



**HIGH COURT OF SIKKIM
GANGTOK**

No.: 55/ESTT./HCS

Dated.: 21.11.2025

N-O-T-I-C-E

The date, time, venue and syllabi of written examinations/practical tests for the following vacant/advertised posts in the Establishment of High Court of Sikkim, advertised vide Employment Notices No.45/ESTT./HCS dated 01.11.2025 and 48/ESTT./HCS dated 07.11.2025 are as under:-

Sl. No.	Name of the posts	Date & Time	Venue
1.	Assistant Registrar (Level-15) (Group 'B')	29.11.2025 10:00 am onwards	Sikkim Judicial Academy, Sokeythang, near Aadhaar office, Lingding, Gangtok.
2.	Accounts Officer (Level-15) (Group 'B')	02.12.2025 10:00 am onwards	
3.	Private Secretary (Level-15) (Group 'B')	01.12.2025 10:00 am onwards	
4.	Stenographer Grade-II (Level-12) (Group 'C')	01.12.2025 10:00 am onwards	

Sl. No.	Name of the posts	Syllabi
1.	Assistant Registrar Level-15 (Group 'B')	<u>Written Examination (100 marks)</u> Law comprising of the following subjects:- a) The Bharatiya Nagarik Suraksha Sanhita, 2023; b) The Bharatiya Nyaya Sanhita, 2023; c) The Bharatiya Sakshya Adhiniyam, 2023; d) Code of Civil Procedure, 1908; e) Constitutional Law of India; f) Administrative Law; g) Sikkim Government Service Rules, 1974; h) Sikkim Government Establishment Rules, 1974; i) Right to Information Act, 2005; j) General Clauses Act, 1897; k) Sikkim High Court (Practice and Procedure) Rules, 2011
2.	Accounts Officer Level-15 Group "B"	<u>Written Examinations(150 marks)</u> Paper -Objective a) Mathematics: Algebra, Arithmetic, Mensuration and Statistics. b) Economics: Meaning, Definition & Concepts of Economics, Types & Basic Problems of an Economy and Theory of Demand & Supply.

		c) Elements of Business Studies, Book Keeping & Accountancy: 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 & Rules for debit and credit, Journal, Ledger, Recording & posting of cash transactions, Trial Balance, Final Accounts, Bills of Exchange, Errors & their Rectification and Depreciation.
3.	Private Secretary Level-15 Group "B"	I. <u>Written Examination(100 marks)</u> a). General English b). General Knowledge, Current Affairs & Basic Computer knowledge II. Practical Tests a) Shorthand & Transcription i. Speed test will be 90 w.p.m. ii. 10 minutes for dictation of 900 words. iii. 35 minutes for transcription of shorthand of 900 words. b) Typing i. Speed test will be 40 w.p.m. ii. 10 minutes for typing of 400 words.
4.	Stenographer Grade-II Level-12 Group "C"	I. <u>Written Examination(100 marks)</u> a). General English b). General Knowledge, Current Affairs & Basic Computer knowledge II. Practical Tests a) Shorthand & Transcription i. Speed test will be 80 w.p.m. ii. 10 minutes for dictation of 800 words. iii. 25 minutes for transcription of shorthand of 800 words. b) Typing i. Speed test will be 40 w.p.m. ii. 10 minutes for typing of 400 words.

- Candidates shall collect their Admit Cards from the Establishment Section, High Court of Sikkim, during office hours from 24.11.2025 onwards.
- Candidates must reach the venue at least half an hour prior to the scheduled time.

By Order,

sd/-
(Prajwal Khatiwada)
 Registrar General