

HIGH COURT OF SIKKIM
GANGTOK

No.19 /Estt./HCS

Dated:11.7.2018

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for filling up the following posts on purely temporary basis in the Establishment of the High Court of Sikkim in the Pay Band and Grade Pay as indicated against each post plus other allowances as admissible from time to time:-

Sl. No.	Name of the post	No. of post(s)	Pay Band + Grade Pay	Eligibility Criteria	Syllabus
1.	Stenographer Grade-II	2(two)	PB-2: Rs.9300-34,800 + Rs.3800, subject to fixation of pay as per Section II of Part A of the First Schedule of Rule 8 of the Sikkim Government Services (Revised Pay) Rules, 2009.	Candidates should be a graduate in any stream from a recognized University possessing certificate in Computer Application from any Computer Centre and having a minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing.	<p><u>Practical Examination</u></p> <p>a) Shorthand & Transcription Speed test will be 80 w.p.m.</p> <p>b) Typing Speed test will be 40 w.p.m.</p> <p><u>Written Examination</u></p> <p><u>Paper-I (100 marks, Duration:2 hrs)</u> English Language: Essay writing, letter writing, idioms & phrases, common errors, prepositions, synonyms, antonyms, one word substitution.</p> <p><u>Paper-II (50 marks, Duration:1hr)</u> General Knowledge: Current affairs, objective questions.</p>
2.	Stenographer Grade-III	1(one)	PB-1: Rs.5200-20,200 + Rs.3400, subject to fixation of pay as per Section II of Part A of the First Schedule of Rule 8 of the Sikkim Government Services (Revised Pay) Rules, 2009.	By direct recruitment from amongst Class XII candidates from a recognized Board possessing Certificate in Computer from any Computer Centre and having a minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing.	<p><u>Practical Examination</u></p> <p>a) Shorthand & Transcription Speed test will be 80 w.p.m.</p> <p>b) Typing Speed test will be 40 w.p.m.</p> <p><u>Written Examination</u></p> <p><u>Paper-I (100 marks, Duration:2 hrs)</u> English Language: Essay writing, letter writing, idioms & phrases, common errors, prepositions, synonyms, antonyms, one word substitution.</p> <p><u>Paper-II (50 marks, Duration:1hr)</u> General Knowledge: Current affairs, objective questions.</p>

2. A candidate for appointment to the above posts must be:-
 - (a) a citizen of India;
 - (b) not less than 18 years of age and not more than 30 years of age as on 13.08.2018. However, in the case of candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, the upper age-limit relaxation shall be the same as prescribed by the State Government for entry into similar services for such candidates.
3. Candidates fulfilling the above conditions may apply for the post along with supporting documents, duly attested by a Gazetted Officer and 3(three) recent passport size photographs, to the undersigned. Applications received without supporting documents and photographs will be summarily rejected. **Candidates are also required to mention their proper address and mobile/contact numbers in their applications.**
4. The last date for receipt of applications is 13.08.2018
5. Applications received after the last date 13.08.2018 shall not be entertained on any ground.
6. Those who are already in Government service shall apply through proper channel.
7. Candidates found eligible on preliminary scrutiny of the applications shall be issued admit cards for appearing in the practical test/written examination. **The list of names of candidates found eligible will be displayed on the Notice Board of the High Court of Sikkim and/or the eligible candidates will be intimated through sms in their mobile numbers mentioned in their applications along with the details of the interview/selection test.**
8. Date(s) of issuance of Admit Cards to the eligible candidates will be intimated later on through s.m.s.and in the local dailies.
9. The examinations for the above vacant posts will be held in three phases: - 1) Practical Examination (Shorthand, Transcription & Typing), 2) Written Examination and 3) Viva Voce. Candidates who qualify in the Practical examination (Shorthand, Transcription & Typing) will be selected and called for written Examination as the case may be and the candidates who qualify both in (1) & (2) will be called for viva-voce. Final selection will be made on the basis of combined marks secured by the candidates in (1), (2) and (3) above.
10. The Registry of the High Court of Sikkim reserves the right to accept or reject any application, with or without assigning any reason.
11. **Please note that no separate calling letters will be issued to the eligible candidates for the practical /written examination.**
12. No T.A./D.A. shall be paid for appearing in the interview/selection test.

Sd/-
REGISTRAR GENERAL
HIGH COURT OF SIKKIM
GANGTOK