

OFFICE OF THE DISTRICT AND SESSIONS JUDGE,

SOUTH SIKKIM AT NAMCHI

Memo No. 1403 D&SJ(S)

Dated: 15.09.2017

EMPLOYMENT NOTICE

Applications from eligible candidates are invited for filling up the following posts in the Establishment of District & Sessions Court, South Sikkim at Namchi purely on temporary basis:-

Sl. No.	Name of Post	No. of Post	Pay in the Pay Band-2 + Grade Pay
1.	Stenographer Grade -III	1	Rs. 5200-20200+3400
1.	LDA	1	Rs. 5200-20200+3000

The eligibility criteria, educational qualifications and syllabus are as under:-

1. Candidates must be a citizen of India.

2. **A. FOR THE POST OF STENOGRAPHER-GRADE-III**

Candidates should possess a Bachelors Degree from a recognized University, Certificate of Shorthand and Typing with speed of 60 w.p.m and 35 w.p.m respectively and proficiency in basic Computer Application.

B. FOR THE POST OF LDA

Candidates should possess a Bachelors Degree from a recognized University and Typing with speed of 35 w.p.m and proficiency in basic Computer Application.

3. **Age limit :** Minimum 18 Years

Maximum 40 years as on **16.10.2017**

(vide Notification No:-M(3)/(55)/GEN/DOP/PT-III dated 03.07.2017).

4. Candidates fulfilling the above conditions may apply for the posts along with supporting documents duly attested and three recent passport size photographs, addressed to the District and Sessions Judge, South Sikkim at Namchi.

5. Applications received without supporting documents and photographs will be summarily rejected.
6. The last date for the receipt of application is **16.10.2017**
7. Applications received after the last date i.e., **16.10.2017** shall not be entertained on any ground.
8. Those who are already in Government Service shall apply through proper channel.
9. The Registry of the District and Sessions Court, South reserves the right to accept or reject application with or without reasons.
10. The Employment Notice is also available at the District & Sessions Court, South website i.e., "www.districtcourtsnamchi.nic.in".
11. Application must be accompanied by attested copy each of:-
 - a) Degree from a recognized University
 - b) Diploma Certificate of Technical qualification i.e., (i) Type writing (ii) Shorthand and (iii) Computer Application
 - c) Birth Certificate
 - d) Character Certificate from a Gazetted Officer
 - e) ST/SC/MBC/OBC Certificate as the case may be
 - f) Employment Identity Card (Valid for the period)
 - g) Certificate of Identification/ Identification Certificate/SSC
 - h) Any other supporting documents
12. Application should be accompanied by a bank receipt/bank draft of Rs. 50 (non-refundable) under Head -0070/01 OAS in favour of District and Sessions Judge, South Sikkim at Namchi.
13. The examination will be held in **three phases:-**
 - i) Written examination in English and General Knowledge
 - ii) Shorthand, Typing and Computer Application
 - iii) Viva-voce.
14. Candidates securing qualifying marks as mentioned in para 13 (i) and (ii) above shall be selected and called for viva-voce. Final selection will be made on the basis of the combined marks of all the subjects as detailed including viva-voce.

15. 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:

1.(a) English 100 marks (40% will be qualifying percentage)	Essay writing, letter writing, Idioms and Phrases/Common Error, Preposition, Synonyms, Antonyms, One word Substitution etc.
1.(b) General Knowledge 100 marks (40% will be the qualifying percentage)	Knowledge of current affairs/Objective question
1.(c) Shorthand and Transcription 100 marks (applicable only for the post of Stenographer)	(a) Speed test will be 60 words per minute (b) 10 minutes for dictation of 600 words (c) 20 minutes for transcription of the Shorthand of 600 words, allowing 30 errors. (d) If more than 30 errors detected entire paper to be rejected.
1.(d) Typing	(a) Speed test will be 35 words per minute. (b) 10 minutes for typing 350 words. (c) 15 errors in 350 words allowed. (d) if more than 25 errors detected entire paper to be rejected.
1.(e) Computer Application 100 marks (40% will be the qualifying percentage)	Test in Basic Computer Application
1.(f) Viva-voce 100 marks	

16. No. T. A. and D. A. will be paid for appearing in the interview.

Sd/-

(Suraj Chettri)
District and Sessions Judge,
South Sikkim at Namchi