

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, WEST SIKKIM AT**

**GYALSHING**

Ref No. 45 D&SJ(W)

Dated: 02.02.2018

**EMPLOYMENT NOTICE**

Applications are invited from the eligible candidates for filling up the following posts under the Establishment of District & Sessions Court, West Sikkim at Gyalshing, purely on temporary basis.

**A. District & Sessions Court, West Sikkim at Gyalshing:-**

Sl. No.	Name of Post	No. of Post(s)	Pay Band +Grade Pay	Requisite Qualification
1	System Administrator	01	PB-2 9300-34800 Grade Pay of Rs. 5000/-	Bachelors Degree +2 years Diploma in Computer
2	LDA	02	PB-I of Rs. 5200-20200 Grade Pay of Rs. 3000/-	Bachelors Degree from recognized University, Certificate of Proficiency in Basic Computer Application, Typing speed of 35 w.p.m
3	Junior Librarian	01	PB-I of Rs. 5200-20200 Grade Pay of Rs. 3000/-	Bachelors Degree from recognized University(preference will be given to those who have Diploma in Library Science)
4.	Record Keeper	01	PB-I of Rs. 5200-20200 Grade Pay of Rs. 3000/-	Bachelors Degree from recognized University, Certificate of Proficiency in Basic Computer Application, Typing speed of 35 w.p.m
5.	Process Server	01	PB-I of Rs. 5200-20200 Grade Pay of Rs. 2400/-	Class VIII passed.

**B. Court of the Civil Judge-cum-Judicial Magistrate, West Sikkim at Gyalshing:-**

Sl. No.	Name of Post	No. of Post(s)	Pay Band +Grade Pay	Requisite Qualification
1	LDA	02	PB-I of Rs. 5200-20200 Grade Pay of Rs. 3000/-	Bachelors Degree from recognized University, Certificate of Proficiency in Basic Computer Application, Typing speed of 35 w.p.m

**C. Court of the Civil Judge-cum-Judicial Magistrate, West Sikkim at**

**Soreng:-**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>No. of Post(s)</b>	<b>Pay Band +Grade Pay</b>	<b>Requisite Qualification</b>
1	Record Keeper	01	PB-I of Rs. 5200-20200 Grade Pay of Rs. 3000/-	Bachelors Degree from recognized University, Certificate of Proficiency in Basic Computer Application, Typing speed of 35 w.p.m
2	Junior Librarian	01	PB-I of Rs. 5200-20200 Grade Pay of Rs. 3000/-	Bachelors Degree from recognized University(preferance will be given to those who have Diploma in Library Science)
3	Dispatcher	01	PB-I of Rs. 5200-20200 Grade Pay of Rs. 3000/-	Bachelors Degree from recognized University, Certificate of Proficiency in Basic Computer Application, Typing speed of 35 w.p.m
4	Process Server	01	PB-I of Rs. 5200-20200 Grade Pay of Rs. 2400/-	Class VIII passed.

**The Eligibility criteria, educational qualification are as under:-**

1. Candidate must be a citizen of India
2. Age **limit:** Minimum 18 years,  
Maximum 40 years as on 28.02.2018 (**vide Notification No:-M(3)(55)/GEN/DOP/PT-III dated 03.07.2017**).
3. Candidates fulfilling the above conditions may apply for the post along with supporting documents duly attested and 3 (three) recent passport size photographs, addressed to the District & Sessions Judge, West Sikkim at Gyalshing along with attested copies of the following documents:  
I. Valid Employment Card, ii. Educational documents as listed in the column of requisite qualification against each post, iii. Birth Certificate, iv. Bank Draft of Rs. 50/- (non refundable) drawn in favour of the District & Sessions Judge, West Sikkim at Gyalshing for the posts of System Administrator, LDA, Junior Librarian, Record Keeper and Despatcher.

4. The last date for receipt of application is 05.03.2018.
5. Applications received without supporting documents and photographs will be summarily rejected.
6. Applications received after the last date shall not be entertained on any ground.
7. Those who are already in Government service shall apply through proper channel.
8. Candidate found eligible on preliminary scrutiny shall be called for interview.
9. The Registry of the District & Sessions Court (West) reserves the right to accept or reject any application, with or without any reasons.
10. The Employment Notice is also available at a the District & Sessions Court, West website i.e., [ecourts.gov.in/gyalshing](http://ecourts.gov.in/gyalshing) and [www.districtcourtsnamchi.nic.in](http://www.districtcourtsnamchi.nic.in).
11. No. T.A/D.A shall be paid for appearing in the interview/test.
12. The syllabus for the written test in terms of Schedule-O (Rule 9 of Notification No. 14/GEN/DOP dated 26.04.2001 Sikkim Subordinate Courts' Service (Method of Recruitment and Conditions of Service) Rules, 2001 are as follows:

**Syllabus**

Sl. No.	Subject	Syllabus	For the Post of	Marks
1.	English (40% will be the qualifying percentage)	Essay writing, letter writing, Idioms & Phrases, Common Error, Preposition, Synonyms, Antonyms, One word substitute etc.	System Administrator, Junior Librarian, LDA, Record Keeper, Dispatcher	100 Marks
2.	General Knowledge (40% will be the qualifying percentage)	Knowledge of Current affairs (Objective questions).	System Administrator, Junior Librarian, LDA, Record Keeper, Dispatcher	100 Marks
3.	Computer (40% will be the qualifying percentage)		System Administrator, Junior Librarian, LDA, Record Keeper, Dispatcher	100 Marks

4.	Typing	<p>(a) Speed test will be 35 words per minute.</p> <p>(b) 10 minutes for typing 350 words.</p> <p>(c) 25 errors in 350 words allowed.</p> <p>(d) if the error is more than 25 words the entire paper will be rejected.</p>	LDA, Record Keeper and Despatcher	
4.	Viva- Voce		System Administrator, Junior Librarian, LDA, Record Keeper, Dispatcher	100 Marks

**Sd/-**  
**Administrative Officer,**  
**District & Sessions Court,**  
**South Sikkim at Namchi/**  
**Member, Selection Committee**