

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,**  
**SORENG DISTRICT, SIKKIM**

**Ref. No.01/D&SJ(Soreng)**

**Dated:24.06.2025**

**Employment Notice**

Applications are invited from eligible candidates for filling up the vacant posts of the following, under the Establishment of the District & Sessions Court, Soreng, Sikkim on purely temporary basis.

<b>Sl.No.</b>	<b>Name of Post</b>	<b>No. of Post</b>	<b>Pay in the Pay Matrix</b>	<b>Requisite Qualification</b>
1	System Administrator	01 (one)	Level 15 Cell 1	Bachelors' Degree from the recognized university & certificate of two years Diploma in Computer.
2	Junior Accountant	01 (one)	Level 10 Cell 1	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
3	Junior Librarian	01 (one)	Level 09 Cell 1	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
4	Lower Division Assistant	01 (one)	Level 09 Cell 1	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
5	Dispatcher	01 (one)	Level 09 Cell 1	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
6	Record Keeper	01 (one)	Level 09 Cell 1	Bachelors' Degree from the recognized university along with basic knowledge in Computer.
7	Process Server	02 (two)	Level 06 Cell 1	Class VIII pass certificate from the recognized school/Board.
8	Driver	02 (two)	Level 07 Cell 1	Class VIII pass certificate from the recognized school/Board and valid Driving Licence with experience of at least 5 years.
9	Peon	02 (two)	Level 05 Cell 1	Class VIII pass certificate from the recognized school/Board.
10	Chowkidar -cum- Mali	1 (one)	Level 05 Cell 1	Class V pass certificate from the recognized school/Board.
11	Sweeper	1 (one)	Level 05 Cell 1	Class V pass certificate from the recognized school/Board.
12	Electrical Assistant	1 (one)	Level 05 Cell 1	ITI Diploma or equivalent in the relevant field from recognized board of India. Class-X pass with a Diploma in Electrical Engineering or ITI Electrician Course or any equivalent course obtained either from a Government/Government recognized Polytechnic Institute, which must be recognized by the National Council for Vocational Training (NCVT), Government of India and/or from ITI, Government of India.
13	Plumber	1 (one)	Level 05 Cell 1	Class-X pass with a Diploma in Plumbing or any equivalent course obtained either from a Government/Government recognised Industrial Training Institute (ITI) and having a National Trade Certificate issued by National Council for Vocational Training (NCVT), Government of India.

1. A candidate for appointment to the above posts must be :-
  - (i) a citizen of India.Provided that no person –
  - (a) who has entered into or contracted a marriage with a person having a spouse living Or,
  - (b) with, having a spouse living has entered into or contracted marriage with another person shall be eligible for appointment to the above posts.
    - (i) Provided that the High Court may, if satisfied that such marriage is permissible under the personal law of custom applicable to such person and the other party to the marriage, exempt any person from the operation of this rule.
    - (ii) Age of the candidate must not be less than 18 yrs and not more than 30 years of age as on 31.07.2025. Relaxation of the upper age limit will be permitted as per Sikkim Government Establishment Rule 1974 for candidates belonging to Schedule Caste/Schedule Tribe, Other Backward Classes or Ex-servicemen and governed by Notification No. M(3)/(55)/GEN/DOP/PT -III Dated: 03/07/2017 for candidates belonging to all communities of State of Sikkim.
    - (iii) The upper age limit shall not apply to a person already on establishment of the Subordinate Courts.
2. The applicant shall submit any one of the following documents as proof of their citizenship:
  - (i) Birth Certificate; or
  - (ii) Passport; or
  - (iii) Certificate of Identification (only in case of Sikkim subjects)/Residential Certificate; or
  - (iv) Valid Voters' Identity Card issued by the Election Commission of India.
3. Candidates fulfilling the above conditions may apply for the post by submitting an application in the prescribed form available in the official website of this establishment <https://gyalshing.dcourts.gov.in/> and <https://namchi.dcourts.gov.in/>
4. The candidates shall submit along with supporting documents, duly attested/self-attested, as the case may be in person at District Court Complex, Gyalshing during the working hours. Bank Draft of Rs. 50/- (Rupees Fifty only per post applied) (non-refundable) for the post, drawn in favour of District & Sessions Court, Soreng, under Head-0070/01/OAS shall be enclosed with the application.
5. The last date for receipt of applications is **31.07.2025**
6. Incomplete application(s) without the requisite testimonials and/or other documents shall be summarily rejected.
7. The applications received after the prescribed date and time shall not be entertained on any ground.
8. Those who are already in Government service shall apply through proper channel.
9. The list of candidates whose applications are accepted for the examination shall be uploaded in the official website.
10. Date(s) of issuance of Admit Cards to the eligible/accepted candidates will be intimated in official website. No duplicate Admit Card will be issued in case of loss unless the applicant shows that loss was due to reasons beyond his/her control.
11. Only those candidates found eligible on preliminary scrutiny shall be called for appearing in the interview /viva-voce. The final merit list will be uploaded in the official website as well as affixed on the Notice Boards of District & Sessions Court, Gyalshing and Soreng and Namchi.
12. The District & Sessions Court, Soreng, Sikkim reserves the right to accept or reject any application, with or without assigning any reason.
13. All other matters which are not specifically provided in the advertisement shall be decided by the office of the District & Sessions Court, Soreng, Sikkim.

14. No T.A and D.A will be paid for appearing in the interview.
15. 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 establishment.
16. The examination for the concerned vacant post above will be held in the following manner viz., Written Examination followed by Interview/viva-voce. Candidates securing 40% and above in the Written Examination shall 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 examination 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 as well as affixed on the Notice Boards of District & Sessions Court, Gyalshing, Soreng and Namchi.
17. For syllabus, application form and other details interested candidates may visit <https://gyalshing.dcourts.gov.in> and <https://namchi.dcourts.gov.in>

Syllabus is as follows:-

District and Sessions  
Judge(I/C)  
Soreng District, Sikkim

Sl.No.	Subject	Syllabus	Name of the post	Marks
1	<b>English</b> (40 % will be the qualifying percentage)	Essay writing, letter writing, Idioms & Phrases, Common Error, Preposition, Synonyms, Antonyms, One word substitution etc.	System Administrator/ Junior Accountant /Junior Librarian/ Lower Division Assistant/ Dispatcher/Record Keeper	100 Marks
3	<b>General Knowledge</b> (40 % will be the qualifying percentage)	Knowledge of current affairs (Objective questions)	System Administrator/ Junior Accountant /Junior Librarian/ Lower Division Assistant/ Dispatcher/Record Keeper	100 Marks
4	<b>Arithmetic</b> (40 % will be the qualifying percentage)	HCF, LCM, Simple & Compound Interest, Percentage, Profit & Loss, Average Algebra.	Junior Accountant	100 Marks
5	<b>Computer</b> (40 % will be the qualifying percentage)	Test in Advanced Computer application /operation.	System Administrator	100 Marks
6	<b>Computer</b> (40 % will be the qualifying percentage)	Test in Basic Computer application /operation	Junior Accountant /Junior Librarian/ Lower Division Assistant/ Dispatcher/Record Keeper	100 Marks
7	<b>Viva Voce</b>		All posts	100 Marks

-Sd/-  
District & Sessions Judge(I/C),  
Soreng District, Sikkim

Candidates can fill up the form and submit at Establishment Section, District & Sessions Court, Gyalshing/Soreng.

Instruction to fill the form for Applicants:

- **BLOCK LETTERS with clear & Legible Handwriting**
- **Relevant documents** (according to the requirements) to be attached along with this application form.
- Submit **three recent passport-size photos**; paste one on the form.
- For multiple posts, fill out a separate form and submit a separate set of documents for each post.

**APPLICATION FORM**

PASSPORT  
SIZE  
PHOTO

To,

The Ld. District and Sessions Judge(I/C)  
Soreng District, Sikkim

Respected Sir,

I, the undersigned, respectfully submit the following application for your kind consideration:

NAME: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

POST APPLIED: \_\_\_\_\_

GENDER: \_\_\_\_\_

D.O.B (dd/mm/yyyy): \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTACT: \_\_\_\_\_

DEMAND DRAFT NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

CURRENTLY EMPLOYED (write YES or NO , NOC to be submitted if YES) : \_\_\_\_\_

QUALIFICATION (Experience, if any): \_\_\_\_\_

DOCUMENTS ENCLOSED : (enclose relevant documents as per the requirements)

1. Birth Certificate	2. COI / Residential Certificate / Voter ID
3. Educational Qualification	4. Computer Certificate
5. Driving Licence	6. Experience Certificate/ NOC

**DECLARATION**

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that if any information is found to be false or misleading at any stage of the recruitment process, I shall be disqualified from the said examination.

SIGNATURE & DATE: