

**HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH**  
SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE  
COURTS  
(S.S.S.C.)

**EMPLOYMENT NOTICE No. 32C/SSSC/HR/2022 DATED:14/10/2022**

**Candidate can apply online from : 15/10/2022 11:59 P.M.**  
**Last date/time for Online Registration: 30/10/2022 11:59 P.M.**

Society for Centralized Recruitment of Staff in Subordinate Courts under High Court of Punjab and Haryana (S.S.S.C.) on behalf of the District and Sessions Judges in the State of Haryana, invites online applications from eligible candidates only at [www.sssc.gov.in](http://www.sssc.gov.in) for filling up vacant posts of **Clerk** of direct quota as per details given below: -

<b>VACANCY POSITION AS ON 30.06.2022</b>									
TOTAL NUMBER OF VACANCIES	GENERAL	SC/ST of Haryana	BC of Haryana		PHC of Haryana (Gen)	EX-SERVICEMAN (ESM) of Haryana			
			BC-A	BC-B		Gen	SC/ST	BC-A	BC-B
390	198	66	45	27	5	21	6	12	10

**Note:-** The number of vacancies may be increased or decreased without any notice, depending upon the number of vacancies as on date of preparation of merit list and posting. However, number of candidates to be recommended will be decided by the Hon'ble Central Recruitment Committee.

**Note:-** The benefit of relaxation in age, fee and reservation will not be extended to the applicants of reserved categories of other states (except age relaxation to Government employees as provided in Rules). These applicants are required to apply under General category in online application form.

The reservation for different categories and related matters will be regulated as per the provisions of the Haryana Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules 1997 as amended from time to time duly adopted by this Hon'ble Court.

*In case sufficient/required number of candidates are not available in any of the respective reserved category, then the vacancies left unfilled in such reserved category may be filled by the Hon'ble Committee from amongst the candidates available in unreserved category, subject to their availability, in terms of Explanation to Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.*

**1. AGE:-**

Age limit for the post of Clerk category wise, as on 01.01.2022 will be as under: -

Sr. No	Category	Minimum Age Limit	Maximum Age Limit	Remarks
1	General	18	42	--
2	SC/ST of Haryana	18	47	--
3	BC of Haryana	18	47	--
4	Ex-serviceman of Haryana	18		to the extent of his military service added by three years provided— (a) He has rendered continuous military service for a period of not less than six months before his release; and (b) He was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency
5	PHC of Haryana	18		Upper age is relaxable by 10 years from their original category subject to maximum age of 55 years.
6	In Service Employees	18	45	In case of person already in the employment of the Punjab/Haryana Govt. other State Govt. or the Govt. of India, High Court, other Subordinate Courts & U.T. Chandigarh.
7.	Unmarried women, Wives of military personnel who are disabled while in military service, widowed or legally divorced women provided she has not remarried and judicially separated women residing separately for more than two years from the date as prescribed above.	18	47	
8.	Persons who have already worked or presently working on adhoc/contract/work-charged/daily wages basis in any Department/Board/ Corporation of Haryana Government.	18		Equal to the period of experience on adhoc/contract/work-charged/daily wages basis excluding the period of break, if any, subject to attaining the maximum age of 55 years.

## **2. QUALIFICATION**

The applicant should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university. He/she should have passed matriculation examination with Hindi as one of the subject and must have proficiency in operation of Computers.

**The applicant should fulfill the condition of qualification on the last date of receipt of application i.e. 30.10.2022 (last date of online Registration).**

### **3. DISQUALIFICATION**

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 a marriage with any person.

Shall be eligible for appointment to the service.

Provided that the Hon'ble Committee, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage may exempt any person from the operation of this rule.

### **PAY AND ALLOWANCES**

The salary, pay, allowances etc. of the recommended candidates will be governed as per the latest rules and instructions issued by Government of Haryana duly adopted for the Subordinate Courts of Haryana from time to time.

#### **4. NATIONALITY, DOMICILE AND CHARACTER OF PERSONS**

As per Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

#### **5. FOR REGULAR GOVERNMENT EMPLOYEE:**

The applicants, who are in the service of the Punjab/Haryana Govt. other State Govt. or the Govt. of India, High Court, other Subordinate Courts & U.T. Chandigarh, while applying, should obtain No Objection Certificate from their Head of Office or Department, and keep it with them. If applicants fail to produce the No Objection Certificate as and when called for, their candidature will stand cancelled.

#### **6. FOR PERSONS WHO HAVE ALREADY WORKED OR PRESENTLY WORKING ON ADHOC/CONTRACT/WORK-CHARGED/DAILY WAGES BASIS IN ANY DEPARTMENT/BOARD/ CORPORATION OF HARYANA GOVERNMENT.**

Candidates availing the benefit of age relaxation have to submit their experience certificate from their Head of Office or Department at the time of interaction/checking of original testimonials, failing which their candidature will stand cancelled.

#### **7. EX-SERVICEMEN OF HARYANA**

The reservation of Ex-serviceman will be governed in accordance with letter No. 12/15/2019-4GS-II dated 14.07.2021 of Government of Haryana or any other latest notification/instruction issued by

Government of Haryana and duly adopted by Hon'ble Punjab and Haryana High Court, at the time of declaration of final result.

**8. DETAILS OF FEE [ Pay Online and Non-Refundable]**

Sr. No.	Category	Online Facilitation Charges	Examination Fee	Total
1.	General	425/-	400/-	825/-
2.	SC/ST/BC-A/BC-B/ESM of State of Haryana.	425/-	100/-	525/-
3.	PHC of Haryana	As per their original category		
<b>For Female candidates</b>				
Sr. No.	Category	Online Facilitation Charges	Examination Fee	Total
1.	General	425/-	200/-	625/-
2.	SC/ST/BC-A/BC-B/ESM of State of Haryana.	425/-	100/-	525/-
3.	PHC of Haryana	As per their original category		

**9. SPECIAL INSTRUCTIONS**

The decision of the Hon'ble Central Recruitment Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants. The Hon'ble Central Recruitment Committee may shortlist the candidates at any stage of the recruitment process on the basis of some criteria. No inquiry or correspondence shall be entertained in this regard.

**10. E-ADMIT CARD& DEMO TEST:-E-Admit Cards** of provisionally eligible applicants will be uploaded on the website. Applicants will also receive E-mail/SMS in this regard. The applicants can download and get print out of their E-Admit Card by visiting the website [www.sssc.gov.in](http://www.sssc.gov.in) again by entering their registration ID and password. Admit Cards shall not be sent by post. Mere issuance of provisional E-Admit Card does not imply that applicant has fulfilled all the eligibility conditions given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected, if the applicant is found to be not fulfilling the eligibility conditions at any point of time.

The applicants shall paste his/her photograph, duly attested by a **Gazatted Officer/Self attested**, on E-Admit Card. The photograph must be same as uploaded by the applicant in his/her online application. In case of non-matching of photograph with the uploaded photograph, applicant will not

be allowed to enter the examination centre and no request in this regard will be entertained in any circumstances at that time or anytime later.

A link of **Demo/mock test** to enable the candidates to familiarize with the online test will also be uploaded on the website 15 days prior to the date of examination.

Applicants are advised to visit the website of S.S.S.C. i.e. [www.sssc.gov.in](http://www.sssc.gov.in) and check their E-Mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with S.S.S.C. should be avoided.

**11. TEST CENTRES**

Examination can be conducted anywhere in the State of Punjab, Haryana, U.T of Chandigarh and Jammu and Kashmir, Himachal Pradesh and Delhi NCR. Candidates will be asked for preferences regarding examination centre in their online application form. However, depending on the number of applicants, availability of centres and administrative exigencies, any of the mentioned cities can be dropped and any other city/cities can be added at the time of actual allotment of examination centre. S.S.S.C. reserves the right to allot any examination centre irrespective of the preferences given by the candidate. The decision of S.S.S.C. with regard to allotment of examination centre shall be final and no request for change in examination centre/city will be entertained.

**12. DATE OF EXAMINATION**

The examination is likely to be conducted in the month of November/December, 2022. The exact date will be notified on the official website of S.S.S.C. ([www.sssc.gov.in](http://www.sssc.gov.in)) and candidates are advised to regularly visit the website. However, the month of examination may be changed as per administrative exigencies.

**13. MODE OF SELECTION**

The applicant shall have to take online written examination (Computer based Test) in the following subjects: -

Sr. No.	Duration	Subject	Type of Exam	Maximum Marks	Qualifying marks
1.	2 hours	General Knowledge	Objective	50	<b>33%</b> in each subject but no candidate shall be considered to have qualified the Test unless he/she obtains <b>40% marks</b> in the aggregate of both subjects.
2.		English Composition	Objective	20	
			Subjective (Essay, Letter, Précis, Translation )	30	
<b>Total Marks</b>				100	

**Note: 'Marks' means normalized marks (Refer to page Nos. 6 & 7 for details in normalization of marks)**

It is clarified that there will be negative marking in multiple choice questions. **For every wrong answer, 1/4<sup>th</sup> mark will be deducted. The question(s) not attempted will receive no credit or discredit.** Furthermore, candidates have to type subjective part examination of English Composition on computer within the stipulated time period. English composition (Subjective) will be checked only of those candidates who will secure 33% or more marks in General Knowledge.

Thereafter, out of total candidates who qualify the Computer Based Test (CBT), the number of candidates as decided by Hon'ble Central Recruitment Committee will be called for Computer Proficiency Test (CPT) i.e. to assess the proficiency of candidates in operation of computer, which is mandatory, however, the marks of this Computer Proficiency Test would not be counted in determining the final merit as this test is only of qualifying nature. Computer Proficiency Test shall comprise of two parts. In Part-I, Candidates will have to qualify the Spread Sheet Test which is of 10 marks and of 10 minutes duration by securing **40% or more i.e. 4 or more marks**. In Part-II, candidates will have to qualify Computer Typing Test in English at the speed of **30 W.P.M.** Typing Speed will be calculated by using the following formula:-

**No. of words typed-Mistakes**

**10**

**Note:** *Part-II i.e. Word Processing Test will be checked only of those candidates who will secure 4 or more marks in Spread Sheet Test (Part-I).*

The number of candidates as decided by Hon'ble Central Recruitment Committee, who qualify both the tests i.e. Computer Based Test (**CBT**) as well as Computer Proficiency Test (**CPT**), will be called for checking of original testimonials/interaction.

Thereafter, Select List of the qualified candidates will be prepared strictly on the basis of merit in online written examination i.e. Computer Based Test (CBT). Name of candidate(s) higher in merit would be recommended for appointment as per the number of vacancies to be filled. In case, if two or more candidates have obtained same marks, then the candidate elder in age among the same scorers will be kept higher in merit. Still further, in case, any such even scoring candidates are having the same date of birth, then they be placed alphabetically (A-Z) in the concerned merit list. Station of posting will be allotted strictly on the basis of merit.

#### **ANSWER KEY AND SEEKING OF OBJECTIONS/CROSS OBJECTIONS**

After the completion of the Computer Based Test, Answer Key shall be provided to the candidates on the Recruitment Portal. Candidates will be given opportunity to raise objections to the Answer Key. A nominal non-refundable

fee of ₹25/-per objection will be charged. Candidates will also be given opportunity to file cross objection against the proposed changes suggested by the candidates.

**NORMALIZATION OF MARKS:-**

As Computer Based Test will be held in multiple shifts, normalization of scores of objective portion shall be carried out using the below mentioned **Standard Deviation Method** (calculation of marks will be up to 5 decimals places):

Normalization marks of j<sup>th</sup> candidate in i<sup>th</sup> session  $\hat{M}_{ij}$  is given by:

$$\hat{M}_{ij} = \frac{\bar{M}_t^g - M_q^g}{\bar{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

$\hat{M}_{ij}$  = is the actual marks obtained by the j<sup>th</sup> candidate in the i<sup>th</sup> Session.

$\bar{M}_t^g$  = is the average marks of the top 0.1% of the candidates considering all sessions

$M_q^g$  = is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

$\bar{M}_{ti}$  = is the average marks of the top 0.1% of the candidates in the i<sup>th</sup> session or marks of topper if session strength is less than 1000.

$M_{iq}$  = is the sum of mean marks and standard deviation of the i<sup>th</sup> session.

$M_q^{gm}$  = is the sum of mean marks of the candidate in the shift having maximum mean and standard deviation of marks of candidate in the examination considering all shifts.

**14. IMPORTANT INSTRUCTIONS**

i) Applicants **are advised to visit** the website of S.S.S.C. and check their E-mail accounts (inbox as well as spam box) regularly for updates regarding Exam, Result and other important information. **Unnecessary** correspondence with S.S.S.C. should be **avoided**.

ii) A candidate, whether he/she belongs to General or reserve category, can submit **only one application** for a particular category. In case, a candidate submits more than one application then his/her latest application will be **considered**.

iii) The conditions of employment/service, reservation and all other conditions of recruitment not covered in the above **Notice shall be regulated as per the instructions of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997 as amended from time to time**.

iv) Merely satisfying the **eligibility criteria does not entitle** the applicant to be called for examination. Hon'ble Central Recruitment Committee reserves the **right to alter/modify or change in any** of the terms and conditions including selection criteria etc. spelt out in the advertisement.

v) The certificate for the **claim of reservation** must be issued by the **competent authority**. The said certificate must be **latest**. Candidate besides possessing the relevant caste certificate shall also possess the

**domicile/residence certificate** issued by the competent authority.

vi) The admission of applicants at all stages of the recruitment process will be **purely provisional** and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said process and even after the completion of selection process, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall **stand cancelled** without any **further notice and with consequential effect**.

vii) **No TA/DA** shall be paid to the applicants for appearing in the exam and checking of original testimonials/interaction.

viii) All particulars including category **once filled** by the candidates shall be **sacrosanct** and **no change** shall be permitted at any stage of the recruitment process, so candidates are advised to fill all their particulars after taking due care and precaution.

ix) An online application which is incomplete in any respect shall be liable to be **rejected summarily**.

x) The venue, date, time of the examination, result, notice and corrigendum of this recruitment process will be **informed** on the official website i.e. [www.sssc.gov.in](http://www.sssc.gov.in). However, it shall be the responsibility of the candidates to keep them updated about the same. S.S.S.C. shall not be responsible in any manner in case, candidate could not appear in the exam/any other stage due to **non visiting of website**, where important information regarding different stages will be uploaded or for getting E- mail in spam box of email account of the candidate.

xi) The **original documents** shall be produced by the candidates as and when **demanded**.

xii) No candidate is allowed in the examination centers **with mobile phone or any other electronic device, watch, ornaments (jewellery items)& other baggage material** during the examination. Candidates are further advised to strictly adhere to the instructions mentioned in this regard on their E-admit Cards.

xiii) All the candidates have to give an undertaking in their online application form that they will **work anywhere in the State of Haryana**, where they will be posted. The station of posting will be given as per **merit**.

xiv) The candidature of candidate who conceals any material fact or furnishes any false information can be **rejected** by the Hon'ble Central Recruitment Committee **at any stage. Canvassing in any form will entail cancellation of candidature**.

xv) In case, any discrepancy is found in advertisement published in



various newspapers etc., the **content as put on the official website** of S.S.S.C. i.e. [www.sssc.gov.in](http://www.sssc.gov.in) shall prevail.

xvi) Online application form is **available only** on the official website of S.S.S.C. i.e. [www.sssc.gov.in](http://www.sssc.gov.in). S.S.S.C. shall **not be responsible** for any kind of cheating, phishing and fraudulent activity by illegitimate way on the internet, in respect of online application fee and form.

xvii) Applicants are advised in their own interest to **apply online** much before the **closing dates** and not to wait till the last date of completion of Registration to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet/website jam. **S.S.S.C. shall not be responsible**, if any applicant fails to apply or complete the Registration process due to aforementioned reasons. The cut-off date to apply for the post is sacrosanct, relief to the candidate to apply after cut-off date **will not be granted under any circumstance**.

**xviii)** Candidates belonging to physically handicapped category whose writing/typing speed is affected can avail the service of scribe. Such candidate who intends to avail the facility of scribe should indicate the same in his/her online application form and apply within 10 days of filling up of online application form to S.S.S.C. The use of scribe will be governed by the prescribed [Guidelines \(Click here\)](#). Candidates belonging to physically handicapped category, whether availing the facility of scribe or not, will be allowed compensatory time of 20 minutes and/or part thereof for every hour of the examination subject to their submitting of application within 10 days of filling up of online application form in this regard to S.S.S.C as detailed in [Guidelines \(Click here\)](#).

**xix)** Computer Based Test/Examination is a format for the written Test, where the candidates would be required to attempt the question papers on a computer. Therefore, the participating candidates should note that the examination would be conducted on different dates for different sets of candidates.

## **15. ONLINE APPLICATION PROCEDURE**

- i. Applications must be submitted in the online mode under the head "*Clerk Subordinate Courts of Haryana*". Candidates would be first required to fill a Registration form followed by the Application Form, which in turn would be linked to the fee payment gateway.
- ii. Candidates are advised to read the detailed Advertisement and Haryana Subordinate Courts Establishment (Recruitment and General Conditions of service) Rules, 1997, before filling up the

Application.

- iii. Incomplete application shall be rejected out rightly and no correspondence shall be entertained in this regard.
- iv. Applicants must ensure that they have access to good internet facility with reasonable speed and facility to ensure proper completion of application process including online payment of fee.
- v. Applicants are required to have a valid personal active E-mail ID as all the information regarding recruitment process will be sent on their recorded E-Mail ID throughout the process. Applicants must give a valid Mobile number, as all the SMSs during the process will be sent on that number.
- vi. Applicants are advised not to change their Mobile number/E-mail ID which they mentioned at the time of Registration. Applicants are also advised not to give mobile number/E-mail ID of unknown person/stranger to avoid any future complication. S.S.S.C. shall not be responsible in any manner for non delivery of SMS at any stage either due to switching off of mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of candidate or its service provider. It shall be responsibility of the candidate to update himself/herself by visiting the website of S.S.S.C. and by checking his/her email Account/SMS regularly for important notifications.
- vii. Before starting to fill-up the online application form, candidates must keep the following information ready as the candidates would be required to upload the signature and photograph, in the online Application Form:
  - Personal details.
  - Valid and active E-mail ID.
  - Valid and active mobile number for receiving SMSs.
  - Online payment Facility such as internet banking, debit/credit card etc.
  - Scanned recent passport size photograph (not more than three months old) against white background.
  - Scanned signatures.
- viii. Candidates should fill all details, including the category, correctly in online application form and submit the same only after ensuring that all the particulars/ details are correctly reflected in it. No request for any change in the online Application Form, after its submission, shall be entertained.
- ix. The candidates are advised to retain printed/hardcopies of their

online Application Form and produce the same as and when required.

- x. The scrutiny of Application Forms can be done at any stage of examination. The candidature of applicants, who are found not meeting the eligibility criteria, will be rejected during or after the scrutiny process.
- xi. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/her liable for disqualification and legal action.
- xii. In case the candidate experiences any difficulty in downloading the Admit card, then he/she may contact the Helpline for assistance. Unique Registration ID may be kept handy while contacting the Helpline.
- xiii. The applicant must carefully check the information before submitting the same. Applicant will be responsible for any mistake made by him/her in the online application form and S.S.S.C. shall not be responsible or liable in any way. Any information submitted by an applicant in his/her application will bind the applicant personally and if found to be false, he/she shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper.
- xiv. Any application without uploading proper photograph and signature will be summarily rejected. The applicants must retain five copies of the photograph uploaded with the Application Form, with them as the same shall be required at the time of exam at later stages. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law.
- xv. Candidates may take screenshot in case an error occurs during the filling of application form to take up the matter with **HELPDESK**.
- xvi. The applicants are advised to re-check their details before paying the fee, as fee once paid shall not be refunded.
- xvii. Grievance window (for resolving problems faced by candidates) shall be available on the portal.
- xviii. Candidates are advised to kindly go through all the general links available on the application form page before applying/raising any query.
- xix. For any Technical query regarding filling up of online application form, the applicant can call at Helpline numbers **7353921118**

on all working days between **09:00 A.M. to 05:00 P.M.** For any other query regarding terms and conditions of Advertisement, applicants can call at Phone No.0172- 2722012, 9115898394 of S.S.S.C. on all working days between 09:30 A.M. to 05:00 P.M.

**Sd/-**  
**Member Secretary,**  
**S.S.S.C.**  
**Punjab and Haryana High Court,**  
**Chandigarh.**