

HIGH COURT OF SIKKIM
GANGTOK

No.: 13 /HCS

Date: 25.04.2023

N-O-T-I-F-I-C-A-T-I-O-N

Revised Guidelines for Recruitment of Judicial Officers Through Open Competitive Examination-2023.

Initiation:

1. Advertisements for filling up of the vacant posts in the Sikkim Superior Judicial Service and Sikkim Judicial Service, as the case may, required to be filled up by way of direct recruitment shall be made as per relevant rules.
2. The process of issuing advertisements inviting applications and receipt of such applications from eligible candidates shall be completed within 45 days of approval obtained by the Registrar(Judicial Service) in that regard from the Chief Justice, unless otherwise directed by the Chief Justice.

Constitution of Recruitment Committee / Interview Boards / Experts / Examiners:

3. A Recruitment Committee shall be constituted by the Chief Justice soon after the advertisement is published.
4. Members of Interview Board, Experts/ Examiners, as the case may be, for setting up of the question papers and evaluation of answer scripts shall be constituted by the Chief Justice at any time deemed fit once the process of recruitment begins with the advertisement. The Chief Justice shall prepare a panel of Experts/Examiners for each subject in which the

Recruitment Committee would hold examination or may constitute a Committee for the said purpose. Different Committees may be constituted for different subjects. The Chief Justice may make additions or alternation in the panel from time-to-time.

5. The Registrar shall be the Member-Secretary of the Recruitment Committee, unless otherwise directed by Chief Justice.

Process of examination and evaluation:

6. The Registrar and Registrar(Judicial Service), High Court of Sikkim with the help of Confidential Section of the Court Registry shall scrutinize the applications of the candidates on receipt of the same by the Registry in accordance with the eligibility criteria and other conditions prescribed in the advertisement and submit report to the Recruitment Committee for final publication of accepted and rejected list of candidates with the approval of the Chief Justice. During the process of recruitment, strict confidentiality shall be maintained by all officers handling the relevant files.
7. The Registrar in the capacity of Member-Secretary of the Recruitment Committee in co-ordination with Confidential Section of this Registry shall issue admit card to the candidates duly mentioning the date and venue of written examination to be fixed by the Recruitment Committee with the approval of the Chief Justice.
8. Experts/Examiners shall set-up the question papers in strict confidentiality and hand over the same along with a soft copy(in pen drive) in a sealed cover/envelope under the signature and seal of Experts/Examiners to the Registrar. A complete set of question papers(one copy of each subject) shall be sealed in an envelope and kept

in safe custody by him/her in the strongroom of the Chief Justice. On the date as designated by the Chief Justice, Experts/Examiners, Registrar and Registrar(Judicial Service) shall assemble at the designated place. Registrar shall then open the seal of the said envelope in presence of Experts/Examiners and Registrar(Judicial Service) and print-out the question papers as per requirement. In case of unavailability of Experts/Examiners, this exercise shall be executed by the Registrar and Registrar(Judicial Service) in the presence of a person nominated by the Chief Justice.

9. Registrar, Registrar(Judicial Service) and the Experts/Examiners will be responsible for maintaining the confidentiality of all question papers. The print-out of question papers, along with original shall be packed in different sealed covers/envelopes(subject-wise) in the presence of Experts/Examiners or a person nominated by the Chief Justice and Registrar as well as Registrar(Judicial Service) and the covers/envelopes shall be duly signed by all of them. The sealed covers/envelopes shall then be handed over to the Registrar who shall thereafter immediately proceed to the strongroom of the Chief Justice and deposit the same in safe custody. Half-an-hour before the commencement of examination, the sealed covers/envelopes containing the question papers shall be handed over to the Registrar General, who shall then take the same to the examination hall. Registrar General shall open the sealed covers/envelopes inside the examination hall ten minutes before commencement of examination for distribution to the candidates.
10. After the written examination is over, the answer scripts/answer books shall be kept in sealed covers/envelopes with the lists of candidates (who appeared) and invigilators (present) in a particular examination. All invigilators shall affix their signatures on the body of covers/envelopes.

Thereafter, the same shall be handed over to the Registrar General who shall deposit the same in the strongroom of the Chief Justice.

11. With the approval of the Chief Justice the Registrar and Registrar(Judicial Service) shall complete the task of coding and segregating the upper portion of the answer scripts/answer books in the presence of Registrar General. After completing the process of coding of answer-scripts, the Registrar shall once again place the same in sealed cover(s)/envelope(s) along with the question paper(s). Sealed envelope(s) shall be duly signed by the Registrar General, Registrar and Registrar(Judicial Service). Registrar shall again keep the same inside the strongroom of the Chief Justice. With further approval from the Chief Justice the envelopes containing the answer books shall be handed over to the Experts/ Examiners for evaluation by Registrar on such day as determined. The evaluation shall be done in a place designated by the Chief Justice.

Interview:

12. After receipt of Answer-Scripts and Marksheet from the Experts/ Examiners, the Registrar and Registrar(Judicial Service) shall take the same for decoding by collecting the upper portion of the answer books from the strongroom of the Chief Justice in the presence of Registrar General. Thereafter, the Registrar and Registrar(Judicial Service) shall take necessary steps for compilation of marks obtained by the candidates and prepare a consolidated Marksheet of the written examination along with another person nominated by the Chief Justice. The marks obtained by the candidates shall not be disclosed to anybody including the Interview Board as may be constituted by the Chief Justice. Only the list of candidates in alphabetical order who have qualified for the interview/viva-voce having secured minimum qualifying marks (i.e., to

the extent of five times of the number of posts as specified in the advertisement inviting applications) will be placed before the Recruitment Committee.

13. No candidates appearing for the Sikkim Judicial Service or Sikkim Superior Judicial Examinations shall be qualified to appear for interview/viva-voce unless he/she secures minimum 40% marks in aggregate in each paper respectively. Only such number of candidates shall be called for interview/viva-voce as shall obtain the highest number of marks in aggregate of both the papers in the written examination up to the extent of five times of the number of posts as specified in the advertisement inviting applications.
14. The list of candidates qualifying for appearing in the interview/viva-voce shall be displayed for general information on the High Court's Notice Board, website of the High Court as well as in the newspaper(s) in which the initial advertisements had been published. It shall be ensured that only the roll numbers and names of the candidates in alphabetical order is displayed so that the order of merit of written examination is not disclosed at this stage.
15. The candidates whose names are included in the published list as above shall be invited to appear before the Interview Board as may be constituted by the Chief Justice for interview/viva-voce/personality test on such time, date and venue as may be indicated in the notice. If a candidate fails to turn up for the interview/viva-voce on the specified day, he/she will be marked absent.
16. All documents and certificates in original shall be verified by the Confidential Section of the Registry in coordination with the Registrar and Registrar(Judicial Service) before the candidate is allowed to appear before the Interview Board. Only the list of candidates (in alphabetical

order) who have qualified for the interview/viva-voce shall be disclosed to the Interview Board. The marks obtained by the candidates shall not be disclosed to the Interview Board.

Declaration of result and publication of merit list:

17. After completion of the interview/viva-voce, the marks obtained by the candidates in the interview/viva-voce shall be authenticated by the Interview Board with their signatures. Thereafter, the marks of written examination and interview/viva-voce shall be combined and the merit list of candidates shall be finalized in accordance with the procedure. Tabulation of the marks obtained by the candidates in both written examination and interview/viva-voce shall be done by Registrar, Registrar(Judicial Service) and another person nominated by the Chief Justice. They will also prepare merit list of the candidates and place it before the Recruitment Committee.
18. The final merit list/Selection list of candidates equal to the number of vacancy/vacancies shall be prepared as per the order of merit with name and roll number of the candidates. The same shall then be placed before the Chief Justice for approval. After approval, the Registrar General shall take necessary steps for final publication of result on the High Court's Notice Board, website of High Court as well as national and local newspapers for general information.

Miscellaneous:

19. The Recruitment Committee shall make necessary arrangement for payment of honorarium/remuneration to the Experts/Examiners engaged for setting-up question papers/evaluation of answer scripts as well as invigilators/persons for conducting examination as per rates fixed by the State Government vide Notification bearing No. 62/SPSC/ADM/2014 dated 21.02.2014 or as amended from time to

time. The Chief Justice shall decide honorarium/remuneration of Experts/Examiners coming from outside the State including entitlements of flight and vehicle charges as well as accommodation.

20. The Recruitment Committee shall issue orders regarding number of invigilators, additional instructions to the candidates, guideline to the invigilators from time-to-time.
21. Recruitment Committee may issue further order as and when found necessary for proper implementation of these guidelines.
22. Endeavour shall be made to complete the recruitment process within a period of four(04) months from the date of publication of advertisement inviting applications from eligible candidates, unless extended by the Chief Justice.
23. In case of any difficulty in the recruitment process, the Chief Justice will be authorized to take necessary decision in the matter.
24. These revised guidelines shall come into force with immediate effect.

By Order,

Date: 25.04.2023

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Chief Justice