

SIKKIM STATE LEGAL SERVICES AUTHORITY
GANGTOK

Employment Notice

Applications are invited from eligible candidates for filling up the following posts in Group C and Group D, in the establishment of the Sikkim State Legal Services Authority, and for the office of full time Secretary, District Legal Services Authority (East & North) at Gangtok, and (South & West) at Namchi, under Sikkim State Legal Services Authority:

Office of Sikkim State Legal Services Authority:

SI No	Name of the Post	Pay Matrix	No of Posts
1	Driver	₹ 20,300/- Level-6 (Group C)	02
2	Peon-cum-photocopier	₹ 18,000/- Level-4 (Group D)	01

For the office of full-time Secretary, District Legal Services Authority
(East and North) at Gangtok, & (South and West) at Namchi:

SI No	Name of the Post	Pay Matrix	No of Posts
1	Lower Division Clerk	₹ 21,700/- Level-7 (Group C)	02
2	Driver	₹ 20,300/- Level-6 (Group C)	02
3	Peon	₹ 18,000/- Level-4 (Group D)	02

1. IMPORTANT DATES:

SI No	Description	Date & Time
1	Submission of application forms commences from	21 st April, 2025 (10 AM onwards)
2	Last date for submission of application	20 th May, 2025 (4:30 PM)

Application(s) received on 20th May, 2025 after 4:30 PM, shall not be entertained on any ground.

2. AGE LIMITS:

Applicants should have attained the age of 18 years but should not have exceeded 40 years in terms of Notification No M(3)/(55)/GEN/DOP/Pt-III dated 03.07.2017.

3. ELIGIBILITY CONDITION / QUALIFICATION, SELECTION PROCEDURE / EXAMINATION & SYLLABUS:

Sl No	Category of post	Eligibility condition/Qualification	Selection Procedure/Examination	Syllabus
1	Lower Division Clerk	<ul style="list-style-type: none"> ➤ Class XII passed from a recognized Board. ➤ Computer Certificate from a recognised Institute. 	<ul style="list-style-type: none"> ➤ Written Examination and Viva-voce. 	<p><u>Paper – I</u></p> <ul style="list-style-type: none"> ➤ English language (50 marks) Duration – 1 hour <p>Essay writing, letter writing, idioms and phrases, common errors, prepositions, one word substitution, sentence structure, tenses etc.</p> <p>Paper – II (50 marks) Duration (1 hour)</p> <ul style="list-style-type: none"> ➤ General knowledge: <p>Current Affairs, events of Local, National and International importance (multiple choice questions).</p> <p>Viva -Voce (50 marks)</p> <p>(40% will be the qualifying percentage)</p>
2	Driver	<ul style="list-style-type: none"> ➤ Class VIII passed from a recognised Board. ➤ Must possess a valid driving license issued by the Regional Transport Officer, Motor Vehicle Department, Government of Sikkim. 	Viva-voce and Driving Skill test.	<p>Viva -Voce (50 marks)</p> <p>Driving Skill test (50 marks)</p> <p>(40% will be the qualifying percentage)</p>
4	Peon	Class VIII passed from a recognised Board.	Viva-voce	Viva -Voce (50 marks)
5	Peon-cum-photocopier	Class VIII passed from a recognised Board.	Viva-voce	Viva -Voce (50 marks)

4. ESSENTIAL TERMS AND CONDITIONS:

1. No person shall be eligible for appointment to the service of Sikkim State Legal Services Authority, unless he/she possess the requisite qualification(s) and experience(s) as specified against the posts advertised in the Employment Notice dated **21.04.2025**.
2. No person shall be eligible for appointment to the service of Sikkim State Legal Services Authority, if he/she has been convicted and sentenced to imprisonment for any offence under the law by a competent authority.
3. Applicants fulfilling the above conditions may apply for the post(s) by a written application addressed to the Member Secretary, Sikkim State Legal Services Authority, Gangtok, along with self-attested copies of requisite testimonials including date of birth & educational qualification(s).
4. Applicants shall submit 3 (three) recent passport-size photographs and Self-Declaration Form (*Annexure A*) in terms of Notification bearing No 52/Home/2018 dated 06.08.2018, issued by Home Department, Government of Sikkim.
5. Applicants shall provide his/her proper residential address, mobile number and email address (if any) in the application.

6. Candidates for appointment to the above posts must be a Citizen of India. Preference shall be given to candidates possessing either Sikkim Subject Certificate or Certificate of Identification.
7. Applicants already in Government service or in a 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(s).
8. Incomplete applications without supporting documents or photographs shall be rejected summarily.
9. There shall be a preliminary scrutiny of the applications for the posts above, and list of names of candidates found eligible to appear in such written examination, driving skill test and viva-voce, after such scrutiny, shall be uploaded and displayed in the website of Sikkim State Legal Services Authority (<https://www.sikkimslsa.nic.in>); and the notice board of Sikkim State Legal Services Authority on 20th June, 2025. Admit cards indicating the Dates, Time & Venue of the written examination, the driving skill test, and the viva-voce shall be issued to such candidates.
10. Please note that no separate calling letters shall be issued to applicants eligible to appear for the written examination.
11. The Sikkim State Legal Services Authority reserves the right to accept or reject any application, with or without any reason.
12. The number of candidates to be called for viva-voce against the vacancy of the posts shall be in the ratio 1:5 from the qualified candidates, in order of merit for the post of Lower Division Clerk. Candidates appearing for the viva-voce shall appear with their original documents.
13. No TA/DA shall be paid for appearing in the written examination and interview/viva-voce.

Sd/-

MEMBER SECRETARY
Sikkim State Legal Services Authority
Development Area, Gangtok