

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

EMPLOYMENT NOTICE No. 18C/SSSC/PB/2016 Dated: 24.09.2016

| | | |
|--|---|-----------------------------------|
| Candidate can apply online From | : | 26.09.2016 |
| Last date/time for Registration Step-I | : | 24.10.2016 11:59 P.M |
| Last date for receipt of application fee | : | 27.10.2016 (Within Banking Hours) |
| Last date/time for Registration Step II | : | 27.10.2016 11:59 P.M. |
| Last date for editing of applications | : | 27.10.2016 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 of the State of Punjab, invites online applications from eligible candidates only at www.sssc.gov.in for filling up vacant posts of **Clerk (Pay Scale of Rs.10300-34800 + Rs. 3200/- Grade Pay) in the Subordinate Courts of Punjab** as per details given below: -

| TENTATIVE VACANCY POSTION-CLERKS | | | | | | | | | |
|---|---------------------------|-----|---------------------|----------|------------------|---------------|-----|----|--------|
| Name of the post | Total Number of vacancies | Gen | SC of Punjab | | BC/OBC of Punjab | PHC of Punjab | ESM | | |
| | | | Mazhbi Sikh/Balmiki | Other SC | | | Gen | SC | BC/OBC |
| CLERK | 561 | 236 | 62 | 51 | 51 | 31 | 68 | 40 | 22 |

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 & posting.

The salary, pay and allowances of the selected candidates will be governed as per the latest rules and instructions adopted by Punjab Government.

The reservation for different categories 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. The reservation for the persons with disabilities is applicable as per the Punjab Government letter Memo No.9/23/2015-3-DC/506, dated 24.06.2015.

1. AGE: -

Age limit for the post of Clerk category wise, as on 01.01.2016 will be as under: -

| Sr. No | Category | Minimum Age Limit | Maximum Age Limit | Remarks |
|--------|--|-------------------|-------------------|--|
| 1. | General | 18 | 37 | -- |
| 2. | SC of Punjab | 18 | 42 | -- |
| 3. | BC/OBC of Punjab | 18 | 42 | -- |
| 4. | Ex-servicemen of Punjab | 18 | | Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit by more than 3 years, he shall be deemed to satisfy the condition regarding age limit. |
| 5 | PHC of Punjab | 18 | | Upper age is relaxable for PHC of Punjab Category candidates by 10 years from their original category. |
| 6. | In Service Employees | 18 | 45 | In the case of persons already in the employment of the Punjab/Haryana Govt. other State Govt. or the Govt. of India, High Court, other Subordinate Courts & UT. Chandigarh. |
| 7. | Widow, woman legally separated, deserted from husband for more than two years, where husband has been ordered by civil or criminal court to pay maintenance to her, whose husband has remarried, wife of serving military personnel, disabled while in military service. | 18 | 40 | |

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 Punjabi as one of the subject and must have proficiency in operation of computers (word processing and spread sheets).

The applicant should fulfill the condition of qualification on the last date of receipt of applications i.e. 27.10.2016 (last date of Registration Step-II).

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 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.

4. **MODE OF SELECTION**

The applicant shall have to take a written examination in the following subjects: -

| Sr. No. | Subject | Maximum Marks | Qualifying marks |
|---------|---------------------|---------------|---|
| 1. | General Knowledge | 50 | 33% in each subject but no candidate shall be considered to have qualified the written examination unless he/she obtains 40% marks in the aggregate of both subjects. |
| 2. | English Composition | 50 | |

It is clarified that there will be negative marking in multiple choice questions. **For every wrong answer, 1/4th mark would be deducted. The question (s) not attempted will receive no credit or discredit.**

Thereafter, out of total candidates who qualify the written examination, the number of candidates as decided by Hon'ble the Central Recruitment Committee may be called for Computer Proficiency test i.e. to access the proficiency of candidates in operation of computer (word processing and spreadsheets), which is mandatory but the marks of this test would not be counted towards the final merit as this test is only of qualifying nature. Computer Proficiency Test shall comprise of two parts. In Part-I i.e. Word Processing Test, the candidates will have to qualify Computer Typing Test in English at the speed of 30 W.P.M. In Part-II, Candidates will have to qualify the Spread Sheet Test.

The number of candidates as decided by Hon'ble Central Recruitment Committee, who qualify the written test as well as Computer Proficiency Test, 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 written examination. Name of candidate(s) higher in merit would be recommended for appointment as per the number of vacancies to be filled.

5. **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.

6. **HOW TO APPLY ONLINE**

The online registration/filling of application forms by the applicants will consist of two steps.

(i) **Registration Step I:** Applicant will get his/her Registration ID and password and will print 'Cash Deposit Receipt' for deposit of fee in the designated bank (State Bank of India). Thereafter the applicant shall deposit the requisite fee in any branch of State Bank of India.

(ii) **Registration Step II:** After completion of Registration Step 1, Applicant shall thereafter fill the remaining particulars i.e. uploading of photograph/signature, qualification and fee payment details in the form, then to "LOCK & SUBMIT" the application form.

The detailed steps for Registration are given below:

(A) **Pre-Requisites for Step I:**

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. In case an applicant does not have a valid personal E-mail ID, he/she should create his/her new E-mail ID before applying online and must maintain that E-mail account, throughout the selection process. Applicants must give a valid Mobile number, as all the SMSs during the process will be sent on that number.

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.

(B) **Registration Step I:**

- i. Applicant can apply through online from anywhere at home, at any place where there is an access to the internet.
- ii. Open registration form available on the website www.sssc.gov.in by clicking at the [button 'Clerk \(Subordinate Courts of Punjab\)'](#).
- iii. Fill the registration form with all the required details.

- iv. Every successful registration will be allotted a unique Registration ID and Password, which will be intimated to the applicant by way of e-mail on recorded Email ID as well as by SMS on his/her mobile phone. Applicants should ensure that Registration ID and Password have been delivered on mobile phone as well as on given E-mail ID. In case of non receipt of E-mail/SMS within reasonable time, applicants should contact on technical helpline numbers 8699002541, 8699002542, 9115898394 & 0172-2722012. After getting the Registration ID and Password, applicant must take a print out of the 'Cash Deposit Receipt' in "Landscape orientation". Applicant should also save 'Cash Deposit Receipt' as PDF file for future reference.
- v. Applicant has to take along this printed 'Cash Deposit Receipt' to any Branch of State Bank of India for deposit of fee in cash only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. Applicant approaching the State Bank of India Branch will ask for depositing the fee under screen 8888 (fee type-21). No other mode of payment of fee is admissible.
- vi **The applicant who completes Registration Step-I, should go to Bank for deposit of fee after 24 hours from the time of completion of Registration Step-I.**
- vii. After depositing the fee in the Bank, applicant will get a Unique Transaction No./Journal No. from the Bank, which is required to be updated by applicant on website at the time of Registration Step-II. If these details are already shown against the column of Fee Payment details, then he/she need not to fill the same.
- viii. In case an applicant fails to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.

(C) Pre-Requisites for Step II

Before proceeding to Step II, applicant must ensure that he/she has a scanned image files of his/her **latest passport size coloured PHOTOGRAPH (Size 100 x 120 pixels) & SIGNATURE (Size 160 x 70 pixels) with clear background** in PC/Pendrive/other soft media and application fee remittance/deposit details (Transaction details such as Unique Transaction No./Journal No., Branch name and Code etc.) for immediate uploading it to the website alongwith application data.

(D) Registration Step II

- i) After depositing the fee in the Bank, applicant is advised to Login next day on the website by making use of Registration ID and Password as provided during completion of Registration step I. Applicant should fill in the Fee Payment details i.e. Transaction No./Journal No., Bank & Branch Name, Branch Code, Date of Payment mentioned in the 'Cash Deposit Receipt'. If these details are already shown in the Fee Payment Details then he/she needs not to fill the same. The TRANSACTION NO./JOURNAL NO, given by the

BANK is to be a SEVEN OR EIGHT DIGIT NUMERIC CHARACTER, which is to be filled in Transaction No./Journal No. field.

Note:- Considering the All India spread of the SBI, there is a possibility of writing of Transaction No./Journal No. on the 'Cash Deposit Receipt' by the bank staff in different ways i.e. TID-0012121212 OR J-0012121212 OR 0012121212 etc. (If in eight digit) OR as TID-001212121 OR J-001212121 OR 001212121. (if in seven digits.) APPLICANT SHOULD FILL IN ONLY THE LAST 7 OR 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ALPHABET, SPECIAL CHARACTER OR PREFIXED ZEROES, In the above two cases, fill the Transaction No./Journal No. as 12121212 or 1212121.

In case, a candidate fills wrong Journal number or Journal number of another candidate while completing Registration Step-II, his/her application will be rejected and legal action may be initiated as per penal provisions of law.

ii) Candidate must upload his/her photograph, signature and all other information as required in the online Registration Step-II Form. He/she should upload latest passport size coloured photograph (not more than three months old) & signature (on white background with dark black ball pen). For details please see Guidelines for Uploading Photographs and Signature available on the website www.sssc.gov.in Any application without uploading proper photograph and signature will be summarily rejected. The applicants must retain three 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. IP address of the computer system accessing the online application form shall be noted for security purposes.

iii) After doing so, applicant will have the 'preview' of the filled form. Applicant can edit/correct the information filled in Step II, at that time. Candidates are advised to check the information filled by them carefully before final submission of their application i.e. at the time of clicking on the button "LOCK & SUBMIT". If the information entered is correct, applicant should click on "LOCK & SUBMIT" button to complete his/her Registration process and to view his/her online Application Form. The applicant will receive an E-mail/SMS in this regard. Applicant should take a printout of his/her 'Online Application Form' for future use and record.

iv) The applicant must check the information before locking and 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. However, **if by mistake an applicant fills in wrong data in the Application Form, then there is a provision to modify/edit certain information in the application form only once by entering his/her registration ID and Password & after following the given instructions before the closing date of application. Thereafter, no modification will be permitted and the applicant will not be having the option to edit his/her application data again.** 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.

v) Thereafter, scrutiny of applications will be done and eligibility of applicants shall be determined.

vi) **FOR REGULAR GOVERNMENT EMPLOYEE:** The applicants who are already serving in Government/Semi Government/PSU/Corporations/Boards must submit the undertaking to the effect that if he/she will qualify the recruitment process then he/she have to submit the original NOC at the time of checking of original testimonials/ interaction. Otherwise such candidates would not be taken into consideration for Recruitment purpose and his/her candidature is liable to be rejected.

vii) **E-ADMIT CARD:-** Thereafter, E-Admit Cards of provisionally eligible applicants will be uploaded on the website. Applicants will also receive E-mails/SMS in this regard. The applicants are to 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 his/her photograph, duly attested by a Gazatted Officer, on the 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.

viii) 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 and important information. Unnecessary correspondence with S.S.S.C. should be avoided.

ix) If suitable Ex-servicemen of Punjab are not available only then dependents of Ex-servicemen of Punjab will be considered against the reserved vacancies of Ex-servicemen.

7. EXAMINATION FEE (Non-Refundable)

| Sr.No. | Category | Amount(in Rupees) | |
|--------|-----------------------------------|-------------------|-------|
| 1. | General | 1000/- | |
| 2. | SC/BC/OBC/ESM of State of Punjab. | 250/- | |
| 3. | PHC of Punjab. | General | 500/- |
| | | SC/BC/OBC/ESM | 125/- |
| 4. | Reserved Category of other State | 1000/- | |

Requisite fee must be deposited on or before the last date and time fixed for the purpose. The applicants have to deposit the requisite fee by way of 'Cash Deposit Receipt', printed after completion of Step-I of registration, in any Branch of State Bank of India

only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. Applicant approaching the State Bank of India Branch will ask for depositing the fee under **Screen 8888 (Fee Type-21)**. No other mode of payment of fee is admissible. The fee once paid will not be refunded in any case. The applicant must retain the 'Cash Deposit Receipt' in original for future use.

8. DATE OF EXAMINATION

The examination is likely to be conducted in the month of December 2016. The exact date will be notified on the website of S.S.S.C. (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.

9. LAST DATE

The applicant who fulfils the prescribed educational qualification and other eligibility conditions may register for Step I from 26.09.2016 upto 24.10.2016 11:59 P.M. Thereafter Step I Registration will be closed. The applicant, who completes Step-I registration, should go to Bank for deposit of fee after 24 hours from the time of Registration Step-I. However, the requisite fee can be deposited upto 27.10.2016 within Banking Hours only. Last date/time for completing the registration Step-II is 27.10.2016 upto 11:59 P.M.

Applicants are advised in their own interest to apply online much before the closing dates and not to wait till the last date for depositing the fee and completion of Registration Step-II 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 failed 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 circumstances.

10. IMPORTANT INSTRUCTIONS

- i) The application can be submitted through online mode only.** No other means/mode of submitting applications will be accepted or entertained in paper form, which is sent to the Society For Centralized Recruitment of Staff in Subordinate Courts (S.S.S.C) directly except in case of 'Government Employees' as detailed in term D (vi) The applicants have to deposit the requisite fee by way of 'Cash Deposit Receipt' printed after completion of Step-I of registration, in any Branch of State Bank of India only. **Fee sent by any other mode i.e. Cheque/Draft/I.P.O. & Net Banking will not be accepted.**
- ii)** A candidate, whether he/she belongs to General or reserve category, can submit only one application for a particular category. In case, more than one application are received, his/her all applications may be rejected.
- 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 Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997 as amended time to time.

- iv) 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).
- v) 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 any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- vi) The certificate for the Claim of reservation must be issued by the competent authority. The said certificate must be latest.
- vii) 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, if it is found that an applicant does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.
- viii) No TA/DA shall be paid to the applicants for appearing in the exam and checking of original testimonials/interaction.
- ix) **HELPLINE:-** For any technical help regarding the filling of the online Application form, the applicant can call at **Helpline numbers 8699002541, 8699002542 or 9115898394 between 10:00 A.M. to 5: 00 P.M.** For any other query regarding terms and conditions of Advertisement, applicants can call at Phone **No.0172- 2722012** of S.S.S.C. on all working days between 10:00 A.M. to 5:00P.M. For depositing of fee related issues, applicant can call at Mobile Phone of Bank authorities 9780762998, 9779074638 during banking hours.
- x) Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process, thereafter.
- xi) An online application which is incomplete in any respect shall be liable to be rejected summarily.
- xii) The venue, date and time of the exam will be informed on the website www.sssc.gov.in. **They are advised to visit website of S.S.S.C. and to check their Email (inbox as well as spam box) regularly. 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 in uploading/ or for getting the E- mail in spam box of email account of the candidate.

xiii) The result will be displayed on website www.sssc.gov.in

xiv) The number of vacancies may be increased or decreased at any time before the completion of selection process without giving any prior notice to the candidates.

xv) The applicant should fulfil the condition of qualification on the last date of receipt of applications i.e. 27.10.2016 (last date of Registration Step-II).

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

xvii) Hon'ble Committee reserves the right to alter/modify or change any of the terms and conditions including the selection criterion as spell out in the advertisement.

xviii) The admission of applicants at all stages of 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 time before or after the interview, it is found that an applicant does not fulfil any of the eligibility conditions, his/her candidature shall stand cancelled without any further notice.

xix) No candidate is allowed in the examination centers with mobile & other baggage material.

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