



**HIGH COURT OF SIKKIM  
GANGTOK**

No. 21 /ESTT./HCS

Date: 10.11.2023

**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 Group 'C' posts in the Establishment of the High Court of Sikkim.

Sl. No.	Name of the post	Level in the Pay Matrix (Group)	No. of post(s)	Eligibility Conditions
1.	Stenographer Grade-III (Stenographer Category)	Level-11 Group 'C'	01	Candidates having Bachelor's degree from a recognized University possessing certificate in computer from any Computer Centre and having a minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing
2.	Upper Division Assistant (General Category)	Level-9 Group 'C'	01	Candidates having Bachelor's degree from a recognized University possessing certificate in computer from any Computer Centre
3.	Data Entry Operator-cum-Clerk (General Category)	Level-7 Group 'C'	02	Candidates having Bachelor's degree from a recognized University with diploma in computer from any Computer Centre
4.	Data Entry Operator-cum-Accounts Clerk (Accounts Category)	Level 7 Group 'C'	01	Candidates having Bachelor's degree from a recognized University with diploma in Computer and having knowledge in Financial Accounting from any Computer Centre

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

(a) a citizen of India; and

(b) not less than 18 years of age as on the first day of January, 01.01.2023 and not more than 40 years of age on the last day of submission of Application Form for all communities. Relaxation of upper age limit shall be the same as may be prescribed by the State Government from time to time.

8



2. Candidates fulfilling the above conditions may apply for the post(s) along with all supporting documents, duly attested/self attested, as the case may be to the undersigned.

3. The last date for receipt of applications is 06.01.2024.

4. Online application along with scanned copies of relevant documents shall be sent to [hc-sik@nic.in](mailto:hc-sik@nic.in) by 06.01.2024 evening.

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

6. The application should be submitted in the prescribed Form which is available in the website of the High Court of Sikkim i.e. <https://hcs.gov.in>

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 for the post to be filled by direct recruitment.

10. Only those candidates found eligible on preliminary scrutiny shall be called for Written Examination. This list of candidates whose applications are accepted for taking the 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.**

12. The examinations for the concerned vacant posts above will be held in the following manner viz., Written Examination, Practical Test, followed by Interview/viva-voce. Candidates securing 40% and above in the Written Examination and Practical Test (in each subject) 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 Examinations, Practical Test 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, practical test 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 examination, practical and the viva-voce are also same, then the older candidate will get preference.

16. Please note that no separate calling letters will be issued to candidates eligible for appearing 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)

.....

2. (i) Place of Birth: .....

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

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

.....

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

.....

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**

.....

**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**