



**SIKKIM PUBLIC SERVICE COMMISSION**  
**OLD TOURISM COMPLEX, M.G.MARG, GANGTOK, SIKKIM - 737101**  
**Fax: 03592-207572.**  
**Email: [spsc-skm@nic.in](mailto:spsc-skm@nic.in) Website: [www.spscskm.gov.in](http://www.spscskm.gov.in)**

**ADVERTISEMENT NO: 06/SPSC/EXAM/2017.**

**DATED: 13/06/2017**

Applications are invited from the eligible local candidates for filling up of 100 (Hundred) posts of **Lower Divisional Clerk** on temporary regular basis in PB-1 of 5200-20200 plus Grade Pay of 2600/- in the Sikkim Sub-Ordinate (Ministerial & Executive) Service under DoPART, 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 LOWER DIVISIONAL CLERK:**

- 1. Minimum Educational Qualification** : (i) Class XII examination passed from recognized Board with at least 03 (three) months basic course in Computer applications.

**2. Other requisites** :

<b>(a)</b>	<i>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.</i>	<b>(e)</b>	<i>Category Certificate</i>
<b>(b)</b>	<i>Should have knowledge of any of the State Languages viz-Nepali, Sikkimese Bhutia, Lepcha or Limboo.</i>	<b>(f)</b>	<i>Marital Status (for female candidate)</i>
<b>(c)</b>	<i>Should be conversant with the customs and usages of Sikkim.</i>	<b>(g)</b>	<i>No Objection Certificate from the Appointing Authority/ Head of Department in case of regular employed candidate</i>
<b>(d)</b>	<i>Valid Local Employment Card issued by the appropriate authority of the Government of Sikkim,</i>		

- 3. Duties of the post** : *As specified for the post of Lower Division Clerk/ Record Keeper/ Diarist/ Typist.*

4. **Age** : Should have attained the age of 18 years, but should not have exceeded 30 years as on **31.05.2017**.

The maximum age limit is relaxable by 05 years in case of SC/ST/BL/PT candidates, 04 years for OBC (Central List) candidates; 03 years for OBC (State List) candidates vide Notification No. M(135)/12/GEN/DOP dated: 27<sup>th</sup> May, 2015.

**The upper age limit shall further be relaxed by ten (10) years for persons with Disability in terms of O.M. No. 1632/GEN/DOP, dated: 27.02.2008.**

The upper age limit is relaxed up to 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/Ad-hoc /Substitute / Contract/ Work charged 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 4<sup>th</sup> August, 2015.

5. **Reservation** :

SL No	CATEGORY	NO. OF POSTS
1	Unreserved	16
2	Bhutia Lepcha	10
3	Bhutia Lepcha (Women)	07
4	Bhutia Lepcha (Below Poverty Line)	03
5	Other Backward Classes Central List	09
6	Other Backward Classes Central List (Women)	07
7	Other Backward Classes Central List (Below Poverty Line)	03
8	Other Backward Classes State List	10
9	Other Backward Classes State List (Women)	07
10	Other Backward Classes State List (Below Poverty Line)	03
11	Scheduled Tribe	07
12	Scheduled Tribe (Women)	04
13	Scheduled Tribe ( Below Poverty Line)	02
14	Scheduled Caste	03
15	Scheduled Caste (Women)	03
16	Scheduled Caste (Below Poverty Line)	01
17	Primitive Tribe	03
18	Primitive Tribe (Women)	02
	<b>Total</b>	<b>100</b>

**Out of above, the following shall be reserved for Persons with Disability (PWD), Sports Persons and Artisans of Excellence (SPAЕ) and Ex-Servicemen (ESM):**

**(1) Persons with Disability (PWD)**

- 04 (four) posts reserved for Persons with Disability (PWD)-Blind and Low Vision.
- 05 (five) posts reserved for Persons with Disability (PWD)-Hearing Impairment
- 04 (four) posts reserved for Persons with Disability (PWD)-Locomotor Disability or Cerebral Palsy.

**(2) Sports Persons and Artisans of Excellence (SPAЕ)**

- 01 (one) post under **Bhutia-Lepcha** category shall be reserved for Sports Persons and Artisans of Excellence.
- 01 (one) post under **Other Backward Classes (Central List)** shall be reserved for Sports Persons and Artisans of Excellence.

**(3) Ex-Servicemen (ESM)**

- (a) 01 (one) post under **Bhutia-Lepcha** category shall be reserved for Ex-Servicemen (ESM)  
(b) 01 (one) post under **Other Backward Classes (Central List)** shall be reserved for Ex-Servicemen (ESM)  
(c) 01 (one) post under **Other Backward Classes (State List)** shall be reserved for Ex-Servicemen (ESM)

**6. Scheme of Examination:**

**Candidates are advised to refer to Appendix – I for Detailed Scheme and pattern of Examination & Detailed Syllabus for Main (Written) Examination.**

**7. OMR Application form and syllabus can be downloaded from [www.spscskm.gov.in](http://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.**

**8. 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 31.07.2017.****

**9. No application submitted after **03.00 pm. on 31.07.2017** will be accepted. SPSC will not be responsible for late receipt of application due to postal delay or otherwise.**

**10. One stamp size photograph should be affixed in the space provided on the application form.**

**11. 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.**

**12. Those candidates who qualify in the written examination will be called for interview in the ratio as fixed by the Notification. **Short listed candidates for Viva-voce are required to submit attested Xerox copies of all documents on the dates specified by the Commission.****

**13. No TA/DA is admissible for attending the examination/Interview.**

**14. 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.**

**15. 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/34(1) NG (D)2016/ \_\_\_\_\_**

**Dated : 13/06/2017**

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
3. Notice Board for general information and
4. Guard file.

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