

**DISTRICT & SESSIONS COURT
SOUTH AT NAMCHI**

M.No:-224...../D&SJ(S)

Dated:- 01/05/2019

E M P L O Y M E N T N O T I C E

Applications are invited from eligible candidates for filling up the following posts under the Establishment of the District & Sessions Courts (South) and (West) Sikkim purely on temporary basis:

1	2	3	4	5
Sl. No.	Name of Post	No. of Post	Pay in the Pay Matrix	Requisite Qualification
1	Junior Accountant	02 (two)	Rs. 30,200/- Level 10	Bachelors Degree in Commerce from the recognized University & Certificate of Diploma in Computer.
2	LDA-cum- Computer Operator	03 (three)	Rs. 25,400/- Level 9	Bachelors Degree from the recognized University & Certificate of Diploma in Computer.
3	Accounts Clerk	01 (one)	Rs. 25,400/- Level 9	Bachelors Degree in Commerce from the recognized University & Certificate of Diploma in Computer.
4	Driver	02 (two)	Rs. 21,700/- Level 7	Class VIII pass Certificate from recognized School/Board and a valid driving licence with minimum experience of three years.
5	Electrical Assistant	01 (one)	Rs.19,400/- Level 5	ITI or any other diploma certificate obtained from recognized institute/ Board.
6	Safai Karmachari	01 (one)	Rs.19,400/- Level 5	Class V pass Certificate from recognized School/ Board
7	Residential Orderly	05 (five)	Rs.19,400/- Level 5	Class V pass Certificate from recognized School/ Board
	TOTAL	15		

The eligibility criteria, educational qualification and conditions for the appointment are as under:

1. Candidate must be a citizen of India
2. Age of the candidate must not be less than 18 years and not more than 30 years as on 01.06.2019.
3. Age of the candidate who are eligible to apply in terms of Notification No. M(3)(55)/GEN/DOP/PT-III DATED 03.07.17 must not be less than 18 years and

not more than 40 years as on 01.06.2019 in terms of Notification No. M(3) (55)/GEN/DOP/PT-III DATED 03.07.17.

4. Candidates fulfilling the above conditions may apply for the post along with the following documents, duly self attested and submit his/her application addressed to the District and Sessions Judge, South Sikkim at Namchi for the above mentioned post at Serial Nos. 1 to 7:
 - (i) Self attested copies of Educational Qualification Documents as listed in column 5 of the above table under head "Requisite Qualification"
 - (ii) Self attested copy of Birth Certificate/ Residential proof
 - (iii) Bank draft of Rs.50/- (non-refundable) under Head-0070/01 OAS payable in favour of District and Sessions Judge (South) Sikkim at Namchi.
 - (iv) Three (3) numbers of recent passport size photographs.
5. Applications received without supporting documents will be rejected summarily.
6. Candidates in the Government service are to apply through proper channel.
7. No T.A. and D.A. will be paid for appearing in the interview.
8. The last date for the receipt of the application is **01.06.2019** irrespective of any mode of service for submitting the application. Applications received after the last date shall not be entertained on any ground despite any mode of service.
9. Candidates found eligible on preliminary scrutiny of the applications will be issued admit card/calling letter for appearing in the written examination/viva-voce.

Syllabus for the written examination of the post at Sl. No:- 1-3 are as

follows:

S.N	Subject	Syllabus	Name of the post	Full Marks
1.	English	Essay writing, letter writing, Idioms & Phrases, Common Error, Preposition, Synonyms, Antonyms, One word substitution etc.	Junior Accountant, Account Clerk and LDA-cum -Computer Operator	100 Marks (40% will be the qualifying percentage)
2.	General Knowledge	Knowledge of current affairs	-do-	100 Marks (40% will be the qualifying percentage)
3.	Computer	Test in Basic Computer Applications	-do-	100 Marks (40% will be the qualifying percentage)
4	Typing	Typing Test shall be conducted and minimum qualifying speed shall be 35 w.p.m for LDA-cum-Computer Operator.	LDA-cum-Computer Operator	100 Marks (40% will be the qualifying percentage)
5	Arithmetic	H.C.F., L.C.M, Simple & Compound Interest, Percentage, Profit & Loss, Average Algebra	Junior Accountant and Accounts Clerk	100 Marks (40% will be the qualifying percentage)

Viva-voce for the post at Sl. No:- 1, 2, 3, 5, 6 and 7 are as follows:

S.N	Subject	Name of the post	Full Marks
1	Viva-voce/interview	Junior Accountant, Account Clerk, LDA-cum -Computer Operator, Electrical Assistant, Safai Karmachari	100 (40% will be the qualifying percentage)

Viva-voce and Driving test for the post at Sl. No:- 4 is as follows:

S.N	Subject	Name of the post	Full Marks (100)	Qualifying marks
1	Viva-voce	Driver	50	(40% will be the qualifying percentage)
2	Driving test		50	

Sd/

(B.B Pradhan)

**Administrative Officer(S/W)/
Member, Selection Committee**