

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

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No. 77/S.S.S.C.  
Dated: 30/ 01/2023

**NOTICE**

**ADVT.NO. 30C/SSSC/PB/2022,**  
**31C/SSSC/CHD/2022**  
**AND 32C/SSSC/HR/2022.**

It is for the information of all the concerned candidates for the posts of Clerk in the Subordinate Courts of Punjab, Haryana and U.T. Chandigarh that Computer Proficiency Test will consist of **Word Processing Exam** and **Spreadsheet Exam**, both of which will be of qualifying nature. In the Word Processing, candidates will be provided with passage printed on a paper, he/she has to type the same on the computer in a software specially programmed by S.S.S.C. Candidates will be required to type as much as words in the duration of 10 minutes. The required minimum typing speed to qualify the Typing Test is 30 W.P.M. Typing speed will be calculated by using the following formula:-

**Number of words typed – Mistakes**

**10**

In the Spreadsheet Exam, 05 questions of MS EXCEL will be asked, comprising of 02 marks each. The candidates will be required to solve these questions in MS EXCEL 2007/2016 office in 10 minutes duration by securing 40% or more i.e. 4 or more marks.

The aforesaid Computer Proficiency Test is of qualifying nature only and the final merit will be prepared on the basis of marks secured by the candidates in Written (Computer Based) Test.

**Note: Word Processing Exam will be checked only of those candidates who secured 4 or more marks in Spreadsheet Exam.**

**Sd/-**  
**MEMBER SECRETARY**  
**S.S.S.C.**