

Sikkim State Legal Services Authority
Gangtok

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for filling up the following post on purely temporary basis in the Establishment of the Sikkim State Legal Services Authority and District Legal Services Authority (East) in the Pay in the Pay Matrix as indicated against the post plus other allowances as admissible from time to time:-

Sl. No.	Name of Post	No. of Posts	Pay in the Pay Matrix	Eligibility criteria	Syllabus
1.	Stenographer Grade-III	02	Rs. 33,700/- Cell 1 Level 11	Class XII passed from a recognized Board possessing Certificate in Computer from any Computer Centre and having a maximum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing	<u>A. Written Examination</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. <u>Paper-II(50 marks, Duration: 1 hr)</u> General Knowledge: Current affairs, objective questions <u>B. Practical Examination</u> <u>Written Examination (150 marks)</u> a) Shorthand & Transcription Speed test will be 80 w.p.m. b) Typing Speed test will be 40 w.p.m.

Conditions of eligibility

1. A candidate for appointment to the above post must be:
 - i) Citizen of India
 - ii) Not less than 18 years of age and not more than 40 years of age as on 18.04.2020.
However, in the case of candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, the upper age limit relaxation shall be the same as prescribed by the State Government for entry into similar services for such candidates.
2. Candidates fulfilling the above conditions may apply for the post along with supporting documents attested by a Gazetted Officer and 3(three) recent passport size photographs, to the undersigned. Applications received without supporting documents and photographs will be summarily rejected. Candidates are also required to mention their proper address and mobile/contact numbers in their applications.

3. 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 **18.04.2020 (Saturday)** between **10.00 a.m. to 4.00 p.m.**
4. Application received after the last date i.e.**18.04.2020** shall not be entertained on any ground.
5. Those who are already in Government service shall apply through proper channel.
6. Candidates found eligible on preliminary scrutiny of the applications shall be issued admit cards for appearing in the practical test/written examination. **The list of names of candidates found eligible will be displayed on the Notice Board of the Sikkim SLSA and/or the eligible candidates will be intimated through sms in their mobile numbers mentioned in their applications along with the details of the interview/selection test.**
7. Date(s) of issuance of Admit Cards to the eligible candidates will be intimated later on through sms and in local dailies.
8. The examinations for the above vacant posts will be held in three phases:
 - a) Written Examination
 - b) Practical Examination (Shorthand, Transcription & Typing) and
 - c) Viva Voce.
9. Candidates who qualify in the Written Examination will be selected and called for Practical examination (Shorthand, Transcription & Typing) as the case may be, and, the candidate who qualify both in (a) & (b) will be called for viva-voce. Final selection will be made on the basis of combined marks secured by the candidate in (a), (b) and (c) above.
10. The Sikkim 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.