

HIGH COURT OF PUNJAB & HARYANA

SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS
(S.S.S.C.)

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E-mail ID: osd.rectt@gmail.com

No. 409 /S.S.S.C.
Dated :07.01.2016

NOTICE

It is for the information of all concerned candidates that Descriptive Type English Composition Test, Computer Proficiency Test, Special Exam and Interview for filling up various posts on the establishment of S.S.S.C. i.e. Clerk, Clerk knowing Stenography, Accountant and Software Developer will be held on **17.01.2016 at G.G.D.S.D. College, Sector 32, Chandigarh.** E-Admit Cards have been uploaded, which can be downloaded by logging in website www.sssc.gov.in and using Registration I.D. and Password already intimated to the candidates. Candidates are required to bring all original testimonials with regard to educational qualification, caste, and residence and one set of attested copies thereof. Time Table and relevant instructions for the said examination are given below.

Sd/-
O.S.D. [Recruitment]

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SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS
(S.S.S.C.)

**TIME TABLE FOR FILLING UP VARIOUS VACANCIES ON THE ESTABLISHMENT OF S.S.S.C.
TO BE HELD ON 17.01.2016 [SUNDAY]
AT G.G.D.S.D. COLLEGE, SECTOR 32, CHANDIGARH**

Sr. No.	Description of Work	Time
	Display of Seating Plan	8:30 A.M.
	Reporting Time of the Candidates	8:45 A.M.
	<ul style="list-style-type: none">• Entry of Candidates• Seating of Candidates in Examination Hall• Marking of Attendance	8:45 A.M. to 9:15 A.M.
I.	Conduct of Descriptive Type English Test in examination hall.	9:30 A.M. to 10:00 A.M.
	Seating of candidates in Computer Labs.	10:00 A.M. to 10:30 A.M.
II.	Conduct of CPT as well as Printing and Packing thereof.	
	<ul style="list-style-type: none">• Collection of Question Papers• Taking Printout of CPT Answer Sheets• Obtaining signatures of Candidates on Transcribed answer sheets• Counting of Transcribed Answer Sheets and packing thereof.	11:00 A.M. to 11:30 A.M.
III.	Conduct of Special Exam [Shorthand Test for the post of 'Clerk knowing Stenography'] [Typing Test for the post of 'Clerk'] [Web Designing / Software Development Test for the post of Software Developer] [Tally test for the post of Accountant]	11:30 A.M. to 12:00 Noon
IV.	Interview	12:30 P.M. onwards

INSTRUCTIONS

ITEMS ALLOWED INSIDE EXAMINATION HALL

- **Admit Card**

- **Photo Identity Card**

- **Pen(s)**

- **Original testimonials with regard to educational qualification, caste and residence alongwith one set of attested copies thereof.**

1. Any other Item is not allowed inside examination Hall.

2. Clean **drinking water** will be served to the candidates in all rooms. As such there is no need to carry water bottles.

3. Wallets/Purse/bags/pouches/geometry box etc. will not be allowed inside examination hall.

CANDIDATES ARE REQUIRED TO BRING ORIGINAL TESTIMONIALS WITH REGARD TO EDUCATIONAL QUALIFICATION, CASTE AND RESIDENCE ALONG WITH ONE SET OF ATTESTED COPIES THEREOF.

e-ADMIT CARD

1. Immediately on downloading the e-Admit Card, the candidate should check it very carefully and bring to the notice of the S.S.S.C. discrepancies, if any, without any delay.

2. The candidate must read carefully the Important Instructions mentioned on e-Admit Card and must bring e-Admit Card, preferably colored to the Examination Hall to secure Admission. The candidates who have VISIBLY different photographs on the e-admit card, will have to establish their identity to the satisfaction of Centre Incharge.

3. The candidate has to produce his/her admit card along with original photo identity proof at the examination centre, which may be Aadhar Card, Driving license, Voter ID, Passport or PAN Card etc. Entry will not be allowed without admit card and original photo identity proof.

4. The applicant has to affix his/her photograph, duly attested by a Gazetted 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 pasted photograph with the uploaded photograph, applicant shall only be allowed to enter the examination centre subject to approval of Centre Incharge/Deputy Centre Incharge. Candidates not having affixed photograph on e-Admit Cards would not be allowed entry.

5. The candidate is responsible for the safe custody of the e-Admit Card. In the event of one's e-Admit Card being used by any other person for securing admission to the Test, the onus lies on the candidate to prove that he/she has not secured the service of an impersonator, failing which his/her candidature will be cancelled and he/she will be liable for action as per law.
6. Candidates are required to take print out of the instructions appended alongwith the e-Admit Card and carry the same to the examination centre.
7. No change should be made in the Admit Card by the candidate.

BREACH OF TEST REGULATIONS

1. Electronic or any other type of calculators, log tables, slide rules, cellular/mobile phones/Bluetooth or any other equipment capable of being used as a communication device are not allowed inside the premises where the test is being conducted. Any infringement of the above instructions shall entail disciplinary action which may include ban from future test.
2. Candidates must not, on any pretext whatsoever speak to or have any communication with any other Candidates. Such communication will be regarded as breach of the Test regulations.
3. Candidates in the Test venue, who are found to have unauthorized materials in his/her possession, shall be deemed to have indulged in breach of the test regulations. Any breach of test regulations shall be considered to constitute unfair practice. In case any candidate is found to be indulging in unfair practice, he will be liable to be debarred from this and future Tests/Exams of SSSC and/or legal action.

PROVISIONAL ENTRY TO EXAMINATION

1. The Candidates are directed to undertake the Recruitment Test at their own risk i.e. after verifying that they fulfill the qualifications as prescribed in the Advertisement, and their admission to the Test is purely "Provisional".
2. The Candidate must take the Test only at the Test Venue indicated in the Admit Card. If the candidate reports at any other Test Venue, he/she will not be allowed to appear in the examination.

3. The mere fact that an e-Admit Card has been issued to him/her does not imply that the candidature has been finally cleared by the SSSC or that the entries made by the candidate in his/her application for the Test have been accepted by the SSSC as true and correct.
4. The candidate must note that SSSC takes up the verification of eligibility conditions i.e. age, educational qualifications, community etc. with reference to original documents only of those candidates who qualify in the Recruitment Test. Unless the candidature is formally confirmed by the SSSC, it continues to be "Provisional".

GENERAL

1. The candidates are advised to bring their own blue or black ball point pens.
2. **Candidates are required to hand over Admit Cards to the invigilator while submitting Answer sheets.**
3. Any corrigendum or further information will be posted on website www.sssc.gov.in. Candidates are advised to visit this website regularly.
4. Travelling and other expenses must be borne by the candidate himself/ herself.
5. The SSSC does not make arrangements for boarding and lodging of any candidate.