

HIGH COURT OF PUNJAB & HARYANA

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

Office: S.S.S.C., Top Floor, Block-C, High Court Extension, Sector 17, Chandigarh.

Admit Card Helpline: 8699002541, 8699002542, 9316632845 (9:30 A.M. – 5:30 P.M.)

No. 427-A/ S.S.S.C.
Dated: 13.01.2016

NOTICE

It is for the information of all concerned candidates that written examination for the post of Clerk in District Courts of Haryana against Advertisement No.13C/CRA/HR/2015 dated 26.03.2015 is scheduled to be held on **31.01.2016 (Sunday)** at examination centers located in Faridabad, Kurukshetra, Ambala, Chandigarh, Mohali, Patiala and Bathinda. Candidates can download the e-Admit Cards by logging on the website www.sssc.gov.in using their Registration ID and Password. Candidates have to produce the downloaded e-Admit cards duly complete in all respects before appearing for the examination. The examination center has been indicated on the e-Admit Card.

Time Table as well as relevant instructions are given below.

Sd/-

O.S.D.(Recruitment)

TIME TABLE	
31.01.2016 (SUNDAY) FROM 12:30 P.M. TO 2:30 P.M.	
GENERAL KNOWLEDGE AND ENGLISH COMPOSITION TEST FOR RECRUITMENT TO THE POST OF CLERK IN DISTRICT COURTS OF HARYANA	
DESCRIPTION OF ACTIVITIES	TIME
Reporting Time of Candidates at Examination centre	9:00 A.M.
1. Verification of original Identity Cards and Admit Cards. 2. Depositing Mobile Phones at Mobile Phone Counter 3. Depositing Bags / belongings at Baggage Counter 4. Frisking outside examination centre by police. 5. Biometric attendance in examination room.	9:00 A.M. onwards
Candidates entry will CLOSE at examination center /block	9:45 A.M.
Distribution of OMR Sheets and answer sheets to read instructions and fill particulars	10:00 A.M.
Marking attendance on attendance sheet and right thumb impression using inkless pads.	10:30 A.M.
TEST START TIME	12:30 P.M.
TEST END TIME	02:30 P.M.

Note:

1. **EXAMINATION CENTERS ARE EQUIPPED WITH CCTV CAMERAS.**
2. Candidates will not be allowed to leave the Examination Hall before **2:30 P.M.**
3. Examination centers/blocks are located at some distance from Main entry gates of some Universities/colleges. As such candidates are advised to reach Universities/colleges in time.
4. While entering the main gate of University/college as well as the examination centre/block, the candidates must show their Admit Cards to the security/officials, as and when asked.
5. Any corrigendum or further information will be posted on website www.sssc.gov.in. Candidates are advised to visit this website regularly.

INSTRUCTIONS

- **ITEMS ALLOWED INSIDE EXAMINATION HALL**

- **ADMIT CARD**
- **ORIGINAL PHOTO IDENTITY CARD**
- **PEN(S)**
- **CURRENCY NOTES**
- **TOKEN OBTAINED FROM BAGGAGE/MOBILE PHONE MANAGEMENT COUNTER**

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 and needs to be deposited at Baggage Management Counter outside.

- **TEST DURATION AND SYLLABUS**

1. Duration of the Test is 120 minutes and the total examination would be of 100 Marks (70 Objective type Multiple Choice Questions carrying 1 Mark each and 30 Marks English Composition Questions e.g. Essay writing, Précis writing, idioms, translation etc.). Out of 70 Objective type questions, 50 questions would be related to General Knowledge and Awareness whereas 20 questions would be related to English Grammar and Composition.
2. Candidates will not be allowed to leave the Examination Hall before **2:30 P.M.**
3. No candidate shall be allowed entry in the examination centre after 09:45 A.M.

- **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/Deputy 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. 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.

- **MOBILE PHONE AND BAGGAGE MANAGEMENT COUNTERS**

1. After checking of admit cards, the candidates shall deposit their belongings/ mobile phones at the counter and obtain tokens. Candidates carrying loose material shall be provided with take-away fabric bags at the Baggage Counters. Candidates shall throw unnecessary/incriminating material in the dustbins kept besides the Baggage Counters. Candidates' wallets shall also be kept at the Baggage Counters. However only currency notes shall be kept by the candidates with them.

- **FRISKING OF CANDIDATES**

1. The candidates shall be frisked by the Police Officials to prevent any attempt to smuggle any unwarranted material or microphones or electronic devise etc. Separate frisking arrangement for male and female candidates has been made. Candidates will be allowed only to carry their admit card, Identity Card, currency notes, pen and baggage/mobile phone token inside examination block.

- **CCTV CAMERAS**

1. The entire entry/exit area will be under Security Surveillance through CCTV cameras. Candidates are advised to be careful and to stand in a queue at time of checking of Admit Cards, at Baggage/Mobile Phone Counters and during Frisking.

- **BIOMETRIC IMPRESSION**

1. Thereafter candidates shall be seated in the examination hall where biometric impressions shall be captured by the biometric team. The candidates are required to register themselves on Biometric System to capture their Biometric Data for the Test. As such they are advised not to apply any external matters like Mehendi, Ink etc. on their Hands.

- **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 for filling OMR sheet.
2. **Candidates are required to hand over Admit Cards to the invigilator while submitting USED OMR sheets and Descriptive 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.
6. PHYSICALLY CHALLENGED / VISUALLY HANDICAPPED CANDIDATES MAY SEND THEIR REQUEST FOR GETTING A SCRIBE LATEST BY 25TH JANUARY, 2016. NO SUCH REQUEST SHALL BE ENTERTAINED AFTER THE SAID DATE OR ON THE DAY OF EXAMINATION. CANDIDATES ARE NOT ALLOWED TO BRING THEIR SCRIBE ON THEIR OWN LEVEL AS THE SAME WILL BE APPOINTED BY S.S.S.C. ONLY.