09 Cell 1 in the Pay Matrix	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
6	Dispatcher	01(one)	Level 09 Cell 1 in the Pay Matrix	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
7	Record Keeper	01(one)	Level 09 Cell 1 in the Pay Matrix	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
8	Process Server	02 (two)	Level 06 Cell 1 in the Pay Matrix	Class VIII pass certificate from the recognized school/Board
9	Driver	03(three)	Level 07 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
10	Peon	3 (three)	Level 05 Cell 1 in the Pay Matrix	Class VIII pass certificate from the recognized school/Board
11	Chowkidar -cum- Mali	1 (one)	Level 05 Cell 1 in the Pay Matrix	Class V pass certificate from the recognized school/Board
12	Sweeper	1 (one)	Level 05 Cell 1 in the Pay Matrix	Class V pass certificate from the recognized school/Board
13	Electrical Assistant	1 (one)	Level 05 Cell 1 in the Pay Matrix	ITI Diploma or equivalent in the relevant field from recognized board of India.
14	Plumber	1 (one)	Level 05 Cell 1 in the Pay Matrix	Class X pass with a Diploma in Plumbing or any equivalent course obtained either from Government, Government recognized industrial training Institute (ITI) and having a National Trade Certificate issued by National Council for Vocational Training (NCVT), Government of India.

1. A candidate for appointment to the above posts must be :-
 - (i) a citizen of India.
Provided that no person –
 - (a) who has entered into or contracted a marriage with a person having a spouse living Or,
 - (b) with, having a spouse living has entered into or contracted marriage with another person shall be eligible for appointment to the above posts.
 - (i) Provided that the High Court may, if satisfied that such marriage is permissible under the personal law of custom applicable to such person and the other party to the marriage, exempt any person from the operation of this rule.
 - (ii) Age of the candidate must not be less than 18 yrs and not more than 30 years of age as on **21.06.2025**. 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(3)/(55)/GEN/DOP/PT – III Dated: 03/07/2017 for candidates belonging to all communities of State of Sikkim
 - (iii) The upper age limit shall not apply to a person already on establishment of the Subordinate Courts.
2. The applicant shall submit any one of the following documents as proof of their citizenship:
 - (i) Birth Certificate; or
 - (ii) Passport; or
 - (iii) Certificate of Identification (only in case of Sikkim subjects); or
 - (iv) Valid Voters' Identity Card issued by the Election Commission of India.
3. Candidates fulfilling the above conditions may apply for the post by submitting an application in the prescribed form available in the official website of this establishment <https://gangtok.dcourts.gov.in>
4. The candidates shall submit along with supporting documents, duly attested/self-attested, as the case may be in person to the undersigned at District Court Complex, Sichey, Gangtok during the working hours. Bank Draft of Rs. 50/- (Rupees Fifty only per post applied) (non-refundable) for each post applied, drawn in favour of District & Sessions Court, Pakyong, payable at CBI Gangtok shall be enclosed with the application.
5. The last date for receipt of applications is **21.06.2025**
6. Incomplete application(s) without the requisite testimonials and/or other documents shall be summarily rejected.
7. The applications received after the prescribed date and time shall not be entertained on any ground.
8. Those who are already in Government service shall apply through proper channel
9. The list of candidates whose applications are accepted for the examination shall be uploaded in the official website.
10. Date(s) of issuance of Admit Cards to the eligible/accepted candidates will be intimated in official website. No duplicate Admit Card will be issued in case of loss unless the applicant shows that loss was due to reasons beyond his/her control.
11. Only those candidates found eligible on preliminary scrutiny shall be called for appearing in the interview /viva-voce. The final merit list will be uploaded in the official website as well as affixed on the Notice Boards of District & Sessions Court, Gangtok and Pakyong.
12. The District & Sessions Court, Pakyong, Sikkim reserves the right to accept or reject any application, with or without assigning any reason.
13. All other matters which are not specifically provided in the advertisement shall be decided by the office of the District & Sessions Court, Pakyong, Sikkim.

14. Please note that no separate calling letters will be issued to candidates eligible for appearing in the interview/viva-voce.
15. No T.A and D.A will be paid for appearing in the interview.
16. Correct mobile/telephone number(s) along with e-mail address shall be submitted by the candidates along with their applications, to be used for communication by the establishment.
17. The examination for the concerned vacant post above will be held in the following manner viz., Written Examination followed by Interview/viva-voce. Candidates securing 40% and above in the Written Examination shall be eligible for appearing in the Interview/viva-voce. Final selection will be made on the basis of the combined marks secured by the candidates in the Written examination and Interview/viva-voce. The merit list will be prepared on the basis of over-all performance of the candidates. The final merit list will be uploaded in the official website as well as affixed on the Notice Boards of District & Sessions Court, Gangtok and Pakyong
18. For syllabus, application form and other details interested candidates may visit <https://gangtok.dcourts.gov.in>

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Chief Administrative Officer
Gangtok, Mangan & Pakyong

Syllabus is as follows:-

S.N	Subject	Syllabus	Name of the post	Marks
1	English (40 % will be the qualifying percentage)	Essay writing, letter writing, Idioms & Phrases, Common Error, Preposition, Synonyms, Antonyms, One word substitution etc.	System Administrator/ Stenographer Grade III/Junior Accountant /Junior Librarian/ Lower Division Assistant/ Dispatcher/Record Keeper	100 Marks
2	Shorthand (Speed test will be 60 w.p.m) Typing (Speed test will be 35 w.p.m)		Stenographer Grade III	100 Marks
3	General Knowledge (40 % will be the qualifying percentage)	Knowledge of current affairs (Objective questions)	System Administrator/ Stenographer Grade III/Junior Accountant /Junior Librarian/ Lower Division Assistant/ Dispatcher/Record Keeper	100 Marks
4	Arithmetic (40 % will be the qualifying percentage)	HCF, LCM, Simple & Compound Interest, Percentage, Profit & Loss, Average Algebra.	Junior Accountant	100 Marks
5	Computer (40 % will be the qualifying percentage)	Test in Advanced Computer application /operation.	System Administrator	100 Marks
6	Computer (40 % will be the qualifying percentage)	Test in Basic Computer application /operation	Stenographer Grade III/Junior Accountant /Junior Librarian/ Lower Division Assistant/ Dispatcher/Record Keeper	100 Marks
7	Viva Voce		All	100 Marks

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Chief Administrative Officer
District & Sessions Court,
Gangtok, Mangan & Pakyong*

Candidates can fill up the form and submit at Room No.103, Establishment Section, District & Sessions Court, Gangtok.

APPLICATION FORM

Instruction to fill the form for Applicants:

- **BLOCK LETTERS** only.
- Clear & Legible Handwriting.
- Candidates can fill up the form by typing also
- **Relevant documents** (according to the requirements) to be attached along with this application form.

PASSPORT
SIZE
PHOTO

****If applying for multiple posts, attach only one set of documents along with separate forms for each applied post. ****

NAME:

FATHERS NAME:

POST APPLIED:

GENDER:

D.O.B (dd/mm/yyyy):

EMAIL:

CONTACT:

DEMAND DRAFT NUMBER:

ADDRESS:

CURRENTLY EMPLOYED (*write YES or NO , NOC to be submitted if YES*) :

QUALIFICATION:

DOCUMENTS ENCLOSED : (*enclose relevant documents as per the requirements*)

1. Birth Certificate	2. Certificate of Identification / Voter ID
3. Educational Qualification	4. Computer Certificate
5. Short-Hand Certificate	6. Typing Certificate
7. Driving Licence	8. Experience Certificate/ NOC

DECLARATION

I hereby declare that the information provided above 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 & DATE: