

**HIGH COURT OF PUNJAB AND HARYANA**

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

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No. 431/SSSC

Dated 24.07.2019

**NOTICE**

It is for the information of all concerned candidates who have been shortlisted for the Computer Proficiency Test for the posts of Clerk in Subordinate Courts of U.T. Chandigarh to be held on 04.08.2019, that Admit cards indicating the date, time, batch and venue of the examination have been uploaded on the website [www.sssc.gov.in](http://www.sssc.gov.in)

Computer Proficiency Test will consist of Word Processing and Spreadsheet, both of which will be of qualifying nature. In the **Word Processing** candidates will be provided with a passage of 600-700 words printed on a paper, and the candidates will have to type the same on computer in a software specially programmed. Candidates will be required to type as many words as possible 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 :-

No. of words typed-Mistakes

10

In the **Spreadsheet Exam**, 5 questions of MS EXCEL will be asked comprising of 2 marks each. The candidates will be required to solve these questions in MS EXCEL 2007/2010 office version.

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 examination held on 26.05.2019.

**Sd/-  
Mahesh Grover  
Member Secretary  
S.S.S.C.**