

No.: .2.8..../ESTT./HCS

Dated: 13.08.2025

## $\underline{N}\text{-}\underline{O}\text{-}\underline{T}\text{-}\underline{I}\text{-}\underline{C}\text{-}\underline{E}$

This is for information of all concerned that the syllabi, date and venue for the written examinations for the posts of **Office Superintendent (Protocol)(01 No.)** and **Office Superintendent(General Management)(01 No.)** advertised vide Employment Notice No.24/ESTT./HCS dated 02.07.2025 issued by this Registry shall be as under:-

Sl. No.	Name of the post	Syllabus	Date & Time	Venue
1.	Office Superintendent (Protocol) Level-14 Group 'C' (One(01) post))	Written Examination  Paper (150 marks) Duration: 3 hours  1. Principles of Management and Organizational Behaviour 2. Business Economics and Communication 3. Legal and Ethical Aspect in Business 4. Human Resource, Financial, Operational Management & Project Management 5. Warrant of Protocol of High Dignitaries of Central and State Lists 6. General Knowledge and Computer Basics 7. Letter Writing & Essay Writing	29 <sup>th</sup> August, 2025 10:00 am onwards	Sikkim Judicial Academy, Sokeythang, Gangtok, above Aadhar Office.
2.	Office Superintendent (General Management) Level-14 Group 'C' (One(01) post))	Written Examination Paper (150 marks) Duration: 3 hours  1. Human Resources and Principles of Human Resource Management 2. General Principles of Management 3. General Management Skills 4. Warrant of Protocol of High Dignitaries of Central and State Lists 5. General Knowledge and Computer Basics 6. Letter Writing & Essay Writing	29 <sup>th</sup> August, 2025 10:00 am onwards	Sikkim Judicial Academy, Sokeythang, Gangtok, above Aadhar Office.