

SIKKIM JUDICIAL ACADEMY
SOKEYTHANG, GANGTOK

No.: 72/SJA/2025-26

Date: 24.04.2025

N-O-T-I-C-E

This is to notify all concerned that the syllabus for the positions advertised under Employment Notice No. 79/SJA/2024-25, dated 25.03.2025, are as under:

SL. NO.	NAME OF THE POST	SELECTION PROCEDURE/ EXAMINATION	SYLLABUS
1.	Administrative Officer	Written examination and viva-voce	<p>Paper I: English & Communication Skills Total: 100 Marks Duration: 2 Hours</p> <ul style="list-style-type: none">(a) Essay Writing(b) Precis Writing(c) Official Correspondence(d) Grammar & Vocabulary(e) Reading Comprehension(f) Communication Skills <p>Paper II: General Knowledge & Current Affairs Total: 100 Marks Duration: 2 Hours</p> <ul style="list-style-type: none">(a) Constitution of India(b) Indian Polity & Governance(c) National & International Affairs(d) Indian Economy & Development(e) History & Culture of India <p>Paper III: Administrative & Management Aptitude Total: 100 Marks Duration: 2 Hours</p> <ul style="list-style-type: none">(a) Office Administration & Procedures(b) Public Administration Fundamentals(c) Leadership & Decision-Making(d) Human Resource Management(e) Government Rules & Regulations(f) Administrative Ethics <p>Practical Test Total: 50 Marks Duration: 1 Hour</p> <ul style="list-style-type: none">(a) Drafting & Formatting(b) Data Handling & Functions(c) Presentation Design(d) Email & Internet Proficiency(e) File & Document Management <p>Viva-voce (100 marks)</p>
2.	Research Fellow	Written examination and viva-voce	<p>Paper I: Legal Research & Writing Total: 100 Marks Duration: 2 Hours</p> <ul style="list-style-type: none">(a) Legal Research Methodology

			<p>(b) Legal Reasoning & Case Analysis</p> <p>(c) Legal Writing: Research Papers & Articles</p> <p>(d) Judicial Process & Precedent</p> <p>(e) Use of Legal Databases (e.g., Manupatra, SCC Online)</p> <p>Paper II: Substantive & Procedural Laws Total: 100 Marks Duration: 2 Hours</p> <p>(a) Constitutional Law</p> <p>(b) Bharatiya Nyaya Sanhita, 2023</p> <p>(c) Bharatiya Nagarik Suraksha Sanhita, 2023</p> <p>(d) Bharatiya Sakshya Adhiniyam, 2023</p> <p>(e) Civil Law: CPC, Law of Contracts, Law of Torts</p> <p>(f) Local Laws</p> <p>(g) Law of Limitation & Statutory Interpretation</p> <p>(h) Judicial Reforms & Access to Justice</p> <p>Paper III: Contemporary Legal Issues & Developments Total: 100 Marks Duration: 2 Hours</p> <p>(a) Legal Education & Reforms</p> <p>(b) Technology & Law (AI, Data Protection, Cyber Law)</p> <p>(c) Legal Ethics & Professional Responsibility</p> <p>(d) Human Rights & International Law Trends</p> <p>(e) Sikkim Specific Legal Developments</p> <p>(f) Comparative Judicial Systems</p> <p>Practical Test Total: 50 Marks Duration: 1 Hour</p> <p>(a) Drafting Legal Research Proposals</p> <p>(b) Case Briefs & Summaries</p> <p>(c) Critical Analysis of Recent Judgments</p> <p>(d) Citation Formats (Bluebook, OSCOLA, ILI)</p> <p>Viva-voce (100 marks)</p>
3.	Personal Assistant/ Stenographer – III	Written, practical examination and viva-voce	<p>Paper I: Written Examination Total: 100 Marks each Duration: 3 Hours</p> <p>(a) English Language (1 hour): Essay and letter writing, idioms and phrases, common errors, prepositions, synonyms, antonyms, one-word substitutions, etc.</p> <p>(b) General Knowledge (1 hour): Current Affairs.</p> <p>(c) Basic Computer (1 hour)</p> <p>Paper II: Practical Examination Total: 100 Marks Duration: 1 hour</p> <p>(a) Shorthand & Transcription:</p> <ul style="list-style-type: none"> Dictation: 600 words at 60 wpm (10 minutes) Transcription: 20 minutes <p>(b) Typing Speed Test: 40 words per minute (30 minutes)</p> <p>Viva-voce (50 marks)</p>

4.	Junior Accountant	Written examination and viva-voce	Paper I: Written Examination Duration: 4 Hours (a) Mathematics (150 marks) (2 hours): HCF, LCM, simple and compound interest, percentage, profit and loss, average, algebra. (b) English Language (100 marks) (1 hour): Essay writing, letter writing, idioms & phrases, common errors, prepositions, synonyms, antonyms, one word substitution, etc.,. (c) General Knowledge (50 marks) (30 minutes): Current Affairs. (d) Basic Computer (50 marks) (30 minutes) Viva-voce (100 marks)
5.	Upper Division Clerk / Assistant	Written examination and viva-voce	Paper I: Written Examination Total: 100 Marks each Duration: 3 Hours (a) English Language (1 hour): Essay and letter writing, idioms and phrases, common errors, prepositions, synonyms, antonyms, one-word substitutions, etc. (b) General Knowledge (1 hour): Current Affairs. (c) Basic Computer (1 hour) Viva-voce (100 Marks)
6.	Driver	Practical examination followed by viva-voce	Practical Examination: 50 Marks Assesses driving skills, road safety, vehicle control, and traffic rules. Viva-voce: 50 Marks Oral assessment of traffic signs, driving ethics, mechanical knowledge, and situational judgment.
7.	Office Attendant	Viva-voce only	Viva-voce: 100 Marks Assessed on communication skills, general awareness, discipline, role and responsibility.
8.	Plumber	Viva-voce only	Viva-voce: 100 Marks Assessed on technical knowledge, practical experience, problem-solving, safety awareness, role and responsibility.
9.	Mali	Viva-voce only	Viva-voce: 100 Marks Assessed on gardening techniques, plant care, seasonal maintenance, tool usage, role and responsibility.

Sd/-
 Director
 Sikkim Judicial Academy
 Sokeythang, Gangtok.