

**GOVERNMENT OF SIKKIM**

**DEPARTMENT OF PERSONNEL, ADMINISTRATIVE  
REFORMS AND TRAINING**

**GANGTOK**

**NOTIFICATION**

No. 14/GEN/DOP

Dated: 26.04.2001

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Sikkim, in consultation with the High Court of Sikkim, hereby makes the following rules regulating the method of recruitment and conditions of service of persons appointed to the Sikkim Subordinate Courts' Service namely:

**1. Short title and commencement:**

1. These rules may be called the Sikkim Subordinate Courts' Service (Method of Recruitment and Conditions of Service) Rules, 2001.
2. They shall come into force at once.

**Definition:**

**2. In these rules, unless there is anything repugnant in the subject or context:-**

- a. "appointment" means appointment to any cadre post;
- b. "cadre post" means any post whether permanent or temporary in the Establishment of any of the Subordinate Courts;
- c. "Government" means Government of Sikkim;
- d. "High Court" means High Court of Sikkim;
- e. "Prescribed" means prescribed by these rules;
- f. "Selection Committee" means Selection Committee as may be constituted by the High Court consisting of Registrar General/ Registrar of the High Court of Sikkim, the District & Sessions Judge (East & North) and such other persons/officers as may be included by the High Court.
- g. "Subordinate Court" means the Court and Office of the District & Sessions Judge, Chief Judicial Magistrate and Civil Judge-cum- Judicial Magistrate;
- h. "Selection test" means competitive examination in the subject indicated in **\*"Schedule O"** for the purpose of selection from time to time;

**Establishment Strength:**

3. 1. The Sikkim Subordinate Courts' Service shall consist of one common cadre and shall include all the posts in the Subordinate Courts as are existing now and shall also include the posts as may be created from time to time in the Subordinate Courts.

**\* Substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015**

2. The post of stenographers for all Subordinate Courts shall constitute one common cadre consisting of different grades.

**Conditions of Eligibility and Appointment:**

4. 1. A person shall be eligible for appointment on the establishment of a Subordinate Court, who:-
  - a. is a citizen of India,
  - b. is medically fit,
  - c. is of good character,
  - d. possesses the prescribed educational qualification.
2. The lower and upper age limit shall be as prescribed by the State Government in respect of equivalent posts:

Provided that upper age limit shall not apply to a person already on establishment of the Subordinate Courts.

**Mode of Appointment**

5. 1. Except for appointment on adhoc basis, the mode of and qualifications for appointment to the posts shall be as stated in the Appendixes to these rules.
2. Appointment to a post specified in the Appendixes may be substantive or on probation or on officiating, temporary or adhoc basis.

**Probation and Confirmation:**

6. 1. All appointments by direct recruitment to the permanent posts shall be made on probation for a period of two years from the date of appointment:
 

Provided that if during the period of probation, a candidate's work or conduct is found unsatisfactory, the District Judge may either discharge him from service or extend his period of probation for such further period as he may think fit.
2. No person shall be confirmed in the permanent post unless he or she has satisfactorily completed the probation period as aforesaid.

**Disqualification:**

7. **No person:**
  - a. who has entered into or contracted a marriage with a person having a spouse living or,
  - b. who, having a spouse living has entered into or contracted marriage with any person, shall be eligible for appointment to the service:

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.

**Reservation.**

8. The order/notification issued by the State Government from time to time with regard to reservation, relaxation of age, or any other concessions in respect of Scheduled Tribe, Scheduled Caste, Other Backward Classed or any other special category of person shall apply subject to such variations as the High Court may specify.

**Selection Procedure:**

9. 1. Selection procedure to a post other than a group 'D' post shall consist of written test followed by viva-voce/interview in accordance with **\*"Schedule O"**.
2. For the purpose of recruitment to any post, the selection committee shall on the basis of performance of candidates in the Written Examination/test and interview or where no written test is held, in Interview only, prepare panel of names of candidates in order of merit and forward the same with its recommendation to the Registrar General /Registrar of the High Court for the purpose of appointment and the Registrar General/Registrar on receipt of the same shall place the matter before the High Court for approval and upon such approval the Registrar General/Registrar of the High Court shall communicate the approval to the concerned District & Sessions Judge who on receipt of the same shall issue necessary office order of appointment.

**Format of application:**

10. For the purpose of filling up any of the posts, the vacancy shall be advertised in the two newspaper, one local and the other having national circulation and shall also be displayed on the Notice Board inviting applications from candidates containing the following particulars.

- i. Name
- ii. Father Name
- iii. Present address
- iv. Nationality
- v. Qualification (Educational)
- vi. Experience, if any.

**Transfer and posting:**

11. 1. The High Court may issue direction from time to time to effect transfer of employees and their posting to any of the Subordinate Courts **\*\*"inter-se"** in such manner as it may consider expedient and the Registrar General/Registrar or any other officer of the High Court shall

\*Substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015  
 \*\* Inserted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

communicate such direction to the concerned District & Sessions Judge for the purpose of effecting the transfer.

2. Notwithstanding anything contained in any other rule, the High Court may, in public interest, issue direction for sending an employee of a Subordinate Court to the High Court on deputation for such period as it may consider expedient and for such deputation consent of the concerned employee shall not be required. Correspondingly, an employee of the High Court may be sent to the Subordinate Court on deputation in public interest for such period as may be considered expedient and for such deputation, the consent of the concerned employee shall not be required.

3. For the purpose of seniority and promotion, an employee/staff of the Subordinate Courts will be considered only in the establishment of Subordinate Courts and where such an employee is deputed to the High Court, his seniority etc, will be reckoned relation to the staff of the Subordinate Court establishment.

### **Method of promotion**

12. 1. where a post is required to be filled up by way of promotion it shall be made on the basis of merit-cum- seniority from amongst eligible candidates.
2. There shall be maintained a common Gradation list and Seniority list of staff of the Subordinate Courts.
3. Where an employee on being promoted to a post fails to join the post within the time specified without sufficient reasons or expressed unwillingness to join the post such employee shall be liable to disciplinary action and shall also be ineligible for any promotion in future.

### **Age:**

13. The age limit as prescribed by the State Government for the equivalent posts shall be applicable.

### **Appointment on compassionate ground.**

14. Where an employee working in the establishment of the Subordinate Court dies in harness at least two year prior to his normal date of retirement, leaving his family in immediate need of assistance and there is no other earning member in the family or even where there is an earning member in the family, in deserving cases a son/daughter/near relative of the deceased can be considered for compassionate appointment. Such appointment can be made only to class III & IV posts provided the applicant is eligible and suitable for the post in all respect under the provisions of the relevant rules.

**Past Service:**

15. Where an employee has been absorbed in any post, the service rendered by him/her prior to his/her joining the post in the new establishment shall be counted as per the norms/ rules prevailing in the State Government.

**Disciplinary Authority:**

16. The concerned District & Sessions Judge within whose jurisdiction an employee is working in a court shall be the disciplinary authority in respect of such employee. The appellate authority shall be the Chief Justice or such other Judge as may be nominated in this regard by the Chief Justice of the High Court.

**\*[16A. Matter relating to seniority, leave, promotion, pension:**

In all the matters relating to seniority, leave, promotion, pension and other matters regarding the conditions of service for which no provision or insufficient provision has been made in these rules, the rules and orders for the time being in force and applicable to the Government Servants appointed to corresponding or comparable Civil Services and posts in connection with the affairs of the State of Sikkim, shall apply, mutatis mutandis, to the members of the establishment subject to such modifications, variations and exceptions, if any, as the High Court may from time to time specify:

Provided that the powers exercisable under the said rules and orders by the State Government or any authority not lower than the State Government shall be exercisable by the District Judge or any such person as may by general or special order be directed by the Hon'ble High Court.]

**Residuary matters:**

17. In respect of all such matters regarding the conditions of service for which no provision or insufficient provision has been made in these rules, the administrative instructions issued by the High Court from time to time apply.

**Interpretation:**

18. If any question arises as to the interpretation of these rules, the same shall be decided by the Chief Justice of the High Court or such other judge of the High Court as may be nominated by the Chief Justice.

## \* \* \* \* SCHEDULE 'A'

## COURT OF THE DISTRICT AND SESSIONS JUDGE, EAST SIKKIM AT GANGTOK

Sl. No.	Name of Posts	Number of Posts	Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Accounts Officer	1	PB-3 15600-39100	6200	Promotion/Filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelors Degree in Commerce from recognized University	From Senior Accountant	District and Sessions Judge, East Sikkim
2.	Administrative Officer	1	PB-3 15600-39100	6200	-do-	-do-	Bachelors Degree from recognized University	From Office Superintendent	
3.	Senior Accountant***	1	PB-2 9300-34800	5000	-do-	-do-	Bachelors Degree in Commerce from recognized University	From Accountant	
4.	Office Superintendent***	1	PB-2 9300-34800	5000	-do-	-do-	Bachelors Degree from recognized University	From Head Assistant/ Peshkar (Grade - I)	
5.	Peshkar (Grade - I)***	1	PB-2 9300-34800	5000	-do-	-do-	-do-	From UDA/Nazir	
6.	Stenographer (Grade - I)***	1	PB-2 9300-34800	5000	-do-	-do-	-do-	From Stenographer (Grade- II)	
7.	Librarian	1	PB-2 9300-34800	5000	-do-	-do-	Bachelors Degree + Diploma in Library Science		

8.	System Administrator	1	PB-2 9300-34800	5000	-do-	-do-	Bachelors Degree + 2 years Diploma in Computer		District and Sessions Judge, East Sikkim
9.	Judgment Writer (Grade – II)***	1	PB-2 9300-34800	4200	-do-	-do-	Bachelors Degree from recognized University	From Stenographer (Grade – III)	
10.	Head Assistant	1	PB-2 9300-34800	3800	-do-	-do-	Bachelors Degree	From UDA/Nazir	
11.	Accountant	1	PB-2 9300-34800	3800	-do-	-do-	-do-	From Junior Accountant	
12.	Head Copyist	1	PB-2 9300-34800	3800	-do-	-do-	-do-	From UDA/Nazir	
13.	Nazir***	1	PB-1 5200-20200	3400	-do-	-do-	-do-	From LDA	
14.	U.D.A.***	1	PB-1 5200-20200	3400	-do-	-do-	-do-	From LDA	
15.	Senior Record Keeper	1	PB-1 5200-20200	3400	-do-	-do-	-do-	From LDA/ Record Keeper	
16.	L.D.A.***	5	PB-1 5200-20200	3000	Direct Recruitment	-do-	-do-		
17.	Junior Librarian***	1	PB-1 5200-20200	3000	-do-	-do-	-do-		
18.	Record Keeper***	1	PB-1 5200-20200	3000	-do-	-do-	-do-		
19.	Driver***	2	PB-1 5200-20200	2600	-do-	-do-	Class VIII Passed		
20.	Process Server***	3	PB-1 5200-20200	2400	-do-	-do-	-do-		

21.	Frash***	1	PB-1 5200-20200	2300	-do-	-do-	-do-		District and Sessions Judge, East Sikkim
22.	Peon***	4	PB-1 5200-20200	2300	-do-	-do-	-do-		
23.	Residential Orderly*	1	PB-1 5200-20200	2300	-do-	-do-	Class V passed		
24.	Mali***	1	PB-1 5200-20200	2300	-do-	-do-	-do-		
25.	Chowkidar***	1	PB-1 5200-20200	2300	-do-	-do-	-do-		
26.	Sweeper***	1	PB-1 5200-20200	2300	-do-	-do-	-do-		
27.	Residential Orderly**	1	PB-1 5200-20200	2200	-do-	-do-	Class V passed		

\* The post created in the year 2008, vide Notification No. 124/GEN/DOP dated 11.6.2008 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The post created in the year 2014, vide Notification No.295/GEN/DOP dated 28-03-2014 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\*\* The posts appeared in the Sikkim Subordinate Courts' Service (Method of Recruitment and Conditions of Service) Rules, 2001

\*\*\*\* The term 'Schedule' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

## \*\* SCHEDULE 'B'

## COURT OF THE DISTRICT AND SESSIONS JUDGE, SPECIAL DIVISION – I AT GANGTOK

Sl. No.	Name of Posts	Number of Posts	Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - I)	1	PB-2 9300-34800	5000	Promotion/Failing by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelors Degree from recognized University	From Head Assistant/ Peshkar (Grade - II)	District and Sessions Judge, Special Division - I
2.	Stenographer (Grade – I)	1	PB-2 9300-34800	5000	-do-	-do-	-do-	From Stenographer (Grade – II)	
3.	U.D.A	1	PB-1 5200-20200	3400	-do-	-do-	-do-	From L.D.A	
4.	L.D.A	2	PB-1 5200-20200	3000	Direct Recruitment	-do-	-do-		
5.	Driver	1	PB-1 5200-20200	2600	-do-	-do-	Class VIII passed		
6.	Peon	2	PB-1 5200-20200	2300	-do-	-do-	-do-		
7.	Residential Orderly*	1	PB-1 5200-20200	2300	-do-	-do-	Class V passed		

\*The post created in the year 2008, vide Notification No. 124/GEN/DOP dated 11.6.2008 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The term 'Schedule' substituted by amended Notification No. 10/GEN/DOP dated 5.5.2015.

**\*\* SCHEDULE 'C'**

**COURT OF THE DISTRICT AND SESSIONS JUDGE, SPECIAL DIVISION – II AT GANGTOK**

Sl. No.	Name of Posts	Number of Posts	Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - I)	1	PB-2 9300-34800	5000	Promotion/Filing by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelors Degree from recognized University	From Head Assistant/ Peshkar (Grade - II)	District and Sessions Judge, Special Division - II
2.	Stenographer (Grade – I)	1	PB-2 9300-34800	5000	-do-	-do-	-do-	From Stenographer (Grade – II)	
3.	U.D.A	1	PB-1 5200-20200	3400	-do-	-do-	-do-	From L.D.A	
4.	L.D.A	2	PB-1 5200-20200	3000	Direct Recruitment	-do-	-do-		
5.	Driver	1	PB-1 5200-20200	2600	-do-	-do-	Class VIII passed		
6.	Peon	2	PB-1 5200-20200	2300	-do-	-do-	-do-		
7.	Residential Orderly*	1	PB-1 5200-20200	2300	-do-	-do-	Class V passed		

\*The post created in the year 2008, vide Notification No. 124/GEN/DOP dated 11.6.2008 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The term 'Schedule' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

## \* \* \* SCHEDULE 'D'

## COURT OF THE CHIEF JUDICIAL MAGISTRATE, EAST AND NORTH SIKKIM AT GANGTOK

Sl. No.	Name of Posts	Number of Posts	Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - II)**	1	PB-2 9300-34800	4200	Promotion/Filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelors Degree from recognized University	From U.D.A/ Peshkar (Grade - III)	District and Sessions Judge, East Sikkim
2.	Stenographer (Grade - II)**	1	PB-2 9300-34800	4200	-do-	-do-	-do-	From Stenographer (Grade - III)	
3.	L.D.A**	1	PB-1 5200-20200	3000	Direct Recruitment	-do-	-do-		
4.	Driver**	1	PB-1 5200-20200	2600	-do-	-do-	Class VIII passed		
5.	Process Server**	2	PB-1 5200-20200	2400	-do-	-do-	-do-		
6.	Peon**	1	PB-1 5200-20200	2300	-do-	-do-	-do-		
7.	Residential Orderly*	1	PB-1 5200-20200	2300	-do-	-do-	Class V passed		

\*The post created in the year 2008, vide Notification No. 131/GEN/DOP dated 1.12.2008 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The posts appeared in the Sikkim Subordinate Courts' Service (Method of Recruitment and Conditions of Service) Rules, 2001

\*\*\* The term 'Schedule' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015.

## \*\*\*SCHEDULE 'E'

## COURT OF THE CIVIL JUDGE-CUM-JUDICIAL MAGISTRATE, EAST SIKKIM AT GANGTOK

Sl. No.	Name of Posts	Number of Posts	Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - III)**	1	PB-1 5200-20200	3400	Promotion/Filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelors Degree from recognized University	From L.D.A	District and Sessions Judge, East Sikkim
2.	Stenographer (Grade – III)**	1	PB-1 5200-20200	3400	Direct Recruitment	-do-	-do-		
3.	L.D.A**	1	PB-1 5200-20200	3000	-do-	-do-	-do-		
4.	Driver**	1	PB-1 5200-20200	2600	-do-	-do-	Class VIII passed		
5.	Peon**	1	PB-1 5200-20200	2300	-do-	-do-	-do-		
6.	Residential Orderly*	1	PB-1 5200-20200	2200	-do-	-do-	Class V passed		

\* The post created in the year 2014 vide Notification No. 295/GEN/DOP dated 28.03.2014 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The posts appeared in the Sikkim Subordinate Courts' Service (Method of Recruitment and Conditions of Service) Rules, 2001

\*\*\* The term 'Schedule' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015.

## \*\* SCHEDULE 'F'

## COURT OF THE DISTRICT &amp; SESSIONS JUDGE, NORTH SIKKIM AT MANGAN

Sl. No.	Name of Posts	Number of Posts	Pay Scale/Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - I)	1	PB-2 9300-34800	4200	Promotion/filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelor Degree from recognized University	From UDA/Nazir	District & Sessions Judge, North Sikkim
2.	Stenographer (Grade - I)	1	PB-2 9300-34800	4200	- do -	- do -	- do -	From Stenographer Grade II	
3.	Driver	1	PB-1 5200-20200	2400	Direct recruitment	- do -	Class VIII passed		
4.	Peon	1	PB-1 5200-20200	2200	- do -	- do -	- do -		
5.	Residential Orderly*	1	PB-1 5200-20200	2200	-do-	-do-	Class V passed		

\* The post created in the year 2014 vide Notification No. 295/GEN/DOP dated 28.03.2014 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

Note : The posts mentioned in Sl. Nos. 1 to 4 created vide Notification No.19/GEN/DOP dated 11.06.2012

\*\* The term 'Schedule F' and (5) posts mentioned above inserted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

## \*\*\*SCHEDULE 'G'

## COURT OF THE CIVIL JUDGE-CUM-JUDICIAL MAGISTRATE, NORTH SIKKIM AT MANGAN

Sl. No.	Name of Posts	Number of Posts	Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - III)**	1	PB-1 5200-20200	3400	Promotion/filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelor Degree from recognized University	From L.D.A.	District & Sessions Judge, North Sikkim
2.	Stenographer (Grade – III)**	1	PB-1 5200-20200	3400	Director recruitment	- do -	- do -		
3.	Junior Accountant**	1	PB-1 5200-20200	3400	- do -	- do -	- do -		
4.	L.D.A.**	1	PB-1 5200-20200	3000	- do -	- do -	- do -		
5.	Record Keeper**	1	PB-1 5200-20200	3000	- do -	- do -	- do -		
6.	Driver**	1	PB-1 5200-20200	2600	- do -	- do -	Class VIII passed		
7.	Process Server	1	PB-1 5200-20200	2400	- do -	- do -	- do -		
8.	Peon**	1	PB-1 5200-20200	2300	- do -	- do -	- do -		
9.	Mali-cumSweeper**	1	PB-1 5200-20200	2300	- do -	- do -	- do -		
10.	Chowkidar**	1	PB-1 5200-20200	2300	- do -	- do -	- do -		
11.	Residential Orderly*	1	PB-1 5200-20200	2200	- do -	- do -	Class V passed		

\*The post created in the year 2014 vide Notification No. 295/GEN/DOP dated 28.03.2014 and inserted vide Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The posts appeared in the Sikkim Subordinate Courts' Service (Method of Recruitment and Conditions of Service) Rules, 2001

\*\*\* The term 'Schedule G' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

## \*\* SCHEDULE 'H'

## COURT OF THE SUB –DIVISIONAL MAGISTRATE –CUM- CIVIL JUDGE AT CHUNGTHANG SUB DIVISION, NORTH SIKKIM

Sl. No.	Name of Posts	No. of Posts	Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	*Stenographer- (Grade –III)	01	PB- 1 of Rs. 5200-20200	Rs. 3400	Direct Recruitment	As prescribed by the Government for equivalent post	Bachelors Degree from recognized University		District & Sessions Judge (North)
2.	*Peshkar – (Grade –III)	01	PB- 1 of Rs. 5200-20200	Rs. 3400	Promotion /Filling by transfer on deputation	As prescribed by the Government for equivalent post	Bachelors Degree from recognized University	From L.D.A	
3.	*Driver	01	PB- 1 of Rs. 5200-20200	Rs. 2400	Direct Recruitment	As prescribed by the Government for equivalent post	Class VIII passed		
4.	*Peon	01	PB- 1 of Rs. 5200-20200	Rs. 2300	Direct Recruitment	As prescribed by the Government for equivalent post	Class VII passed		

\*The posts mentioned in Sl. No. 1 to 4 created vide Notification No. 19/GEN/DOP dated 11.06.2012 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The term 'Schedule H' and the above four posts inserted vide amended Notification No.10/GEN/DOP dated 5.5.2015

## \* \* SCHEDULE 'I'

## COURT OF THE DISTRICT AND SESSIONS JUDGE, SOUTH SIKKIM AT NAMCHI

Sl. No.	Name of Posts	Number of Posts	Pay Scale	Grade pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Administrative Officer	1	PB-3 15600-39100	6200	Promotion/Failing by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelors Degree from recognized University	From Office Superintendent	District and Sessions Judge, South Sikkim
2.	Accounts Officer	1	PB-3 15600-39100	6200	-do-	-do-	Bachelors Degree in Commerce from recognized University	From Senior Accountant	
3.	Senior Accountant	1	PB-2 9300-34800	5000	-do-	-do-	-do-	From Accountant	
4.	Office Superintendent	1	PB-2 9300-34800	5000	-do-	-do-	Bachelors Degree from recognized University	From Head Assistant/ Peshkar (Grade - I)	
5.	Peshkar (Grade - I)	1	PB-2 9300-34800	5000	-do-	-do-	-do-	From UDA/Nazir	
6.	Stenographer (Grade - I)	1	PB-2 9300-34800	5000	-do-	-do-	-do-	From Stenographer (Grade - II)	
7.	Librarian	1	PB-2 9300-34800	4200	-do-	-do-	Bachelors Degree + Diploma in Library Science	Direct	
8.	System Administrator	1	PB-2 9300-34800	4200	-do-	-do-	Bachelors Degree + 2 years Diploma in Computer	-do-	

9.	Judgment Writer (Grade – II)	1	PB-2 9300-34800	3800	-do-	-do-	Bachelors Degree from recognized University	From Stenographer (Grade - III)	District and Sessions Judge, South Sikkim
10.	Head Assistant	1	PB-2 9300-34800	3800	-do-	-do-	Bachelors Degree	From UDA/Nazir	
11.	Accountant	1	PB-2 9300-34800	3800	-do-	-do-	-do-	From Junior Accountant	
12.	Head Copyist	1	PB-2 9300-34800	3800	-do-	-do-	-do-	From UDA/Nazir	
13.	Nazir	1	PB-1 5200-20200	3400	-do-	-do-	-do-	From LDA	
14.	UDA	1	PB-1 5200-20200	3400	-do-	-do-	-do-	-do-	
15.	Senior Record Keeper	1	PB-1 5200-20200	3400	-do-	-do-	-do-	From LDA/ Record Keeper	
16.	LDA	5	PB-1 5200-20200	3000	Direct Recruitment	-do-	-do-	Direct	
17.	Junior Librarian	1	PB-1 5200-20200	3000	-do-	-do-	-do-	-do-	
18.	Restorer	1	PB-1 5200-20200	2600	-do-	-do-	Class X passed	-do-	District and Sessions Judge, South Sikkim
19.	Driver	1	PB-1 5200-20200	2600	-do-	-do-	Class VIII Passed	-do-	
20.	Process Server	3	PB-1 5200-20200	2400	-do-	-do-	-do-	-do-	
21.	Frash	1	PB-1 5200-20200	2300	-do-	-do-	-do-	-do-	
22.	Peon	3	PB-1 5200-20200	2300	-do-	-do-	-do-	-do-	

23.	Residential Orderly*	1	PB-1 5200-20200	2300	-do-	-do-	Class V passed	-do-	
24.	Sweeper	1	PB-1 5200-20200	2300	-do-	-do-	-do-	-do-	
25.	Mali	1	PB-1 5200-20200	2300	-do-	-do-	-do-	-do-	

\* The post created in the year 2008 vide Notification No. 124/GEN/DOP dated 11.06.2008 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The term 'Schedule I' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

**\*\* SCHEDULE 'J'**

**COURT OF THE CHIEF JUDICIAL MAGISTRATE, SOUTH AND WEST SIKKIM AT NAMCHI**

Sl. No.	Name of Posts	Number of Posts	Pay Scale	Grade pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - II)	1	PB-2 9300-34800	4200	Promotion/Filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelors Degree in Commerce from recognized University	From U.D.A/ Peshkar (Grade - III)	District and Sessions Judge, South Sikkim
2.	Stenographer (Grade - II)	1	PB-2 9300-34800	4200	-do-	-do-	-do-	From Stenographer (Grade - III)	
3.	L.D.A	1	PB-1 5200-20200	3000	Direct Recruitment	-do-	-do-		
4.	Driver	1	PB-1 5200-20200	2600	-do-	-do-	Class VIII passed		
5.	Process Server	2	PB-1 5200-20200	2400	-do-	-do-	-do-		
6.	Peon	1	PB-1 5200-20200	2300	-do-	-do-	-do-		
7.	Residential Orderly*	1	PB-1 5200-20200	2300	-do-	-do-	Class V passed		

\*The post created in the year 2008 vide Notification No. 131/GEN/DOP dated 1.12.2008 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\*The term Schedule 'J' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

## \*\* SCHEDULE 'K'

## COURT OF THE CIVIL JUDGE-CUM-JUDICIAL MAGISTRATE, SOUTH SIKKIM AT NAMCHI

Sl. No.	Name of Posts	Number of Posts	Pay Scale	Grade pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - III)	1	PB-1 5200-20200	3400	Promotion/filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelor Degree from recognized University	From L.D.A.	District and Sessions Judge, South Sikkim
2.	Stenographer (Grade - III)	1	PB-1 5200-20200	3400	- do -	- do -	- do -	Direct	
3.	Junior Accountant	1	PB-1 5200-20200	3400	- do -	- do -	- do -	- do -	
4.	L.D.A.	1	PB-1 5200-20200	3000	Direct recruitment	- do -	- do -	- do -	
5.	Driver	1	PB-1 5200-20200	2600	- do -	- do -	Class VIII passed	- do -	
6.	Process Server	3	PB-1 5200-20200	2400	- do -	- do -	- do -	- do -	
7.	Peon	1	PB-1 5200-20200	2300	- do -	- do -	- do -	- do -	
8.	Sweeper	1	PB-1 5200-20200	2300	- do -	- do -	- do -	- do -	
9.	Chowkidar	1	PB-1 5200-20200	2300	- do -	- do -	- do -	- do -	
10.	Residential Orderly*	1	PB-1 5200-20200	2200	- do -	- do -	Class V passed	- do -	

\* The post created in the year 2014 vide Notification No. 295/GEN/DOP dated 28.03.2014 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\* The term 'Schedule K' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015.

**\*\* SCHEDULE 'L'**

**COURT OF THE DISTRICT & SESSIONS JUDGE, WEST SIKKIM AT GYALSHING**

Sl. No.	Name of Posts	Number of Posts	Pay Scale/Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade-I)	1	PB-2 9300-34800	4200	Promotion/filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelor Degree from recognized University	From UDA/Nazir	District & Sessions Judge, West Sikkim
2.	Stenographer (Grade-I)	1	PB-2 9300-34800	4200	- do -	- do -	- do -	From Stenographer (Grade - II)	
3.	Driver	1	PB-1 5200-20200	2400	Direct recruitment	- do -	Class VIII passed		
4.	Peon	1	PB-1 5200-20200	2200	- do -	- do -	- do -		
5.	*Residential Orderly	1	PB-1 5200-20200	2200	-do-	-do-	Class V passed		

\* The post created in the year 2014 vide Notification No.295/GEN/DOP dated 28-03-2014

Note : The posts mentioned in Sl. Nos. 1 to 4 created vide Notification No. 19/GEN/DOP dated 11.06.2012

\*\*The term 'Schedule L' and 5 posts mentioned above inserted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

## \* \* SCHEDULE 'M'

## COURT OF THE CIVIL JUDGE-CUM-JUDICIAL MAGISTRATE, WEST SIKKIM AT GYALSHING

Sl. No.	Name of Posts	Number of Posts	Pay Scale	Grade pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/deputation Grade from which category is to be made	Appointing Authority
1.	Peshkar (Grade - III)	1	PB-1 5200-20200	3400	Promotion/filling by transfer on deputation	As prescribed by the Govt. for equivalent post	Bachelor Degree from recognized University	From L.D.A.	District & Sessions Judge, West Sikkim
2.	Stenographer (Grade – III)	1	PB-1 5200-20200	3400	- do -	- do -	- do -	- do -	
3.	Junior Accountant	1	PB-1 5200-20200	3400	- do -	- do -	- do -	- do -	
4.	L.D.A.	1	PB-1 5200-20200	3000	Direct recruitment	- do -	- do -	- do -	
5.	Record Keeper	1	PB-1 5200-20200	3000	- do -	- do -	- do -	- do -	
6.	Junior Librarian	1	PB-1 5200-20200	3000	- do -	- do -	- do -	From L.D.A.	
7.	Despatcher	1	PB-1 5200-20200	3000	- do -	- do -	- do -		
8.	Driver	1	PB-1 5200-20200	2600	- do -	- do -	Class VIII passed		
9.	Process Server	3	PB-1 5200-20200	2400	- do -	- do -	- do -		
10.	Peon	2	PB-1 5200-20200	2300	- do -	- do -	- do -		
11.	Sweeper	1	PB-1 5200-20200	2300	- do -	- do -	- do -		

12.	Chowkidar	1	PB-1 5200-20200	2300	- do -	- do -	- do -		District & Sessions Judge, West Sikkim
13.	Mali	1	PB-1 5200-20200	2300	- do -	- do -	- do -		
14.	Residential Orderly*	1	PB-1 5200-20200	2200	- do -	- do -	Class V passed		

\* The post created in the year 2014 vide Notification No. 295/GEN/DOP dated 28.03.2014 and inserted in the schedule vide amended Notification No. 10/GEN/DOP dated 5.5.2015

\*\*The term 'Schedule M' substituted vide amended Notification No. 10/GEN/DOP dated 5.5.2015

**\*\* SCHEDULE 'N'**

**COURT OF THE SUB –DIVISIONAL MAGISTRATE –CUM- CIVIL JUDGE AT SORENG SUB DIVISION, WEST SIKKIM**

Sl. No.	Name of Posts	No. of Posts	Pay Band	Grade Pay	Method of Recruitment	Age Limit	Qualification	In case of recruitment by promotion/ deputation Grade from which category is to be made	Appointing Authority
1.	*Stenographer- (Grade –III)	01	PB- 1 of Rs. 5200-20200	Rs. 3400	Direct Recruitment	As prescribed by the Government for equivalent post	Bachelors Degree from recognized University		District & Sessions Judge (West)
2.	*Peshkar – (Grade –III)	01	PB- 1 of Rs. 5200-20200	Rs. 3400	Promotion /Filling by transfer on deputation	As prescribed by the Government for equivalent post	Bachelors Degree from recognized University	From L.D.A	
3.	*Driver	01	PB- 1 of Rs. 5200-20200	Rs. 2400	Direct Recruitment	As prescribed by the Government for equivalent post	Class VIII passed		
4.	*Peon	01	PB- 1 of Rs. 5200-20200	Rs. 2300	Direct Recruitment	As prescribed by the Government for equivalent post	Class VII passed		

\*The posts mentioned in Sl. No. 1 to 4 created vide Notification No. 19/GEN/DOP dated 11.06.2012

\*\* The term 'Schedule N' and the four posts mentioned above, inserted vide amended Notification No. 10/GEN/DOP dated 5.5.201

**\*Schedule – 'O'****(Rule – 9)**

The examination of recruitment to a post other than Group – D post shall consist of the following subject:

SL.NO	SUBJECT	MARKS
I	English	100
II	Arithmetic (For the post of accountant and Junior Accountant etc.)	100
III	General knowledge	100
IV	Shorthand (For the post of Stenographer)	100
V	Computer	100
VI	Typing	100
VII	Viva Voce	100

**Subject****Syllabus****English**

Essay writing, letter writing, Idioms & Phrases, Common Error, Preposition, Synonyms, Antonyms, One word Substitution etc.

**Arithmetic**

H.C.F., L.C.M., Simple and Compound Interest, Percentage, Profit and Loss, Average Algebra.

**General Knowledge**

Knowledge of the current affairs, Objective questions.

**Shorthand**

Shorthand Speed test: the speed test shall be 60 w.p.m for Grade – III Stenographer and 80 w.p.m for Grade-II Stenographer and 100 w.p.m. for Grade –I Stenographer.

**Typing**

Typing speed shall be 35 w.p.m.

**Computer**

Test in computer application/operation.

**Viva Voce**

The object of the Viva Voce test is to assess suitability of the Candidate for the post with particular reference to the Candidate's alertness general outlook, potential qualities etc.

The District Judge shall determine the number of vacancies to be filled up and on the result of competitive examination, shall make appointment.

The vacancies shall be advertised in two newspaper, one local and the other having national circulation.

Candidate desirous of sitting for the examination shall submit applications to the District Judge, stating his/her name, address, educational qualifications, date of birth, whether SC/ST/OBC. All applications shall be accompanied with a non-refundable bank draft of Rs. 50/- under the head- 0070/01- other administrative service –A- administrative of Justice-Service fee- Recruitment examination by the District Judge.

**SD/-**

***(R.S. BASNETT)***

**SECRETARY TO THE GOVERNMENT OF SIKKIM**

**DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS & TRAINING**