

Sikkim State Legal Services Authority
Gangtok

EMPLOYMENT NOTICE

Applications are invited from eligible local candidates for filling up the following post on temporary basis in the establishment of Sikkim State Legal Services Authority.

Details are as under:-

Sl.No.	Name of Post	No. of Posts	Pay in the Pay Matrix	Eligibility criteria	Syllabus
1.	Record Keeper	01	Rs. 21,700/- Cell1 Level 7	Class XII passed from a recognized Board along with Diploma in Computer Applications	<u>A. Written Examination (150 marks)</u> <u>Paper – I (100 marks, Duration: 2 hrs)</u> English Language : Essay Writing, letter writing, idioms& phrases, common errors, prepositions, synonyms, antonyms, one word substitution. (40% will be the qualifying percentage) <u>Paper-II(50 marks, Duration: 1 hr)</u> General Knowledge: Current affairs, objective questions (40% will be the qualifying percentage) <u>B. Viva Voce (50 marks)</u>

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 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 of either Sikkim Subject Certificate or Certificate of Identification issued by the Competent Authority.
 - b) Candidate already in Government Service or in Public Sector Undertakings 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 and Self Declaration Form in view of Notification bearing No. 52/Home/2018 dated 06.08.2018, issued by Home Department, Government of Sikkim, should reach the Office of the Member Secretary, Sikkim State Legal Services Authority, Development Area, Gangtok on or before **18.04.2020 (Saturday)** between **10.00 a.m. to 4.00 p.m.**
5. Application received after the last date i.e. **18.04.2020** shall not be entertained on any ground.
6. **The list of names of candidates found eligible to appear for written examination for the above post will be displayed on the Notice Board of the Sikkim State Legal Services Authority on 25.04.2020 (Saturday).**
7. Candidates found eligible on preliminary scrutiny of the applications shall be issued admit cards on **28.04.2020**
8. The date for Viva-Voce for the selected candidates shall be intimated thereafter
9. **Candidates found eligible after written examination for the above post shall be intimated through sms in their mobile numbers mentioned in their applications for the viva-voce.**
10. The State Legal Services Authority reserves the right to accept or reject any application, with or without any reason.
11. Eligible candidates should appear with their original documents at the time of interview.
12. No TA/DA shall be paid for appearing in the interview.

Sd/-

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