

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE
SOUTH SIKKIM AT NAMCHI**

Ref No. 15/D&SJ/S

Dated: 18/08/2022

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates for filling up the following posts in Group 'C' and 'D' in the establishment of District & Sessions Court, South Sikkim at Namchi :

Sl No	Name of the Post	Pay Matrix	No of Vacancies
1	Stenographer Grade-III	Level-11 PB- 9300-34800+GP Rs 3800 (Group C)	2
2	Junior Accountant	Level-10 PB- 9300-34800+GP Rs 3400 (Group C)	2
3	Junior Librarian	Level-9 PB- 9300-34800+GP Rs 3000 (Group C)	2
4	LDA	Level-9 PB- 9300-34800+GP Rs 3000 (Group C)	4
5	Dispatcher	Level-9 PB- 9300-34800+GP Rs 3000 (Group C)	2
6	Record Keeper	Level-9 PB- 9300-34800+GP Rs 3000 (Group C)	2
7	Driver	Level-7 PB-5200-20200+GP Rs 2600 (Group C)	2
8	Process Server	Level-6 PB-5200-20200+GP Rs 2400 (Group D)	6
9	Peon	Level-5 PB-5200-20200+GP Rs 2300 (Group D)	3
10	Sweeper	Level-5 PB-5200-20200+GP Rs 2300 (Group D)	2
11	Chowkidar	Level-5 PB-5200-20200+GP Rs 2300 (Group D)	2
12	Mali	Level-5 PB-5200-20200+GP Rs 2300 (Group D)	2
13	Residential Orderly	Level-5 PB-5200-20200+GP Rs 2300 (Group D)	3

1 IMPORTANT DATES:

Sl No	Description	Date & Time
1	Submission of application starts from	18.08.2022 from 10:00 am
2	Last date for submissions of application	19.09.2022 till 4 pm

Application(s) received after 19.09.2022 shall not be entertained on any ground.

2 AGE LIMITS:

The applicant must not be less than 18 years of age as on the 19.09.2022 and not more than 40 years of age on the last day of submission of application for all communities.

3 ELIGIBILITY CONDITION/QUALIFICATION,SELECTION PROCEDURE/ EXAMINATION AND SYLLABUS:

Sl No	Category of post	Eligibility Condition/ Qualification	Selection Procedure/ Examination	Syllabus
1	Stenographer Grade-III	Bachelors Degree from a recognized University and Certificate of Diploma in computer, and shorthand certificate.	Written Examination, Practical Examination, and Viva-Voce	Paper I Written Examination(100 marks each) Duration: 1 hr (i) English Language : Essay writing, letter writing, idioms & phrases, common errors, preposition, synonyms, antonyms, one word substitution, etc. (Duration: 1 hr): (ii) General Knowledge: Current affairs, objective question, Objective type, Multiple Choice question. (iii) Basic Computer Application Paper I Practical Examination (a) Shorthand & Transcription speed test will be 60 words per minute 10 minutes for dictation of 600 words, 20 minutes for transcription of the shorthand of 600 words (b) Typing speed test will be 40 w.p.m Viva-voce: (100 marks)

2	Junior Accountant	Bachelors Degree in commerce from a recognized University, and Certificate of Diploma in computer	Written Examination followed by Viva-Voce	Paper I Written Examination(100 marks each) Duration: 1 hr (i) English Language : Essay writing, letter writing, idioms & phrases, common errors, preposition, synonyms, antonyms, one word substitution, etc. (Duration: 1 hr): (ii) General Knowledge: Current affairs, objective question, Objective type, Multiple Choice question. (iii) Basic Computer Application Viva-Voce (100 marks)
3	Junior Librarian	Bachelors Degree from a recognized University, and Certificate of Diploma in computer	Written Examination followed by Viva-Voce	Paper I Written Examination(100 marks each) Duration: 1 hr (i) English Language : Essay writing, letter writing, idioms & phrases, common errors, preposition, synonyms, antonyms, one word substitution, etc. (Duration: 1 hr): (ii) General Knowledge: Current affairs, objective question, Objective type, Multiple Choice question. (iii) Basic Computer Application Viva-Voce (100 marks)
4	LDA	Bachelors Degree from a recognized University, and Certificate of Diploma in computer	Written Examination followed by Viva-Voce	Paper I Written Examination (100 marks each) Duration: 1 hr (i) English Language : Essay writing, letter writing, idioms & phrases, common errors, preposition, synonyms, antonyms, one word substitution, etc. (Duration: 1 hr): (ii) General Knowledge: Current affairs, objective question, Objective type, Multiple Choice question. (iii) Basic Computer Application Viva-Voce (100 marks)

5	Dispatcher	Bachelors Degree from a recognized University, and Certificate of Diploma in computer	Written Examination followed by Viva-Voce	Paper I Written Examination(100 marks each) Duration: 1 hr (i) English Language : Essay writing, letter writing, idioms & phrases, common errors, preposition, synonyms, antonyms, one word substitution, etc. (Duration: 1 hr): (ii) General Knowledge: Current affairs, objective question, Objective type, Multiple Choice question. (iii) Basic Computer Application Viva-Voce (100 marks)
6	Record Keeper	Bachelors Degree from a recognized University, and Certificate of Diploma in computer	Written Examination followed by Viva-Voce	Paper I Written Examination(100 marks each) Duration: 1 hr (i) English Language : Essay writing, letter writing, idioms & phrases, common errors, preposition, synonyms, antonyms, one word substitution, etc. (Duration: 1 hr): (ii) General Knowledge: Current affairs, objective question, Objective type, Multiple Choice question. (iii) Basic Computer Application Viva-Voce (100 marks)
7	Driver	Class VIII pass certificate from a recognized School/Board. Possessing a license in driving light Vehicle with minimum experience of 3 years.	Driving test followed by Viva-voce.	<u>Practical Examination (50) marks)</u> <u>Viva-voce (50 marks)</u>
8	Process-Server	Class VIII passed from a recognized School/Board	Only Viva-voce.	Viva-voce (100 marks)
9	Peon	Class VIII passed from a recognized School/Board	Only Viva-voce.	Viva-voce (100 marks)
10	Sweeper	Class V passed from a recognized School/Board	Only Viva-voce.	Viva-voce (100 marks)
11	Chowkidar	Class VIII passed from a recognized School/Board	Only Viva-voce.	Viva-voce (100 marks)
12	Mali	Class V passed from a recognized School/Board	Only Viva-voce.	Viva-voce (100 marks)
13	Residential Orderly	Class V passed from a recognized School/Board	Only Viva-voce.	Viva-voce (100 marks)

4. ESSENTIAL TERMS AND CONDITIONS:

- (1) No person shall be eligible for appointment to the service in the establishment of District & Sessions Court, South at Namchi by direct recruitment, unless he/she:
 - a. is a citizen of India.
 - b. is of sound health and fit for service.
 - c. is of good moral character.
 - d. possess the Educational Qualification, Birth Certificate, Valid Employment Card and documents of proof of residence (Certificate of Identification, Indian Passport Certificate and Certificate issued from Collector/Sub Divisional Officer).
 - e. is physically and mentally capable of performing/discharging his/her duties.
- (2) Applicant fulfilling the requisite qualification and essential terms and conditions above, may apply for the post by a written application addressed to the District & Sessions Judge, Namchi South Sikkim along with all supporting documents duly attested/self attested as the case may be. The self attested copies of the testimonials regarding educational qualification(s), computer qualification(s), date of birth, working experience(s) etc, as sought for, and if required should be submitted along with the application. Applicant will also submit 2 (two) recent passport size photographs.
- (3) Applicants should also submit a Bank draft of Rs 50/-(non-refundable) for the applicants under Group 'C' ie for Serial No 1 to 6 under Head-0070/01/OAS payable in favour of District & Sessions Judge, South Sikkim at Namchi.
- (4) Applicant will provide his/her proper address, mobile number and email address (if any) in the application.
- (5) Applicant already in Government service or in public sector undertaking, or similar organization, whether in permanent or temporary capacity, or as work charge employee will submit their application along with No Objection Certificate from their present employer(s).
- (6) No person shall be eligible for appointment to the services in the establishment of District & Sessions Court, South, if he/she has been convicted and sentenced to imprisonment for any offence under the law by a competent authority.
- (7) Applicant will have to submit a declaration along with his/her application. The Declaration should state that he/she fulfills all the conditions/ criteria; that he/she does not suffer from any of the disqualification and he/she possess the educationl qualification(s) and other requirements as laid down in the Employment Notice dated 18.08.2022 (published in the newspapers); Advertisement dated 17.08.2022. Declaration shall also contain his/her undertaking that if the same is found false or incorrect, his/her candidature shall be canceled and, if appointed, his/her appointment shall be annulled.
- (8) There shall be a preliminary scrutiny of the applications, and candidates found eligible on preliminary scrutiny shall be issued admit cards for appearing in th written examination followed by practical examination, and the viva-voce. List of names of candidates found eligible after preliminary scrutiny will be uploaded and

displayed in the websites www.districtcourtsnamchi.ic.in and <https://districts.ecourt.gov.in/Namchi> and the notice boards of District & Sessions Court Complex at Namchi, Court of Civil Judge-cum-Judicial Magistrate, Yangang and Court of Civil Judge-cum-Judicial Magistrate, Jorethang respectively.

- (9) Dates of issuance of admit cards will be intimated through sms, and be uploaded in the websites, and the notice boards.
- (10) Date, Time, Venue, and the details of the admit card for written examination, practical examination, interview/viva voce will be intimated through sms and shall be uploaded in the websites, and the notice boards, respectively.
- (11) The eligible applicants shall appear for written examination, if required to sit for it, followed by viva-voce and such other practical tests. The minimum qualifying marks to be obtained in each subject and the practical test shall be 40%.
- (12) Applicants found eligible on preliminary scrutiny of the application will be issued calling letter for appearing in the written examination/Viva-voce.
- (13) The Applicant will be responsible for any mistake(s) made by him/her in the application, the establishment of District & Sessions Court, South shall not be responsible or liable in any way. Applications received without supporting documents will be rejected summarily. Incomplete application, in any respect, such as, without photograph(s), signature, is liable to be rejected, summarily.
- (14) All other matters which are not specifically provided in this advertisement shall be decided by the establishment of District & Sessions Court, South at Namchi.
- (15) Eligible applicants should appear with their original documents at the time of interview/viva-voce.
- (16) Information submitted by the applicant is his/her Application and the Declaration will bind the applicant, and if found to be false, his/her candidature will be cancelled forthwith. No TA/DA shall be paid for appearing in the written examination/viva-voce including such other practical tests.
- (17) District & Sessions Court, South Sikkim at Namchi reserve the right to accept or reject any application with or without assigning any reason.
- (18) Final selection will be made on the basis of combined marks secured by the candidates in the above examinations i.e. written, practical and viva-voce. The merit list will be prepared on the basis of over-all performance of the candidates in written, practical examination (if required to sit for it), and also the viva-voce for final selection. The final list will be published in the local daily, the list will also be uploaded and displayed in the websites, and notice boards of District & Sessions Court, South Sikkim at Namchi, respectively.

Sd/-

**District & Sessions Judge,
South Sikkim at Namchi.**