

**HIGH COURT OF SIKKIM**  
**GANGTOK**



No.: 45/ESTT./HCS

Dated.:24.09.2024

**N-O-T-I-C-E**

This is for information of all concerned that the syllabus for the following posts advertised vide Employment Notice No. 19/ESTT./HCS dated 07.05.2024 are as under:-

| SL. NO. | NAME OF THE POSTS   | SYLLABUS   |
|---------|---|--|
| 1.      | Upper Division<br>Assistant-cum-<br>Accounts Clerk<br><br>Level-9 | <p style="text-align: center;"><b>Written Examination</b><br/><b>Paper –I (150 marks, Duration 3 hours)</b></p> <p><b>a) Mathematics:</b> Algebra, Arithmetic, Mensuration and Statistics.</p> <p><b>b) Economics:</b> Meaning, definition &amp; concepts of Economics, Types &amp; Basic Problems of an Economy and Theory of Demand &amp; Supply.</p> <p><b>c) Elements of Business Studies, Book Keeping &amp; Accountancy:</b><br/>Introductory: Meaning, functions and scope of business, Negotiable Instruments, Banks, Course of Business Transactions, Different Types of Business establishments, Need for Book Keeping, its basic concepts, nature of Accounts &amp; Rules for debit and credit, Journal, Ledger, Recording &amp; posting of cash transactions, Trial Balance, Final Accounts, Bills of Exchange, Errors &amp; their Rectification and Depreciation.</p> <p style="text-align: center;"><b>Paper-II (100 marks, Duration: 2 hours)</b></p> <p>a) English language: Essay writing, letter writing, idioms &amp; phrases, common errors, prepositions, synonyms, antonyms and one word substitution</p> <p>b) General Knowledge &amp; Computer Basics.</p> |
| 2.      | Lower Division<br>Assistant-cum-<br>Accounts Clerk<br><br>Level-7 | <p style="text-align: center;"><b>Written Examination</b><br/><b>(150 marks Duration 3 hours)</b></p> <p>a) Mathematics (Basic/General) &amp; Financial Accounting</p> <p>b) English language: Essay writing, letter writing, idioms &amp; phrases, common errors, prepositions, synonyms, antonyms and one word substitution</p> <p>c) General Knowledge &amp; Computer Basics.</p>   |

By Order,

*sd/-*  
**REGISTRAR**