

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS

(S.S.S.C.)

EMPLOYMENT NOTICE NO. 29S/SSSC/PB/2021

Dated: 17.08.2021

Candidate can apply online From	:	18.08.2021
Last date/time to apply online	:	07.09.2021 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 Punjab invites online applications from eligible candidates only at www.sssc.gov.in for filling up vacant posts of **Stenographer Grade-III in the Subordinate Courts of Punjab** as per details given below: -

VACANCY POSTION-STENOGRAPHER GRADE-III as on 30.06.2021

Name of the post	Total Number of vacancies	Gen	SC of Punjab		BC/OBC of Punjab	PHC of Punjab OH	ESM of Punjab		
			Mazhbi Sikh/Balmiki	Other SC			Gen	SC	BC/OBC
STENOGRAPHER GRADE-III	225	98	38	26	23	09	21	05	05

ANTICIPATED VACANCY POSTION-STENOGRAPHER GRADE-III upto 31.10.2021

Name of the post	Total Number of vacancies	Gen	SC of Punjab		BC/OBC of Punjab	PHC of Punjab OH	ESM of Punjab		
			Mazhbi Sikh/Balmiki	Other SC			Gen	SC	BC/OBC
STENOGRAPHER GRADE-III	58	42	03	01	05	02	03	02	0

Note:-

- i) **OH** stands for Orthopedically Handicapped (Person Suffering from locomotor disability or Cerebral Palsy).

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 as well as due to administrative exigencies.

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 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 of Punjab Government adopted by the Hon'ble High Court of Punjab and Haryana. The reservation for the persons with disabilities is applicable as per the Government of Punjab letter Memo No.9/23/2015-3-DC/506, dated 24.06.2015.

In case the 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 Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

The salary, pay and allowances of the selected candidates will be governed as per the latest rules and instructions adopted by the Government of Punjab and adopted for the Subordinate Courts of Punjab from time to time.

1. **AGE: -**

Age limit for the post of Stenographer Grade-III category wise, as on 01.01.2021 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	37	The maximum age limit prescribed for the direct recruitment to a service post is increased by 10 years in case of candidates belonging to physically handicapped persons.
6.	Candidates, who are already in service in Government/Semi/PSU	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 & U.T. Chandigarh.

2. **QUALIFICATION**

The applicant should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and must have proficiency in operation of computers (Word Processing and Spread Sheets).

He/she should have passed matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi Language. Candidates who have not passed matriculation with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi Language at matriculation level can apply however, they would be required to pass the same within the probation period, if selected, failing which their appointment shall stand cancelled.

Note:- The applicant, who possesses degree of graduation from any stream i.e. Arts, Commerce, Science or Computer is eligible.

The applicant should fulfil the condition of qualification on the last date of receipt of applications i.e. 07.09.2021.

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 candidates will have to qualify the English Shorthand Test and its Transcription at the speed of 80 W.P.M. and 20 W.P.M. respectively. The candidates will also have to qualify a Computer Proficiency Test.

The Hon'ble Central Recruitment Committee reserves the right to decide the permissible percentage of mistakes in the transcription of English Shorthand Test and permissible marks required to qualify the Spreadsheet exam depending upon the number of vacancies and number of candidates available.

It is clarified that said Computer Proficiency Test is mandatory but the same is of qualifying nature only and its marks or performance will not be counted towards final merit which will be based only upon the performance in the English Shorthand Test and its Transcription

The number of candidates as decided by Hon'ble Central Recruitment Committee, who qualify the English Shorthand Test and 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 the English Shorthand Test & its transcription. Name of eligible 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 be kept higher in merit.

5. NATIONALITY, DOMICILE & CHARACTER OF PERSONS

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

6. 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.

7. 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 out rightly by the Hon'ble Central Recruitment Committee.

8. E-ADMIT CARD:-

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/Self-attested 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.

9. EX-SERVICEMEN OF PUNJAB

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.

10. EXAMINATION FEE (Pay online and Non-Refundable)

Sr.No.	Category	Amount(in Rupees)
1.	General	750/-
2.	SC/BC/OBC/ESM of State of Punjab.	200/-
3.	PHC of Punjab	375/-
4.	Dependants of Ex-servicemen of the State of Punjab	As per their Original Category

11. DATE OF EXAMINATION

The examination is likely to be conducted in the month of **November/December, 2021**. 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.

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 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, 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) 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.
- 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, if 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) Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process, thereafter.
- ix) An online application which is incomplete in any respect shall be liable to be rejected summarily.
- x) The venue, date, time of the exam and result will be informed on the website 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 in uploading or for getting the 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 & other baggage material during the examination.
- xiii) All the candidates have to give an undertaking in their online application form that they will work anywhere in the State where they will be posted, as per the merit or due to administrative exigencies, if selected.

- xiv) The candidature of candidate who conceals any material fact or furnishes any false information may be rejected by the Hon'ble Central Recruitment Committee at any stage.
- xv) In case any discrepancy 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 will prevail.
- xvi) Hon'ble Committee reserves the right to conduct the examination anywhere within the jurisdiction of High Court of Punjab and Haryana.
- xvii) Online application form available only on the website of SSSC i.e. www.sssc.gov.in. SSSC 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.

13. HELPLINE

1.	For any query regarding terms and conditions of Advertisement	0172- 2722012
2.	For any technical query	9115898394 & 8699002542
3.	For query regarding online payment	8699002541
All working days between 09:30 A.M. to 5:00P.M		

14. HOW TO APPLY ONLINE

GUIDLINES/INSTRUCTIONS RELATING TO ONLINE APPLICATION FORM

Candidates are advised to read the detailed Advertisement before filling up the Application.

Candidates are strictly directed to check whether their Final Online application Status is Completed or Pending by login on the link i.e. <http://www.sssc.gov.in/candidatefinalsubmitpb.aspx>, after completion of online Registration

(A) Pre-Requisites for Online Registration

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.

Applicant must ensure that he/she has 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/Pen-drive/other soft media for immediate uploading it to the website alongwith application data.

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 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 'Stenographer Grade-III \(Subordinate Courts of Punjab\)'](#).
- iii.** Click on the button Online Registration for new user. 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. After getting the Registration ID and Password, applicant will be redirected to online payment page showing user details and application fee depending upon his/her category. By clicking on submit button, the applicant will be redirected to online payment gateway page. Candidates opting to pay through Card, Internet Banking and UPI facility will be directed to their respective sites. Follow instructions/steps on the respective sites. Candidate will receive SMS and Email after successful payment of his/her respective fee on registered Mobile No. and Email. Thereafter, Candidate will be redirected to Registration Step-II. If at any stage, online payment is not successful, then candidate need not apply for New Registration. Candidate can again pay his/her Examination fee and complete the pending online registration process by login through Registration ID and password on Login page, already intimated through email and SMS.

If transaction of applicant is successful on Payment Gateway site, but the transaction gets terminated before returning back to Registration Step-II, due to connectivity issues etc., in such a scenario, application remains incomplete due to non-completion of transaction cycle and the candidate is required to complete the pending online registration process by login through Registration ID and password on Login page.

Applicants are advised in their own interest to apply online much before the closing date and not to wait till the last date for completion of online 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 circumstances.

(C) Registration Step II

- i) After depositing the fee, applicant will be redirected to Registration Step-II.
- 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 refer to 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 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. 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 carefully 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 only certain information(i.e. Gender, Signature, Photograph, educational qualification Details 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 an 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.

Note :- All the steps i.e Registration Step-I, deposit of online fees and Registration Step-II are compulsorily required to be completed within the prescribed period as aforementioned, failing which the candidature of the applicant will not be accepted.

Your Application will not be treated as finally submitted unless and until it is available under the link “Check Application status” before the closing date and time of apply of online application form. Please retain a print out of your finally submitted online application containing Basic details, photo, sign & educational details generated after completion (i.e. Lock & Submit) of Registration Step-II as a proof of submission of your application to the SSSC, whenever required.

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