

Sikkim State Legal Services Authority

Gangtok

EMPLOYMENT NOTICE

Applications are invited from eligible local candidates for filling up the following posts on temporary basis in the establishment of Sikkim State Legal Services Authority, High Court Legal Services Committee and Districts Legal Services Authorities (East, West, South and North).

Details are as under:-

Sikkim State Legal Services Authority

Sl.No.	Name of Post	No. of Posts	Pay in the Pay Matrix	Eligibility criteria	Syllabus
1.	Data Entry Operator	01	Rs. 21,700/- Cell I Level 7	Class XII passed from a recognized Board along with Diploma in Computer Applications	<b>A. Written Examination (150 marks)</b> <b>Paper - I (100 marks, Duration: 2 hrs)</b> English Language : Essay Writing, letter writing, idioms & phrases, common errors, prepositions, synonyms, antonyms, one word substitution. (40% will be the qualifying percentage) <b>Paper-II(50 marks, Duration: 1 hr)</b> General Knowledge: Current affairs, objective questions (40% will be the qualifying percentage) <b>B. Viva Voce (50 marks)</b> (40% will be the qualifying percentage)
2.	Peon	01	Rs. 18,000/- Cell I Level 4	Class VIII passed from a recognized school/Board	<b>Viva Voce only</b>

**High Court Legal Services Committee and District Legal Services Authorities (East, West, South and North).**

Sl.No.	Name of Post	No. of Posts	Pay Band + Grade Pay	Eligibility criteria	Syllabus
1.	Junior Accountant	05	Rs. 25,400/- Cell I Level 9	Graduate from a recognized university & having knowledge in Computers	<p><b><u>A. Written Examination (150 marks)</u></b></p> <p><b><u>Paper - I (100 marks, Duration: 2 hrs)</u></b>                      English Language : Essay Writing, letter writing, idioms&amp; phrases, common errors, prepositions, synonyms, antonyms, one word substitution and arithmetic                      (40% will be the qualifying percentage)</p> <p><b><u>Paper-II(50 marks, Duration: 1 hr)</u></b>                      General Knowledge: Current affairs, objective questions                      (40% will be the qualifying percentage)</p> <p><b><u>B. Viva Voce (50 marks)</u></b>                      (40% will be the qualifying percentage)</p>

**District Legal Services Authorities (East) & (North)**

Sl.No.	Name of Post	No. of Posts	Pay Band + Grade Pay	Eligibility criteria	Syllabus
1.	Accountant	01	Rs. 30,200/- Cell I Level 10	Bachelors Degree from a recognized university & having knowledge in Computers	<p><b><u>A. Written Examination (150 marks)</u></b></p> <p><b><u>Paper - I (100 marks, Duration: 2 hrs)</u></b>                      English Language : Essay Writing, letter writing, idioms&amp; phrases, common errors, prepositions, synonyms, antonyms, one word substitution and arithmetic                      (40% will be the qualifying percentage)</p> <p><b><u>Paper-II(50 marks, Duration: 1 hr)</u></b>                      General Knowledge: Current affairs, objective questions                      (40% will be the qualifying percentage)</p> <p><b><u>B. Viva Voce (50 marks)</u></b>                      (40% will be the qualifying percentage)</p>

2.	Lower Division Assistant	01	Rs. 21.700/- Cell I Level 7	Class 12 passed from a recognized Board along with Diploma in Computer Applications	<p><b>A. Written Examination (150 marks)</b></p> <p><b>Paper – I (100 marks, Duration: 2 hrs)</b> English Language : Essay Writing, letter writing, idioms &amp; phrases, common errors, prepositions, synonyms, antonyms, one word substitution. <b>(40% will be the qualifying percentage)</b></p> <p><b>Paper-II(50 marks, Duration: 1 hr)</b> General Knowledge: Current affairs, objective questions <b>(40% will be the qualifying percentage)</b></p> <p><b>B. Viva Voce (50 marks)</b> <b>(40% will be the qualifying percentage)</b></p>
3.	Peon	01	Rs. 18.000/- Cell I Level 4	Class VIII passed from a recognized school/Board	Viva Voce only

**Conditions of eligibility**

1. Should have attained the age of 18 years & should not have exceeded 40 years in terms of Notification No: M(3)/(55)/GEN/DOP/Pt-III DT: 03/07/2017.
2. Candidates fulfilling the above criteria may apply for the post along with the self attested supporting documents and address proof and 3(three) recent passport size photographs. Application received without supporting documents will be summarily rejected. **Candidates are also required to mention their proper address and mobile /contact numbers in their applications.**
3. **Other Requisites:-**
  - a) Candidates must be in possession either Sikkim Subject Certificate or Certificate of Identification issued by the Competent Authority.
  - b) Candidate already in Government Service or in Public Sector Undertaking or similar Organizations, whether in permanent or temporary capacity or as Work-Charge employee shall submit their application along with “**No Objection Certificate**” from their present employer.
  - c) Candidate must possess valid employment card issued by DOPART.
  - d) SC/ST/OBC/MBC Certificate as the case may be.
4. The application along with self attested copies of the documents mentioned above should reach the Office of the Member Secretary, Sikkim State Legal Services Authority, Development Area, Gangtok on or before **30.11.2019 (Saturday)** between **10.00 a.m. to 4.00 p.m.**

5. Application received after the last date i.e. 30.11.2019 shall not be entertained on any ground.
6. The list of names of candidates found eligible to appear for written examination for the posts of Accountant, Junior Accountant, Date Entry Operator and Lower Division Assistant and viva-voce for the posts of Peon will be displayed on the Notice Board of the Sikkim State Legal Services Authority on 7<sup>th</sup> December, 2019 (Saturday).
7. Candidates found eligible on preliminary scrutiny of the applications shall be issued admit cards on 09/12/2019 (Monday) to 10/12/2019 (Tuesday).
8. Candidates issued with admit card for the post of Accountant shall have written examinations on 14<sup>nd</sup> December, 2019 (Saturday).
9. Candidates issued with admit card for the post of Junior Accountant shall have written examinations on 17<sup>th</sup> December, 2019 (Tuesday).
10. Candidates issued with admit card for the post of Date Entry Operator shall have written examinations 18<sup>th</sup> December, 2019 (Wednesday).
11. Candidates issued with admit card for the post of Lower Division Assistant shall have written examinations on 19<sup>th</sup> December, 2019 (Thursday).
12. Viva-Voce for the post of Peon shall be held on 20<sup>th</sup> December, 2019 (Friday).
13. Candidates found eligible after written examination for the posts of Accountant, Junior Accountant, Data Entry Operator and Lower Division Assistant shall be intimated through sms in their mobile numbers mentioned in their applications for the viva-voce.
14. The State Legal Services Authority reserves the right to accept or reject any application, with or without any reason.
15. Eligible candidates should appear with their original documents at the time of interview.
16. No TA/DA shall be paid for appearing in the interview.

Sd/-

**MEMBER SECRETARY**  
Sikkim State Legal Services Authority  
Development Area, Gangtok.