



**HIGH COURT OF SIKKIM
GANGTOK**

No. 50/ESTT./HCS

Date: 13.11.2025

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 post of Court Manager 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.	Court Manager	Level-17 Group 'A'	01	Bachelor Degree in any stream with Master in Business Administration or Advance Diploma in General Management from a University or Institution in India recognized by the University Grants Commissions, having 05(five) years working experience in Process Managements or Information Technology Systems Management or Human Resources Management or Financial Management with at least 6 months Diploma in Computer application.

1. No person shall be eligible for appointment and confirmation to the service:-
 - (a) Unless he is a citizen of India,
 - (b) If he has more than one wife living or in case of female candidate who has married a person who has one wife living,
Provided that the Chief Justice may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this clause.
 - (c) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral by any other means, shall be appointed to the services.
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. No person shall be recruited as Court Manager if he or she is less than twenty five (25) years and is above forty(40) years as on last date fixed for receipt of applications. Necessary age-relaxation in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Benchmark Disability shall be as per admissible rules/standing orders.



4. 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>.
5. The candidates shall produce certificate for good character from:
 - i) The Principal/ Academic Officers of the University/College in which he/she studied last, and
 - ii) Two respectable persons, who are well acquainted with the person but not related to the candidate.
6. 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.
7. The last date for receipt of applications is **27.11.2025**.
8. Incomplete application(s) without the requisite testimonials and/or other documents shall be summarily rejected.
9. The applications received after the prescribed date and time shall not be entertained on any ground whatsoever.
10. Those who are already in Government service shall apply through proper channel.
11. Only those candidates found eligible on preliminary scrutiny shall be called for Written Examinations. The list of candidates whose applications are accepted for examinations shall be uploaded in the official website of High Court of Sikkim and published in local dailies.
12. Date(s) of issuance of Admit Cards to the eligible/accepted candidates will be intimated through publication in the national/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 candidate shows that loss was due to reasons beyond his/her control.
13. The selection process shall consist of two phases, namely, (1) Written Examination (Phase-I) and (2) Interview & Project Report (Phase-II). The topic for the project report shall be notified by the High Court at the time of declaration of the result of the written examination. The merit list will be prepared on the basis of over-all performance of the candidates in the Test/Interview. 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.
14. The Registry of the High Court of Sikkim reserves the right to accept or reject any application, with or without assigning any reason.
15. All other matters which are not specifically provided in the advertisement shall be decided by the High Court of Sikkim.



16. Where more than one candidate obtains same total marks (written examinations and interview/viva-voce), the candidate who obtains more marks in the Main Paper will get preference over the other candidate. Where the marks obtained by such candidates in the written examinations and interview/viva-voce are also same, then the older candidate will get preference.
17. Please note that no separate call letters will be issued to candidates eligible to appear in the interview/ viva-voce.
18. No T.A./D.A. shall be paid for appearing in the interview/ viva-voce.
19. 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 GENERAL



APPLICATION FORM

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

Affix recent
Passport size
photograph of
the applicant

Name of the post applied for.: **COURT MANAGER**

- Note.:** 1. The application form 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.

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1. Name of the applicant in full (in Block letters)
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2. (i) Place of Birth:
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- (ii) Permanent Address including PIN:
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- (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):
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4. Are you a Citizen of India?:
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5. Father’s/Husband name:
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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 and Name of School/Open School

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

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8. Details of enclosures:
- (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)
 - (vii)



ADMIT CARD
(Office Copy)

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

Name of the post.: **COURT MANAGER**

Affix recent
Passport size
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
(Candidate's Copy)

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

Name of the post.: **COURT MANAGER**

Affix recent
Passport size
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