



**HIGH COURT OF SIKKIM
GANGTOK**

No. 41...../ESTT./HCS

Date: 11-9-24.....

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 post of Lower Division Assistant-cum-Typist in the Establishment of the High Court of Sikkim.

| Sl. No. | Name of the post | Level in the Pay Matrix (Group) | No. of post | Eligibility Conditions |
|---------|--|---------------------------------|----------------|---|
| 1. | Lower Division Assistant-cum-Typist | Level-7 (Group 'C') | 01(one) | Candidates having Bachelors' degree from a recognized University with certificate in Computer from any Computer Center and having knowledge of typewriting at a minimum speed of 40 w.p.m. |

1. A candidate for appointment to the above post must be:-

(i) a citizen of India;

Provided that no person-

(a) who has entered into or contracted a marriage with a person having a spouse living or

(b) who having a spouse living has entered into or contracted marriage with another person shall be eligible for appointment as officer or staff of the High Court

(ii) not less than 18 years of age as on the first day of January of the recruitment year i.e., 01.01.2024 and not more than 40 years of age on the last day of submission of Application Form, which shall be uniform age for all communities of the State in the services/post to be filled up by direct recruitment. Relaxation of upper age limit shall be the same as may be prescribed by the State Government from time to time.

2. The candidate shall submit any one of the following documents as proof of their citizenship:-

(i) Birth Certificate; or

(ii) Passport; or

(iii) Certificate of Identification (only in case of Sikkim subjects); or

(iv) Valid Voters' Identity Card issued by the Election Commission of India.



3. Candidates fulfilling the above conditions may apply for the above post by submitting an application in the prescribed form attached in the Employment Notice which is available in the website of the High Court of Sikkim i.e. <https://hcs.gov.in>.

4. The candidates shall submit the prescribed form along with all supporting documents, duly attested/self attested, as the case may be, in person to the Office of the Registrar General during the working hours. The candidates may also send their form through Registered post/Speed post addressed to the Registrar General, High Court of Sikkim, Gangtok – 737101.

5. The last date for receipt of applications is 10.10.2024.

6. Incomplete application(s) without the requisite testimonials and/or other documents shall be summarily rejected.

7. The applications received after the prescribed date and time shall not be entertained on any ground whatsoever.

8. Those who are already in Government service shall apply through proper channel.

9. In-service employees of the High Court will be entitled for age relaxation up to 05 years to the post to be filled by direct recruitment.

10. Only those candidates found eligible on preliminary scrutiny shall be called for Written Examination. The list of candidates whose applications are accepted for examination shall be uploaded in the official website of High Court of Sikkim and published in local dailies.

11. Date(s) of issuance of Admit Cards to the eligible/accepted candidates will be intimated through publication in the local dailies as well as in official website of High Court of Sikkim. **No duplicate Admit Card will be issued** in case of loss unless the applicant shows that loss was due to reasons beyond his/her control.

12. The examination for the concerned vacant post above will be held in the following manner viz., Written Examination followed by Interview/viva-voce. Candidates securing 40% and above in the Written Examination shall only be eligible for appearing in the Interview/viva-voce. Final selection will be made on the basis of the combined marks secured by the candidates in the Written Examination and Interview/viva-voce. The merit list will be prepared on the basis of over-all performance of the candidates. The final merit list will be uploaded in the official website of High Court of Sikkim as well as affixed on the Notice Boards of High Court of Sikkim.

13. The Registry of the High Court of Sikkim reserves the right to accept or reject any application, with or without assigning any reason.

14. All other matters which are not specifically provided in the advertisement shall be decided by the High Court of Sikkim.

15. Where more than one candidate obtains same total marks (written examination and interview/viva-voce), the candidate who obtains higher marks in the Main Paper will get preference over the other candidate. Where the marks obtained by such candidates in the written examination and the viva-voce are also same, then the candidate who is older by age older candidate shall get preference.

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16. Please note that no separate call letters will be issued to candidates eligible to appear in the interview/ viva-voce.

17. No T.A./D.A. shall be paid for appearing in the interview/ viva-voce.

18. Correct mobile/telephone number(s) along with e-mail address shall be submitted by the candidates along with their applications, to be used for communication by the Registry.

sd/-
REGISTRAR



APPLICATION FORM

Roll No.:
(To be fill in by the office, and not by the candidate)

Affix Passport
size recent
photograph of
the applicant

Name of the post applied for.:

- Note.:** 1. The applicant should be filled in the applicant's own handwriting in English.
2. Applicant must affix passport size photograph on
(i) the application form and (ii) the Admit Card.

1. Name of the applicant in full (in Block letters)

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2. (i) Place of Birth:

(ii) Permanent Address including PIN:.....

(iii) Present Address for correspondence including PIN:.....

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(iv) Telephone No. including mobile No. & e-mail address(if any):.....

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3. Date of Birth (in Christian era):

4. Are you Citizen of India?:

5. Father's/Husband name:



6. Give the particulars of all examination passed (Commencing with the matriculation or equivalent examination).

| Examination or Degree | Percentage/Grade of marks obtained | Division | Year | Subject | Name of the Board/University |
|-----------------------|------------------------------------|----------|------|---------|------------------------------|
| | | | | | |

7. Any other relevant information which is deemed fit to be mentioned.

8. Details of enclosures:

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

ADMIT CARD



Roll No.:
(To be fill in by the office)

Name of the post.:
(To be filled by the applicant)

Affix Passport
size recent
photograph of
the applicant

Name:
(To be filled by the applicant)

Address:
(To be filled by the applicant)

SIGNATURE OF CANDIDATE

SIGNATURE OF ISSUING AUTHORITY

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ADMIT CARD



Roll No.:
(To be fill in by the office)

Name of the post.:
(To be filled by the applicant)

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size recent
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the applicant

Name:
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