



GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
GANGTOK

No. 4823/GEN/DOP

DATED: 01.10.2022

CIRCULAR

Applications are invited for preparation for panel for the post of Upper Division Clerk and equivalent from the persons holding the posts named in column 2 below who shall complete not less than of four (4) years of regular service in that Grade post as on 31/12/2022:

Column - I	Column - II
For the post of UDC and equivalent	LDC/ Typist / Record Keeper/ Diarist

The application should be as per the prescribed form. Specimen of the prescribed form of application is appended with the Notification No.106/GEN/DOP dated: 01.10.2022. Application in form other than the one prescribed will not be entertained. Incomplete application shall be summarily rejected. An application should reach Under Secretary I, DOP on or before 31/10/2022. Applications received after 3.00 P.M. of the said date will not be considered.

The scheme and the syllabus of the written examination are notified under Notification No. 106/GEN/DOP dated: 01.10.2022 enclosed herewith.

Secretaries/ Heads of Departments are requested to circulate the Notification amongst the eligible candidates for their information. District Collectors and Sub-Divisional Officers are also requested to circulate the Notification in the offices located in their respective District, Sub-Divisions, Block Level offices and Panchayati Raj Institutions within their jurisdiction for information of all concerned.


ADDITIONAL SECRETARY TO THE GOVERNMENT

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Copy for information to:-

- 1 All Secretaries/ Heads of Departments with the request to kindly circulate this Notification
2. District Collector, Gangtok/Gyalshing/Mangan/Namchi/Soreng/Pakyong
3. Director, IPR Department for wide publicity in print and electronic media as well as Social Media platforms
4. Resident Commissioner, Sikkim House, New Delhi,
5. Deputy General Manager, SNT, Silliguri,
6. Notice Board
7. File and
8. Guard file.



**GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
GANGTOK**

No. 106/GEN/DOP

Dated: 01.10.2022

NOTIFICATION

1. In pursuance of sub-rule (5) of rule 7 of the Sikkim Sub-ordinate (Ministerial and Executive) Service Rules, 1984, the rules for Limited Departmental Competitive Examination to be held in 2022 for preparation of panel for the post of Upper Division Clerk and equivalent in the Grade- III of the Sikkim Sub-ordinate (Ministerial and Executive) Service are published for general information.
2. The examination will be conducted by the Departmental Promotion Committee constituted in accordance with Schedule-II of the Sikkim Sub-ordinate (Ministerial and Executive) Service Rules, 1984 in the manner prescribed in the Appendix to these Rules. The date on which and the place at which the Examination will be held shall be fixed by the Departmental Promotion Committee.
3. Permanent official appointed on regular basis in the posts/grade mentioned in column 2 of the Table below who as on 31/12/2022 satisfy the conditions regarding length of service mentioned in column 3 shall be eligible to appear for the Examination for promotion to the grade mentioned in column 4:-

Column I	Column 2	Column 3	Column 4
For the post of UDC and equivalent	LDC/ Typist / Record Keeper/ Diarist	Not less than 4 years regular service in the Grade mentioned in Column 2	UDC and equivalent

The decision of the Promotion Committee as to the eligible or otherwise of a candidate for admission to the Examination shall be final.

4. No candidate will be admitted to the Examination unless he/she holds certificate of admission from the Promotion Committee/ Department of Personnel.
5. The minimum qualifying marks in each paper of written examination shall be 30% of the total marks allotted to each paper. The Promotion Committee shall, however, call for interview and or evaluate ACRs/ Service Records of those candidates who secure minimum 40% of grand total marks allotted for written examination.
6. After the examination, the order of merit of candidates will be as per the aggregate marks finally awarded to each candidate (i.e. marks allotted by the Promotion Committee in written examination and Interview/ evaluation of service records) and in that order the Promotion Committee shall recommend the candidate for inclusion in the merit.
7. The form and manner of communication of the result of the examination to individual candidate shall be decided by the Promotion Committee in their discretion. However, the Committee will not correspond with them regarding the result.
8. Success in the examination confers no right to selection unless the competent

authority is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to his conduct in service is eligible and suitable in all respect for selection.

9. Candidates are allowed to refer Rules/ Notes and also use calculators.
10. A candidate seeking admission to the examination must apply to Under Secretary I, Department of Personnel, Government of Sikkim in the prescribed form of application. Specimen of the prescribed form of application is given at Appendix-II. Application on other forms other than the one prescribed for this examination will not be entertained.
11. The completed application form must reach the Department of Personnel Government of Sikkim, Gangtok and obtained an acknowledgement on or before 31st October, 2022. No application received after 3.00 P.M. of the specified date will be considered.



ADDITIONAL SECRETARY TO THE GOVERNMENT

APPENDIX-I

The examination shall be conducted according to the following scheme:-

Written examination in the subject shown, in the paragraph 2 below, Maximum marks of the written examination will be as under:-

GRADE	TOTAL NOS. OF PAPERS	TOTAL MARKS
Grade-III (UDC and equivalent)	2 papers	100 marks

Part-II:-

Interview/ and /or evaluation of ACRs/ Records of service of the candidate securing minimum 40% of the Grand Total Marks in the written examination. This carries maximum marks of 25.

2. The subjects in which the candidates competing for the grade or service will be required to take the written examination will be as follows:-

GRADE	PAPER	SUBJECT
Grade-III i.e. for the post of UDC and equivalent	1 st paper	1. Noting and Drafting
	2 nd paper	1. Sikkim Government Service (Leave) Rules, 1982 2. Sikkim Government Establishment Rules, 1974

Each paper will carry a maximum of 50 marks and will be of one hour duration.

3. Syllabus for the examination will be as shown in the Schedule.
4. Candidates must write the paper in their own hand. In no circumstances they will be allowed the help of a scribe to write answer for them.

SCHEDULE

SYLLABUS OF THE WRITTEN EXAMINATION

Note: Where knowledge of the rules, orders, instructions etc. is required, candidates will be expected to be conversant with amendments issued up to date of the Notification of this examination.

NOTING AND DRAFTING

Question of this paper require candidates to prepare notes and drafts (drafts of letters, circular, notifications, office order, memorandum etc.) on specific issues.

Sikkim Government Establishment Rules, 1974
Sikkim Government Service (Leave) Rules, 1974

U.D.C. & EQUIVALENT LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION.

APPLICATION FORM

IMPORTANT NOTE:

The application form duly completed must reach Under Secretary-I, Department of Personnel, Govt. of Sikkim by name, by post or by personal delivery on or before 31ST October, 2022

1. Name as recorded in the Service Book (in full) :
2. Date of birth as recorded in the service book :
3. Educational Qualification :
4. Date of first appointment
(enclose appointment order and joining report) :
5. Name of the present post held :
6. Date of appointment/promotion to the present post/grade :
7. Length of service rendered in the present post/grade as on 31/12/2022 :
8. If you are on deputation, State
(a) The name of the post held on deputation with date :
(b) Name of the post and department against which lien is held :
(c) Date from which post mentioned in (b) above held :

DECLARATION

I hereby declare that all statements in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or ineligibility being detected before or after the examination, action can be taken against me by the Controlling Authority as he deems fit and proper.

I have read provisions in the Rules of this Examination published in the Notification No. _____/GEN/DOP, dated _____ carefully and I have hereby undertaken to abide by them.

Address for
Correspondence

Signature of the Candidate
Date _____
Place _____
Present place of posting _____

PART-II

(TO BE FILLED BY THE HEAD OF DEPARTMENT OR HEAD OF OFFICE IN WHICH THE CANDIDATE IS SERVING)

1. All the entries made by Shri/Smt./Miss _____ in all the columns of the application form have been verified with reference of his/her service record and are correct.
2. There are no circumstances rendering him/her unsuitable for promotion to the post of UDC & Equivalent (Grade-III) in the Sikkim Sub-Ordinate (Ministerial & Executive) Service.
3. It is also certified that no disciplinary or vigilance case is pending or contemplated against him/her.
4. He/She is permanent/regularly appointed as:-
 - a) U.D.C.
 - b) Panchayat Supervisor
 - c) Confidential Assistant
 - d) Revenue Peshkar
 - e) L.D.C./Typist/Record Keeper/Diarist

With effect from _____ and has been continuously employed as such.

Name and signature :
Designation :
Department :
Place :
Dated :

***STRIKE OUT PORTION NOT APPLICABLE.**