

**HIGH COURT OF SIKKIM
GANGTOK**

No.33/Estt./HCS

Dated:21/09/2018

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 bands and grade pays indicated against each post as under :-

Sl. No	Name of the post	No. of post(s)	Pay Band + Grade Pay	Eligibility Criteria	Syllabus
1.	Officer on Special Duty	1(one)	PB-3: Rs.15,600-39,100 + Rs.6200, 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 possess LL.B. degree from a recognized university.	<p>A)Written Examination (250 marks)</p> <p>Paper-I (150 marks, Duration:3hrs): Law comprising of the following subjects:-</p> <p>(a)Local Laws- Property Laws, Registration Laws, Gangtok Rent Control and Eviction Act of 1956, Land Laws, Sikkim Court Fees & Stamps on Documents Rules, 1928; Sikkim Civil Courts Act, 1978; Sikkim Interpretation & General Clauses Act, 1977; Adoption Laws.</p> <p>(b)Code of Criminal Procedure, 1973;</p> <p>(c) Civil Procedure Code, 1908;</p> <p>(d) Indian Limitation Act, 1963;</p> <p>(e) Constitutional Law of India</p> <p>(f) High Court of Sikkim (Recruitment, Conditions of Service & Conduct) Rules, 1998 & Sikkim High Court (Practice & Procedure) Rules, 2011.</p> <p>(40% will be the qualifying percentage)</p> <p>Paper-II (100 marks, Duration:2hrs)</p> <p>(a) General Knowledge (Current Affairs/ events of local, National and International importance)</p> <p>(b) English Language: Essay writing, letter writing, idioms & phrases, common errors, prepositions, synonyms, antonyms, one word substitution.</p> <p>(40% will be the qualifying percentage)</p> <p>B) Viva-Voce : 50 marks (40% will be the qualifying percentage)</p>
2.	Assistant Registrar	1(one)	PB-2: Rs.9300-34,800 + Rs.5000, 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 possess LL.B. degree from a recognized university.	--do--

3.	Court Officer	1(one)	PB-2: Rs.9300-34,800 + Rs.5000, 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 possess LL.B. degree from a recognized university.	<p>A) Written Examination(250 marks)</p> <p>Paper-I (150 marks, Duration:3hrs): Law comprising of the following subjects:-</p> <p>(a) Code of Criminal Procedure, 1973 (b) Civil Procedure Code, 1908 (c) Constitutional Law of India (d) Sikkim Government Service Rules, 1974; Sikkim Government Establishment Rules, 1974; Sikkim Government Servants' (Discipline & Appeal) Rules, 1985 & Sikkim Government Servants' Conduct Rules, 1981. (40% will be the qualifying percentage)</p> <p>Paper-II (100 marks, Duration:2hrs)</p> <p>(a) General Knowledge (Current Affairs/ events of local, National and International importance)</p> <p>(b) English Language: Essay writing, letter writing, idioms & phrases, common errors, prepositions, synonyms, antonyms, one word substitution. (40% will be the qualifying percentage)</p> <p>B) Viva-Voce: 50 marks (40% will be the qualifying percentage)</p>
4.	Accounts Officer	1(one)	PB-2: Rs.9300-34,800 + Rs.5000, 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 possess minimum qualification of B.Com from a recognized university.	<p>A)Written Examination (250 marks)</p> <p>Paper-I (150 marks, Duration:3 hrs):</p> <p>a) Mathematics: Algebra, Arithmetic, Mensuration, Statistics,Trigonometry, Probability, Number System, Set theory.</p> <p>b) Economics: Meaning, definition & concepts of Economics; Types & Basic problems of an economy; Characteristics of an Indian economy; Productive Mechanism; Theory of Demand & Supply, Public Finance; Money & Banking and Consumer Awareness.</p> <p>c) Elements of Business Studies, Book Keeping & Accountancy: Introductory: Meaning, functions and scope of business,Negotiable Instruments, Banks, Course of Business Transactions, Different Types of Business establishments, Need for Book-Keeping, its basic concepts, Nature of Accounts & Rules for debit and credit, Journal, Ledger, Recording & posting of cash transactions, Trial Balance, Final Accounts, Bills of Exchange, Errors & their Rectification, Depreciation,</p> <p>Paper-II (100 marks, Duration:2hrs)</p> <p>(a) General Knowledge (Current Affairs/ events of local, national and international importance)</p>

					<p>(b) English Language: Essay writing, letter writing, idioms & phrases, common errors, prepositions, synonyms, antonyms, one word substitution. (40% will be the qualifying percentage)</p> <p>B) Viva-Voce : 50 marks (40% will be the qualifying percentage)</p>
5.	Office Superintendent	2(two)	<p>PB-2: Rs.9300-34,800 + Rs.4200, 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.</p>	<p>Candidates should possess Bachelor degree from a recognized university.</p> <p>Preference will be given to Law Graduates.</p>	<p>A)Written Examination (250 marks)</p> <p>Paper-I (150 marks, Duration:3hrs): Office Management, Sikkim Government Service Rules, 1974; Sikkim Government Establishment Rules, 1974; Sikkim Government Service (Leave) Rules, 1982;Sikkim Government Servants' (Discipline & Appeal Rules, 1985; Sikkim Government Servants' Conduct Rules, 1981 & High Court of Sikkim (Recruitment, Conditions of Service and Conduct) Rules, 1998.</p> <p>(40% will be the qualifying percentage)</p> <p>Paper-II (100 marks, Duration:2hrs)</p> <p>(a) General Knowledge (Current Affairs/ events of local, National and International importance)</p> <p>(b) English Language: Essay writing, letter writing, idioms & phrases, common errors, prepositions, synonyms, antonyms, one word substitution. (40% will be the qualifying percentage)</p> <p>B) Viva-Voce : 50 marks (40% will be the qualifying percentage)</p>
6.	Translator-cum-Typist	1(one)	<p>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.</p>	<p>Candidates should possess Bachelor's degree from a recognized university along with knowledge of Hindi, Nepali and English language</p>	<p>A)Written Examination(250 marks)</p> <p>Paper-I (150 marks, Duration:3hrs):</p> <p>English Language: Essay writing, letter writing, idioms & phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc. & Translation of paragraphs in Nepali, Hindi, English & vice versa.</p> <p>(40% will be the qualifying percentage)</p> <p>Paper-II (100 marks,Duration:2hrs) General Knowledge (Current Affairs/ events of local, National and International importance) (40% will be the qualifying percentage)</p> <p>B) Viva-Voce : 50 marks (40% will be the qualifying percentage)</p>

7.	Driver	2(two)	PB-1: Rs.5200-20,200 + Rs.2400, 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 Class VIII passed & should also possess a licence in driving light vehicle with minimum experience of 3 years.	Method of Selection Test a) Driving Test (100 marks) b) Viva-voce(50 marks) (40% will be the qualifying percentage in both)
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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 27.10.2018. 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 27.10.2018 irrespective of any mode of service.

5. Applications received after the last date i.e. 27.10.2018 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 written examination/ viva-voce. The list of names of candidates found eligible on preliminary scrutiny 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. Therefore, furnishing of mobile numbers by the candidates in their applications is mandatory.

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. (i) The examinations for the above vacant posts from Sl. No.1 to 6 will be held in two phases: - (a) Written Examination & (b) Viva-Voce. The minimum qualifying marks is 40% for both. The number of candidates to be called for interview/ viva-voce against the vacancy of the posts shall be in the ratio of 1:3 from the qualified candidates in order of merit.

Final selection will be made on the basis of combined marks secured by the candidates in both the above examinations. The merit list will be prepared on the basis of over-all performance of the candidates in both the examinations for final selection.

(ii) The scheme of examination/ selection method for the post of Driver is as under:-

(a) Driving Test &

(b) Viva-Voce.

The minimum qualifying marks is 40% for both. The number of candidates to be called for viva-voce against the vacancy of the posts shall be in the ratio 1:3 from the qualified candidates in order of merit.

Final selection will be made on the basis of combined marks secured by the candidates in both the above examinations/ test. The merit list will be prepared on the basis of over-all performance of the candidates in both (a) & (b) of 9(ii) above for final selection.

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 appearing in the written examination/viva-voce.

12. No T.A. /D.A. shall be paid for appearing in the written examination/viva-voce.

Sd/-

**REGISTRAR GENERAL
HIGH COURT OF SIKKIM
GANGTOK**