



SIKKIM PUBLIC SERVICE COMMISSION
OLD TOURISM COMPLEX, M.G.MARG, GANGTOK, SIKKIM - 737101
Fax: 03592-207572.
Email: spsc-skm@nic.in Website: www.spscskm.gov.in

ADVERTISEMENT NO: 18/SPSC/EXAM/2016

DATED: 01/12/2016

Applications are invited from the eligible local candidates for filling up of 35 (thirty five) posts of Stenographer, Grade -III on temporary regular basis in PB-1 of 5200-20200 plus Grade Pay of 3400/- under Sikkim Government Stenographers' Service, Government of Sikkim, through Direct Recruitment.

However, during the period of Probation/Apprenticeship/Training, pay shall be governed by Notification No: 489/GEN/DOP dated: 31.10.2011.

ELIGIBILITY CONDITIONS FOR APPEARING IN THE EXAMINATION FOR THE POST OF STENOGRAPHER:

1. Minimum Educational Qualification:

- (i) Bachelors Degree from any recognized University
And
- (ii) 2 (two) years Secretariat Course **or** 1 (one) year shorthand course with at least six months basic computer course.
- (iii) In accordance with Notification No: 44/GEN/DOP dt: 27.10.2015 candidates who are in the final/semester of the prescribed course shall be accepted provided such candidates have cleared all the previous semesters at the time of submission of applications and subject to submission of the final year results on or before the date specified by the Sikkim Public Service Commission before interview. Non-submission of the proof of essential educational qualification by prescribed date shall make the application of such candidates liable to be rejected without assigning any reason thereof.

2. Other requisites

- : (a) *Should be able to take dictations at the speed of 50 words per minute in shorthand and able to type 30 words per minute in typing.*
- (b) *Candidate must be in possession of either Sikkim Subject Certificate or Identification Certificate issued by the competent authority under relevant orders of the State Government.*
- (c) *Should have knowledge of any of the State Languages viz Nepali/ Sikkimese/ Bhutia/ Lepcha /Limboo.*
- (d) *Should have valid Local Employment Card.*
- (e) *Should be conversant with the customs and usages of Sikkim.*

3. Age

- : *Should have attained the age of 18 years, but should not have exceeded 30 years as on 31/12/2016.*

The upper age limit for the candidates belonging to Bhutia - Lepcha, Scheduled Caste, Scheduled Tribes (Limboo - Tamang), Primitive Tribe is 35 years, Other Backward Classes (Central List) is 34 years and Other Backward Classes (State List) is 33 years vide Notification No. M(135)/12/GEN/DOP dated 27th May, 2015.

The upper age limit is relaxed upto 50 (fifty) years for the purpose of recruitment in Government service under the State of Sikkim in respect of the persons working in Group 'B', 'C', & 'D' category on temporary basis (muster Roll/Adhoc /Substitute / Contract/ Workcharged etc.) under the State/Central Government Departments, Public Sector Undertakings, Private Educational Institutes viz. Sikkim Manipal University, Sikkim University, Vinayak Mission University established in the State, Private Companies established in Sikkim under Companies Act, 1956 and in various State/Central Government projects / programmes under implementation in the State vide Notification No. M(3)/Part-III/28/GEN/DOP dated 4th August, 2015.

The upper age limit is relaxed upto 10 (ten) years for Differently abled candidates in terms of O.M. No: 1632/GEN/DOP dt: 27/02/2008.

4. **Reservation** :

SL. NO.	CATEGORY	NO. OF POSTS	SL. NO.	CATEGORY	NO. OF POSTS
1	UR	5	10	OBC - SL(BPL)	1
2	BL	4	11	ST	3
3	BL(W)	2	12	ST (W)	1
4	BL(BPL)	1	13	ST (BPL)	1
5	OBC -CL	4	14	SC	1
6	OBC - CL(W)	2	15	SC(W)	1
7	OBC - CL(BPL)	1	16	PT	1
8	OBC -SL	4	17	PT(W)	1
9	OBC - SL(W)	2			
TOTAL POSTS 35					

Out of the 35 posts, following shall be reserved for Differently Abled (PWD), Sports Persons and Artisans of Excellence (SPAЕ) and Ex- Servicemen (ESM):-

PWD	1 (one) post for Blind & Low Vision
SPAЕ	1 (one) post for under OBC - SL shall be reserved for SPAЕ
ESM	1 (one) post under ST shall be reserved for ESM

5. **Scheme of Examination:**

Candidates are advised to refer to Appendix - I for Detailed Scheme and pattern of Written Examination. The written examination will be of MCQ mode with negative marking.

6. Candidates should submit a copy of their documents duly attested by the competent authority as prescribed in the application form (Sl. No. 17 *Details of Certificate) to SPSC for scrutiny. However, those candidates whose forms are

found to be incomplete in any manner will be summarily rejected, so all candidates are advised to ensure that they are qualified for the post.

Application form and syllabus can be downloaded from www.spscskm.gov.in . The form should be filled up by the candidate himself/herself and submitted in the office of the Sikkim Public Service Commission on any working day between 10:30 am. to 03:30 pm along with **original Bank Receipt of State Bank of Sikkim, for Rs. 150/- credited to '0051-SPSC'. The amount once deposited shall not be refunded or adjusted against any other purpose. Candidates applying under the differently abled category are exempted for the examination application fee of Rs. 150/-.**

The complete filled in application form should reach the Secretary, Sikkim Public Service Commission, Old Tourism Office, M. G. Marg, Gangtok by hand or by post **on or before 03.00 pm. on 06/01/2017.**

No application submitted after **03.00 pm. on 06/01/2017** will be accepted. SPSC will not be responsible for late receipt of application due to postal delay or otherwise. **A DROP BOX has been provided for the convenience of the candidates in the SPSC Office.**

One stamp size photograph should be affixed on the application form in the space provided and two identical stamp size photographs with the candidates name on the back side of the photograph should be submitted along with the application form.

Before filling the application form, candidate should go through the advertisement and accordingly they should fill the forms. Those claiming reservation should categorically specify the categories to which he/she belongs in the box provided in the application form.

Those candidates who qualify in the written examination will be called for interview in the ratio as fixed by the Notification. No TA/DA is admissible for attending the examination/Interview.

Admission at all the stages of examination for which candidates are admitted by the Commission viz. Main (written) Examination and Interview Test will be purely provisional and is subject to satisfying the prescribed eligibility conditions. If, on verification at any stage of the examination process, it is found that candidates do not fulfill any of the eligibility conditions, their candidature for the post will be cancelled by the Commission without notice.

The Commission will not entertain any application on review or RTI/Correspondence till the entire process of recruitment is complete.


**Sd/-
SECRETARY
SIKKIM PUBLIC SERVICE COMMISSION**

Memo No. : SPSC/7(1)NG(D)2006/

Dated : 01/12/2016

Copy forwarded for information to:

1. The Director, IPR Department, Government of Sikkim, Gangtok for information.
2. The Commissioner-cum-Secretary, DOPART, Government of Sikkim, Gangtok


(Bimla Rai. Smt)
Controller of Examinations
Sikkim Public Service Commission