

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

DETAILED EMPLOYMENT NOTICE No.:- 37C/SSSC/PB/2026 DATED: 03/10/2026

OPENING DATE FOR SUBMISSION OF ONLINE APPLICATIONS:- 07/10/2026 04:00 P.M
CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS:- 04/11/2026 04:00 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 Punjab, invites online applications from eligible persons only at www.sssc.gov.in for filling up following **1270 number** of posts of **Clerk** in the District Courts of Punjab by direct recruitment as per details given below: -

Category		No. of Posts as on 31.08.2026		No. of anticipated Posts upto 28.02.2027	
			Women		Women
Un-reserved (UR)/General		201	71	7	3
Economically Weaker Sections of Punjab		96	45	1	1
Scheduled Castes (SC) of Punjab	(Balmikis/Mazhbi Sikhs)	99	70	0	1
	(Others)	83	60	4	0
Backward Classes(BC)/Other Backward Classes(OBC) of Punjab		69	64	4	2
Freedom Fighter of Punjab		11	9	-	-
Sportsman of Punjab	General	8	18	-	-
	Scheduled Castes (SC)	22	-	1	-
Person with Benchmark Disabilities (PwBD) of Punjab	(a) L.V.	14	8	-	-
	(b) H.H.	10	8	-	2
	(c) Locomotor 1) OA, BA, OL, BL, OAL, LC, Dw, AAV & Person with SD/SI with associated neurological/Limb dysfunction of OA, BA, OL, BL, OAL.	8	7	-	-
	2) Person with SD/SI without any associated neurological/Limb dysfunction.				
	(d) SLD, MI & (e) MD, Involving (a to d) above.	10	5	-	-
Ex-Servicemen of Punjab	General	55	85	-	-
	Scheduled Castes (SC) (Balmikis/Mazhbi Sikhs)	36	-	-	-
	Scheduled Castes (SC) (Others)	36	-	1	-
	Backward Classes(BC)/ Other Backward Classes(OBC)	35	-	-	-

CATEGORY ABBREVIATIONS USED FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD): LV=Low Vision, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, LC=Leprosy Cured, Dw= Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, SD/SI=Spinal Deformity/Spinal Injury.

Note 1:- 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 High Court of Punjab and Haryana.

Note 2:- The benefit of relaxation in age, fee concession and reservation will be provided to the residents of State of Punjab only (except age relaxation to Government employees as provided in Rules) and same will not be extended to the applicants of reserved categories of other states. These applicants are required to apply under Un-reserved (UR)/General category in Online Application Form.

Note 3:- The reservation for different categories and related matters will be regulated as per the provisions of The Punjab Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules, 1997 as amended from time to time and other guidelines/instructions issued by Punjab Government which are duly adopted by the Hon'ble Punjab and Haryana High Court for the employees working in the District Courts of Punjab State.

(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 High Court from amongst the candidates available in unreserved category, subject to their availability, in terms of Explanation to Rule 7 of The Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.)

Note 4:- Applicant opting "Others" in Gender column in Online Application Form must hold a certificate of identity issued by the District Magistrate under section 5 of The Transgender Persons (Protection of Rights) Act 2019 which deals with "Application for certificate of identity" read with section 6 of the Transgender Persons (Protection of Rights) Act, 2019 which deals with the "Issue of certificate of identity". Such applicants can avail the benefits of reservation subject to completion of all other formalities/conditions in said regard.

Note 5:- In the light of the provision contained in Chapter VI, Section 33 of "The Rights of Persons with Disabilities Act, 2016" the High Court has adopted the Notification No. 38-16/2020-DD-III dated 04.01.2021 of the Government of India for the purpose of identification of suitable category of Benchmark Disabilities for the posts of Clerk to be filled by way of direct recruitment in the Subordinate Courts of Punjab. Further, the Hon'ble High Court has also adopted instructions of the Government of Punjab bearing letter No. 01/01/2017-3DC/1588894/1 dated 03.10.2019, letter No. 03/09/2021-3DC/452 dated 04.06.2021 and letter No. 03/09/2021-3DC/505 dated 20.12.2022 for the employees of Subordinate Courts of Punjab State.

Note 06:- Ex-servicemen of Punjab:-

If suitable Ex-servicemen of Punjab are not available only then wife or dependent child of Ex-servicemen of Punjab will be considered against the reserved vacancies of Ex-servicemen. It is further clarified that grandchild of gallantry award winner shall be recruited against the reserved vacancy in case the benefit of reservation has not been availed of by any of the children or dependent of such winner or by the winner himself.

1. **AGE:-**

Age limit for the post of Clerks, category wise, as on 01.01.2026 will be as under:-

Sr. No	Category	Minimum Age	Maximum Age	Relaxation in Upper age limit	Remarks
1	Unreserved(UR)/ General	18	37	-	--
2	Scheduled Caste (SC) of Punjab	18	37	5 Years	The maximum age limit prescribed for direct recruitment to a service post is increased by 5 years in case of candidates belonging to SC.
3	Backward Classes(BC)/ Other Backward Classes(OBC) of Punjab	18	37	5 Years	The upper age limit prescribed for direct recruitment shall be relaxed by 5 years in respect of BC/OBC candidates.
4	Persons with Benchmark Disabilities (PwBD) of Punjab	18	37	10 Years	The maximum age limit prescribed for the direct recruitment to a service post is increased by 10 years in case of candidates belonging to Persons with Benchmark Disabilities.
5	Ex-servicemen of Punjab	18		Number of years in Military service rendered +3 years.	
6	In Service Employees	18	45		As per the existing Punjab Subordinate Court's Establishment (Recruitment and General Condition of Service) Rules, 1997, provision is as under:- Forty Five years in the case of persons already in the employment of Punjab/Haryana Government, other State Government or the Government of India, High Court, other Subordinate Courts and Union Territory, Chandigarh.

2. **QUALIFICATION:-**

The applicant should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University. The applicant should have passed matriculation examination with Punjabi as one of the subject and must have proficiency in operation of computers.

The applicant should fulfill the condition of qualification as on the closing date of receipt of Online Application Form.

3. **DISQUALIFICATION:-**

No Person:-

- Who has entered into or contracted a marriage with a person having a spouse living or;
- 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 High Court, 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.

4. **PAY AND ALLOWANCES:-**

The pay scale for the post of Clerk (for fresh recruitment/appointment on or after 17.07.2020) in District Courts of Punjab is **Rs. 29,200/- (level-5) (Graduates)**, vide

Punjab Government's letter No. HOME-JD-10MISC/54/2023-2JUD1 I/926404/2024 dated 12.09.2024 alongwith its enclosures regarding "New Pay Scales of fresh recruitment/appointment in the service of Government of Punjab and its entities thereof" which has been adopted by this Hon'ble High Court for the employees working in Subordinate Courts of Punjab State recruited/appointed on or after 17.07.2020.

5. NATIONALITY, DOMICILE AND CHARACTER OF PERSONS:-

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

6. FOR REGULAR GOVERNMENT EMPLOYEE:-

The applicants, who are in the service of Punjab/Haryana Government, other State Government or the Government of India, High Court, Subordinate Courts and Union Territory, 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.

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

Sr. No.	Category	Online Facilitation Charges (in Rs.)	Examination Fee (in Rs.)	Total (in Rs.)
1	SC/BC/OBC/ESM/EWS of Punjab.	550/-	160/-	710/-
2	Persons with Benchmark Disabilities (PwBD) of Punjab	550/-	325/-	875/-
3	All other categories	550/-	650/-	1200/-

Note:-The application fee for applicant opting "Others" in Gender column shall be applicable as per their category in above mentioned table.

8. SPECIAL INSTRUCTIONS:-

The decision of the Hon'ble High Court 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 High Court 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.

The particulars mentioned/information given in the Online Application Form will be treated as final. Candidates will have to produce testimonials in support of given particulars/information. Failure to produce supportive testimonial(s) and/or to substantiate particulars/information will lead to rejection of candidature. No variation in this regard will be either accepted or allowed to be explained.

9. E-ADMIT CARDS & 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 Cards by visiting the website 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 their photograph, duly attested by a **Gazetted Officer/Self attested**, on the E-Admit Card. The photograph must be same as uploaded by the applicant in their online application form. 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 of S.S.S.C. 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 and check their E-Mail accounts (inbox as well as spam box) regularly for updates and important information. Un-necessary correspondence with S.S.S.C. should be avoided.

10. TEST CENTRES AND DATE OF EXAMINATION:-

Examination can be conducted anywhere in Northern India on any suitable date(s). The date(s) of examination will be notified on the official website of S.S.S.C. (www.sssc.gov.in) only and candidates are advised to regularly visit the official website of S.S.S.C. The decision of Competent Authority with regard to allotment of Test centre, date of examination and shift, if any shall be final and no request for change in Test centre/city, date of examination and shift will be entertained.

11. 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	NO. OF QUESTIONS	MAXIMUM MARKS	QUALIFYING MARKS*
1.	2 hours	General Knowledge	Objective	50 questions having 01 mark each.	50	33% in each subject but no candidate shall be considered to have qualified the Test unless he/she obtains 40% marks in aggregate in the Written Examination (Computer Based Test).
2.		English Composition	Objective	20 questions having 01 mark each.	20	
			Subjective	i. Essay (150 words) : 10 marks ii. Letter : 05 marks iii. Precis:- 05 marks iv. Translation from Punjabi to English:- 10 marks.	30	
TOTAL MARKS					100	

Note: *‘Marks’ means normalized marks in objective portion (Refer to page 7 for details in normalization of marks) and actual marks in subjective portion.

It is clarified that there will be negative marking in multiple choice questions. **For every wrong answer, 1/4 mark will be deducted. The question(s) not attempted will receive no credit or discredit.** Furthermore, candidates shall 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 written examination (Computer Based Test), the number of candidates (category wise) as decided by the Hon'ble High Court 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 Spreadsheet 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:-

$$\frac{\text{Number of words typed} - \text{Mistake(s)}}{10}$$

Note: *Part-II i.e. Computer Typing Test will be checked only of those candidates who will secure 4 or more marks in Spreadsheet Test (Part-I).*

Persons with Benchmark Disability in the category of Locomotor disability (Both Arm Affected-BA) can submit their application for exemption from Computer Proficiency Test along with Disability Certificate while other Persons with benchmark disability as defined in Section 2(r) of the Rights of Persons with Disabilities Act, 2016 can submit their application for exemption along with Disability Certificate as well as Medical Certificate to the effect that the person concerned has physical limitation to type at the requisite speed i.e. 30 W.P.M., from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government healthcare institution and Persons with disability as defined in Section 2(s) of the Rights of Persons with Disabilities Act, 2016 can submit their application for exemption from Computer Proficiency Test along with Medical Certificate to the effect that the person concerned has physical limitation to type at the requisite speed i.e. 30 W.P.M., from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government healthcare institution, within 15 days from declaration of result of Written Examination (Computer Based Test).

The candidates shall be exempted from Computer Proficiency Test by the Competent Authority. The decision of the Competent Authority shall be final and binding upon the candidate.

The number of candidates (Category wise) as decided by the High Court, who qualify both the tests i.e. written examination (Computer Based Test) 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 [i.e. those who secured higher marks in Written Examination (Computer Based Test)] 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.

ANSWER KEY AND SEEKING OF OBJECTIONS/CROSS OBJECTIONS

After the completion of the written examination (Computer Based Test), provisional Answer Key shall be provided to the candidates on the official website of S.S.S.C. i.e. www.sssc.gov.in. 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 in the provisional answer key.

Candidate must mention the proposed correct answer and objection/cross-objection must be supported by appropriate reasons and documentary proof thereof, failing which such objection/cross-objection will not be considered. Objections/cross-objections received after stipulated time period and those filed on any other medium other than the prescribed link will not be considered.

NORMALIZATION OF MARKS

If written examination (Computer Based Test) is 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^{th} candidate in i^{th} session $\hat{M}_{ij}$ is given by:

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

M_{ij} = is the actual marks obtained by the j^{th} candidate in the i^{th} 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^{th} 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^{th} session.

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

12. 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 Examination, Result and other important information. **Un-necessary** correspondence with S.S.S.C. should be **avoided**.

(ii) All applicants irrespective of their category i.e. General or reserved category, can submit **only one application** for a particular category. In case, an applicant submits more than one application, only latest application will be **considered**.

(iii) All other conditions of recruitment not covered in the above **Notice shall be regulated as per The Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997 as amended from time to time, which are available on the official website of S.S.S.C. i.e. www.sssc.gov.in**

(iv) Merely satisfying the **eligibility criteria does not entitle** the applicant to be called for examination. Hon'ble High Court 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 benefit of reservation under any category will be given only to those candidates who are **bonafide resident of Punjab** State and possess certificates issued by the Competent Authority of Government of Punjab and submit the application against reserved category posts. The said certificates must be latest and valid as on closing date for submission of Online Application Form.

Further, candidates belonging to BC category would be required to submit **an undertaking** (as and when required) along with the BC certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per instructions applicable in the State of Punjab as on closing date for submission of Online Application Form.

(vi) The Reservation for **Economically Weaker Sections of Punjab** shall be governed by instructions of the Punjab Government bearing letter No. 1/3/2019-RC1/120 dated 28.05.2019, letter No. 8/2/2019-3PP1/1548834/1 dated 13.08.2019 and letter No. 1/16/2019-RC1/1566148/1 dated 05.09.2019. Such candidates must possess latest Income & Assets certificate on prescribed proforma issued by the Competent Authority as per the instructions of Punjab Government which shall be valid for the Year 2026-2027 based on gross annual income of his/her family for the Financial Year 2025-2026 issued on or before the closing date of submission of Online Application Form.

(vii) The Reservation for **Women of Punjab** shall be governed by instructions of the Punjab Government bearing letter No. 11/5/2017-1SS(3SS)/2594 dated 28.10.2020 and letter No. 11/5/2017-1SS(3SS)/3268 dated 31.12.2020.

(viii) The Reservation for **Sportsman of Punjab** shall be governed by notification of Punjab Government bearing No. C.S.R. 16/Const./Art.309/88 dated 01.02.1988 regarding "The Punjab Recruitment of Sportsmen Rules, 1988". Further, Candidates applying under Sportsman Category of Punjab must possess the valid Gradation Certificate issued by the Competent Authority.

(ix) The Reservation for **Freedom Fighter and their wards and grandchildren (paternal as well as maternal) of Punjab** shall be governed by instructions of the Punjab Government bearing letter No. 9(13)-3P11-84/5822 dated 04.04.1985 and letter No. 13/16/2010-3FF/959 dated 28.07.2011.

(x) The reservation for the **Persons with Benchmark Disabilities of Punjab**

shall be governed as per the instructions/guidelines of Punjab Government bearing letter No. 01/01/2017-3DC/1588894/1 dated 03.10.2019, letter No. 03/09/2021-3DC/452 dated 04.06.2021, letter No. 03/09/2021-3DC/505 dated 20.12.2022 and letter No. SSWCD-10/94/2022-4DC(3DC)/1472113 dated 12.08.2026. Candidates seeking to avail the benefit of reservation under this category must possess latest disability certificate issued by the Competent Authority, as per Punjab Government instructions **dated 03.10.2019 and 12.08.2026** referred above.

(xi) Persons with Benchmark Disabilities with only those category(ies) of disability(ies) mentioned in vacancy position of this Employment Notice shall be eligible to **apply for the posts** under PwBD category. Therefore, concerned candidates are advised to read it carefully before applying.

(xii) Persons with Benchmark Disabilities (PwBD) can also apply, even if the post is not reserved for them, provided the post has been **identified as suitable** for persons with disabilities of the relevant category. However, such candidates will be considered for selection to such post by general standard of merit and without any relaxed standards.

(xiii) The following provisions are applicable for Persons with Benchmark Disabilities (PwBD) candidates:

- (i) That the disability conditions falling under the category **“likely to be improve”** under temporary disability category, are not eligible for reservation.
- (ii) That the conditions i.e. **“progressive, non-progressive or not likely to improve”** are to be treated eligible for reservation.

(xiv) 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, the candidature of such applicant shall **stand cancelled** without any **further notice and with consequential effect**.

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

(xvi) All particulars including category and sub-category **once filled** by the applicant shall be **sacrosanct** and **no change** shall be permitted at any stage of the recruitment process so the applicants are advised to fill all their particulars after taking due care and precaution. No request in this regard shall be entertained by the S.S.S.C. and shall be filed without any intimation.

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

(xviii) The venue, date, time of the examination, result, notice and corrigendum of this recruitment process will be **informed** on the official **website of S.S.S.C. i.e. www.sssc.gov.in**. However, it shall be the responsibility of the applicants to keep themselves updated about the same. The High Court shall not be responsible in any

manner in case, any applicant **could not appear in the exam/any other stage due to non visiting of website**, where important information regarding different stages is uploaded or for getting the E-mail in spam box of E-mail account of the applicant.

(xix) The **original documents** shall be produced by the candidates **as and when demanded**. Competent Authority may also ask for any additional document, information etc. at any stage, if so desired. If any candidate fails to produce valid certificate/document in support of his/her claim, his/her candidature shall be liable to be cancelled/rejected.

(xx) Candidates shall submit certificates issued by the Competent Authority in support of their claim to a particular category (as mentioned in the Application Form) at the time of **scrutiny of documents**.

(xxi) No candidate shall be 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 directed to strictly adhere to the instructions mentioned in this regard on their E-admit Cards.

(xxii) All the applicants have to give an undertaking in their Online Application Form that they will **work anywhere in the State of Punjab**, where they will be posted.

(xxiii) The candidature of applicant who conceals any material fact or furnishes any false information can be **rejected** by the Hon'ble High Court **at any stage**. **Canvassing in any form or use of any unfair means by any candidate will entail cancellation of his/her candidature.**

(xxiv) No candidate shall misbehave, harass or cause bodily harm to the staff deployed on examination duty. Any such conduct or attempt by any candidate shall render such candidate liable for disqualification/cancellation of candidature and/or such other action as deemed fit by the Competent Authority. The decision of Competent Authority shall be final and binding on the candidate.

(xxv) In case any candidate is found breaching hall discipline and/or found having used unfair means which directly or indirectly disturb the sanctity of the examination, his/her candidature shall be cancelled and action as deemed fit will be taken. The decision of the Competent Authority in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

(xxvi) 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 **shall prevail**.

(xxvii) Online Application Form is **available only** on the official website of S.S.S.C i.e. www.sssc.gov.in. The 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 Form and fee.

(xxviii) Applicants are advised in their own interest to **apply online** much before the **closing date** 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 etc. **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 applicant to apply after cut-off date **will not be granted under any circumstance**. Requests received in this regard in any form like Post, Fax, E-mail, by hand etc. shall not be entertained and shall be deemed to be rejected.

(xxix) Guidelines for Persons with Benchmark Disabilities as well as Persons with Disability for availing the facility of scribe, compensatory time and assistive device(s) in written examination/Computer Based Test are available on the official website of S.S.S.C. Applicants are advised to carefully go through and strictly follow the said guidelines while filling up the Online Application Form. Applicants can have access to the guidelines by visiting the official website of S.S.S.C. Applicant can also refer to said guidelines by clicking on the link below:-

GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES AS WELL AS PERSONS WITH DISABILITY FOR AVAILING THE FACILITY OF SCRIBE, COMPENSATORY TIME AND ASSISTIVE DEVICE(S) IN WRITTEN EXAMINATION/COMPUTER BASED TEST.

Applicants must upload their requisite documents in Online Application Form before the closing date of submission of Online Application Form.

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

(xxxi) All communications addressed to S.S.S.C should invariably contains the following particulars:-

- i. Advertisement No. & Name of Post.
- ii. Registration ID.
- iii. Roll No. (if received)
- iv. Name of Candidate (in Full and Block Letters)
- v. Registered E-Mail ID.
- vi. Correspondence Address as given in Online Application Form.

Communication not containing above particulars shall not be attended to.

(xxxii) Re-evaluation of answer sheets is not allowed. Only re-checking of answer sheets (i.e. no part of the answer sheets has been left unevaluated or there is no totaling error) can be allowed on a written request from a candidate addressed to the Member Secretary, S.S.S.C under High Court of Punjab and Haryana, Chandigarh on payment of fee of Rs. 500/- per answer sheet (in the shape of Indian Postal Orders payable in favour of S.S.S.C.) within thirty days from the date of declaration of final result on the official website of S.S.S.C. No separate request in this regard by any candidate or any other person on their behalf shall be entertained under the RTI Act for re-evaluation/re-checking etc.

(xxxiii) Success in the examination confers no right of appointment unless Competent Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

13. ONLINE APPLICATION PROCEDURE:-

- i)** Applications must be submitted in the online mode under the head **“Clerk District Courts of Punjab”** on the official website of S.S.S.C. i.e. **www.sssc.gov.in**. No other means/mode of submission of application will be accepted. Applicants 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. The online application form will be considered submitted only after payment of fees.
- ii)** Applicants are advised to read the detailed Advertisement, The Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 and other instructions (How to fill application form, User Manual etc.) before filling up the Online Application Form **which are available on the official website of S.S.S.C. i.e. www.sssc.gov.in**
- iii)** Incomplete application shall be rejected outrightly 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. The High Court 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 applicant or its service provider. It shall be responsibility of the applicant to update themselves by visiting the official website of S.S.S.C. and by checking their Email Account/SMS regularly for important notifications.
- vii)** The real time photograph is required to be uploaded by the applicant at the time of filling the Online Application Form. The computer system/ device on which the applicant is filling up Online Application Form should have an inbuilt camera or attached web camera to capture the real-time photograph. The applicant must sit in front of inbuilt camera/web camera of the computer system/ device to capture the photograph. The applicant must read other instructions given in the Online Application Form regarding uploading of real-time photograph, before capturing the photograph.
- viii)** Before starting to fill-up the Online Application Form, applicants must keep the following information ready with them as the applicants would be

required to upload the signature and photograph (**not more than one month old**), 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 Card, Credit Card & UPI.
 - Scanned recent passport size photograph (not more than one month old) against white background
 - Scanned signature.
- ix)** Applicants should fill all details, including the category and sub-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 and shall be filed without any intimation.
- x)** The applicant must ensure that the real time photograph captured while filling the Online Application Form, the scanned recent passport size photograph uploaded in the Application Form and the photograph pasted on E-admit card must match with each other, failing which the applicant will not be allowed to appear in the examination center.
- xi)** The applicant must ensure that their facial appearance at the time of examination must be similar to their appearance in above mentioned photographs, failing which their candidature can be rejected at any stage.
- xii)** The applicants are advised to retain printed/hardcopies of their Online Application Form and produce the same as and when required.
- xiii)** The scrutiny of Online 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.
- xiv)** Any attempt on the part of any applicant to obtain support for his/her candidature by any unfair means will render liable for disqualification and legal action.
- xv)** In case any applicant experiences any difficulty in downloading the E-admit card, then such applicants may contact the Helpline **+91 95948-04606 and 022-61087580** for assistance. Unique Registration ID may be kept handy while contacting the Helpline Numbers.
- xvi)** The applicant must carefully check the information before submitting the same. Applicant will be responsible for any mistake made by them in the Online Application Form and the High Court shall not be responsible or liable in any way. Any information submitted by the applicant in their Online Application Form will bind the applicant personally and if found to be false, such applicants shall be liable for criminal prosecution apart from

consequences under civil law, as may be deemed proper. No request for any change in the Online Application Form, after its submission, shall be entertained and shall be filed without any intimation.

- xvii)** Any application without uploading proper photograph and signature will be summarily rejected. The applicants must retain five copies of the photograph uploaded in the Online Application Form, with them as the same shall be required during the subsequent stages of recruitment process. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law.
- xviii)** Applicants may take screenshot in case any technical error occurs during the filling of Online Application Form to take up the matter with **HELPDESK**.
- xix)** The applicants are advised to re-check their details before paying the fee, as fee once paid shall not be refunded.
- xx)** Grievance window (for resolving problems faced by applicants) shall be available on the portal.
- xxi)** Applicants are advised to kindly go through all the general links available on the Online Application Form page before applying/raising any query.
- xxii)** For any **Technical query** regarding filling up of Online Application Form, the applicant can call at Helpline numbers **+91 95948-04606 and 022-61087580** 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 Numbers **0172- 2722012** and **+91 91158-98394** 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.