

HIGH COURT OF PUNJAB AND HARYANA

SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS

(S.S.S.C.)

DETAILED EMPLOYMENT NOTICE No.:- 35S/SSSC/HR/2025 DATED: 05/04/2025

Opening date for submission of online applications: - 07/04/2025 11:59 PM

Closing date for submission of online applications: - 05/05/2025 11:59 PM

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 Haryana, invites online applications from eligible persons only at www.sssc.gov.in for filling up following **419 number** of posts of **Stenographer Grade-III (English)** in the Subordinate Courts of Haryana by direct recruitment as per details given below: -

Sr. No.	CATEGORY		No. of Posts as on 31.12.2024	No. of Anticipated Posts upto 30.06.2025
1	Un-reserved (UR) / General		89	40
2	Scheduled Castes of Haryana	Deprived SC	28	14
		Other SC	19	12
3	Backward Classes (A) of Haryana		30	15
4	Backward Classes (B) of Haryana		20	11
5	Persons with Benchmark Disabilities of Haryana	Lower Limb Disability	14	3
		Low Vision	11	3
6	Ex-servicemen of Haryana	General	22	11
		Deprived SC	7	2
		Other SC	0	0
		BC-A	7	3
		BC-B	4	1
7	Economically Weaker Sections of Haryana		36	15
8	Eligible Sports Person of Haryana		1	1
Total			288	131

Note 1:- 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 and posting. However, number of candidates to be recommended will be decided by the Hon'ble High Court of Punjab and Haryana.

Note 2:- 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.

Note 3:- The reservation for different categories and related matters will be regulated as per the provisions of The Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 as amended from time to time and other guidelines/instructions issued by Haryana Government which are duly adopted by the Hon'ble Punjab & Haryana High Court for the employees working in the Subordinate Courts of Haryana State.

(In case 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 High Court from amongst the candidates available in

unreserved category, subject to their availability, in terms of Explanation to Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.)

Note 4:- Applicant opting “Others” in Gender column in Online Application Form must hold a certificate of identity issued by the District Magistrate under section 5 of "The Transgender Persons (Protection of Rights) Act 2019 which deals with "Application for certificate of identity" read with section 6 of the Transgender Persons (Protection of Rights) Act, 2019 which deals with the "Issue of certificate of identity". Such applicants can avail the benefits of reservation subject to completion of all other formalities/conditions in said regard.

Note 5:- Reservation for Freedom Fighters of Haryana and their children/grand children will be available only if quota reserved for Ex-servicemen or Backward Classes remains unfilled to that extent due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates from Backward Classes. Over all reservation either from the unfilled vacancies of Ex-servicemen or from the Backward Classes for Freedom Fighters/their children/grand children will remain limited to 2% only. This benefit will be available to all grand children i.e. sons and daughters of sons and daughters (paternal as well as maternal) of the Freedom Fighters.

1. AGE:-

Age limit for the post of Stenographer Grade-III (English) category wise, as on **01.01.2025** will be as under: -

Sr. No	Category	Minimum Age Limit	Maximum Age Limit	Remarks
1.	Unreserved /General	18	42	--
2.	Scheduled Castes	18	47	5 years' relaxation in age
3.	Backward Classes	18	47	5 years' relaxation in age
4.	Disabled persons who covered under the Rights of Persons with Disabilities Act, 2016	18		(i) 10 years relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category) subject to maximum 52 years. Note:- Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwD or not, provided the post is identified suitable for persons with disabilities.
5.	Ex-serviceman including Short Service Commissioned Officers and Emergency Commissioned Officers.	18		Relaxation in age to the extent of his military service added by three years provided— (a) he has rendered continuous military service for a period of not less than six months before his release; and (b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
5.	In service employees.	18	45	In case of person already in the employment of the Punjab/Haryana Government, other State Government or the Government of India, High Court, other Subordinate Courts and Union Territory, Chandigarh.

6.	i) Unmarried women. ii) Wives of military personnel who are disabled while in military service. iii) Widowed or legally divorced women. iv) Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for applicants of other categories.	18	47	5 years' relaxation in age
7.	Persons who have already worked or presently working on adhoc/ contract/ work-charged/daily wages basis in any Department/Board/ Corporation of Haryana Government including Government-aided Institutions under Haryana Government.	18		Relaxation in age equal to the number of completed years only on equivalent post on adhoc/ contract/work-charged/ daily wages basis excluding the period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and also subject to the condition that if once a person has been appointed on regular basis in any Department/ Board/Corporation etc. of Haryana Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment.

Note-I:- For appointment of an ex-serviceman, his age will be calculated keeping in view the actual age minus (actual period of military service plus upto three years of break, if any, between military and civil service). If the resultant age does not exceed the maximum age limit, including the number of years of any other relaxation in age admissible to him, prescribed for the post for which he is seeking appointment he shall be deemed to satisfy the condition regarding age limit.

Note-II:- The upper age limit of an applicant of any category (except Ex-servicemen) shall not exceed 52 years who is entitled to avail the benefit of relaxation in age of one or more of the categories mentioned above.

Note-III:- The experience certificate(s) of equivalent post issued by the Appointing Authority of respective Department/Board/Corporation/ Government-aided Institutions only shall be valid.

2. QUALIFICATION:-

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

In addition to the above, applicant should have passed matriculation with Hindi or Sanskrit as one of the subject or should have done +2/B.A./M.A. with Hindi as one of the subject, before the cut-off date of qualification (as mentioned below) and those applicants who have neither passed matriculation with Hindi or Sanskrit as one of the subject nor done +2/B.A./M.A. with Hindi as one of the subjects before the cut-off date of qualification, such applicants shall have to pass examination of Hindi language upto matriculation standard, within the probation period, if selected, failing which their appointment shall stand cancelled.

The applicant should fulfill the condition of qualification on the last date of receipt of application i.e. 05/05/2025 (last date of online Registration).

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 Hon'ble High Court, 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. PAY AND ALLOWANCES:-

The salary, pay and allowances etc. of the recommended candidates will be governed as per the latest rules and instructions issued by the Government of Haryana and duly adopted for the Subordinate Courts of Haryana from time to time.

5. NATIONALITY, DOMICILE & CHARACTER OF PERSONS:-

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

6. FOR REGULAR GOVERNMENT EMPLOYEE:

The applicants, who are in the service of the Punjab/Haryana Government, other State Government or the Government of India, High Court, other Subordinate Courts & Union Territory, Chandigarh, while applying, should obtain No Objection Certificate from their Head of Office or Department, and keep it with them. If applicants fail to produce the No Objection Certificate as and when called for, their candidature will stand cancelled.

7. FOR PERSONS WHO HAVE ALREADY WORKED OR PRESENTLY WORKING ON ADHOC/CONTRACT/WORK-CHARGED/DAILY WAGES BASIS IN ANY DEPARTMENT/BOARD/ CORPORATION OF HARYANA GOVERNMENT.

Candidates availing the benefit of age relaxation shall have to submit their experience certificate(s) of equivalent post issued by Appointing Authority of respective Department/Board/Corporation/ Government-aided Institutions in original as and when demanded, failing which their candidature will stand cancelled.

8. EX-SERVICEMEN OF HARYANA

Reservation for Ex-servicemen and his family members (son, daughter or spouse) will be governed in accordance with instructions contained in letter Nos.12/15/2019-4GS-II dated 09.03.2022 and 12/15/2019-4GS-II dated 13.04.2022 of Government of Haryana.

9. **DETAILS OF FEE [Pay Online and Non-Refundable]**

Sr. No.	Category	Online Facilitation Charges (in Rs.)	Examination Fee (in Rs.)	Total (in Rs.)
1	For male and female of SC/BC-A/BC-B/ESM/EWS of Haryana.	425/-	100/-	525/-
2	Persons with Benchmark Disabilities of Haryana.	Nil		
2	All other categories (Male)	425/-	400/-	825/-
3	All other categories (Female)	425/-	200/-	625/-

Note:- The application fee for applicant opting “Others” in Gender column shall be applicable as per their category in above mentioned table.

10. **SPECIAL INSTRUCTIONS:-**

The decision of the Hon’ble High Court 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 High Court 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.

The particulars mentioned/ information given in the Online Application Form will be treated as final. Candidates will have to produce testimonials in support of given particulars/information. Failure to produce supportive testimonial(s) and/or to substantiate particulars/ information will lead to rejection of candidature. No variation in this regard will be either accepted or allowed to be explained.

11. **E-ADMIT CARDS & DEMO TEST:-** E-Admit Cards of provisionally eligible applicants will be uploaded on the website. Applicants will also receive E-mail/SMS in this regard. The applicants can 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 their photograph, duly attested by a **Gazetted Officer/Self attested**, on the E-Admit Card. The photograph must be same as uploaded by the applicants in their Online Application Form. 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.

A link of Demo/mock test to enable the candidates to familiarize with the online test will also be uploaded on the website of S.S.S.C. 15 days prior to the date of examination.

Applicants are advised to visit the website of S.S.S.C. i.e. www.sssc.gov.in and check their E-Mail accounts (inbox as well as spam box) regularly for updates and important information. Un-necessary correspondence with S.S.S.C. should be avoided.

12. **TEST CENTRES:-**

Examination can be conducted anywhere in Northern India. The decision of competent authority with regard to allotment of examination centre shall be final and no request for change in examination centre/city will be entertained.

13. **DATE OF EXAMINATION:-**

The date of examination will be notified on the official website of S.S.S.C. (www.sssc.gov.in) and candidates are advised to regularly visit the official website S.S.S.C.

14. **MODE OF SELECTION:-**

The Candidate shall have to take Computer Based Test of 60 marks, comprising of 60 objective type multiple choice questions on English Composition and General Knowledge. Each question will carry 1 mark with no negative marking and test will be of 1 hour duration. The merit of Computer Based Test shall be prepared on the basis of normalized marks (*refer to page No. 7 for details on normalization of marks*) in case the said test is held in multiple shifts and candidates equivalent to three times of the advertised vacancies (in order of merit) would be shortlisted for English Shorthand & Transcription Test and Spreadsheet Test. If two or more candidates are having equal marks to the last shortlisted candidate called for English Shorthand & Transcription Test and Spreadsheet Test, then all such candidates will also be called for English Shorthand & Transcription Test and Spreadsheet Test. It is clarified that mere participation in shortlisting Computer Based Test will not give any right to the candidate to participate in English Shorthand & Transcription Test and Spreadsheet Test. **Further, it is clarified that the marks obtained by a candidate in Computer Based Test will not be counted in determining the final merit.**

The candidates shortlisted on the basis of Computer Based Test shall be required to take the following tests:

1. **English Shorthand & Transcription Test :-** The candidates shall take down dictation at the speed of 80 W.P.M. in English Shorthand and then transcribe the same on the computer at the speed of 20 W.P.M. No candidate who commits more than 8% mistakes shall be considered to have qualified the test.
2. **Spreadsheet Test :-** This test shall be only of qualifying nature, of 10 marks and of 10 minutes duration. To qualify Spreadsheet Test, a candidate shall have to secure 40% or more i.e. 4 or more marks.

Note:- Answersheets of English Shorthand & Transcription Test will be checked only of those candidates who will secure 4 or more marks in Spreadsheet Test.

The number of candidates as decided by the High Court, who qualify the English Shorthand & Transcription Test as well as Spreadsheet 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 & Transcription Test only. Name of eligible candidate (s) higher in merit (i.e. those committing less mistakes) would be recommended for appointment as per the number of vacancies to be filled. In case, if two or more candidates have committed same no. of mistakes, then the candidate elder in age among the same scorers be kept higher in merit. Still

further, in case, any such even scoring candidates are having the same date of birth, then they will be placed alphabetically (A-Z) in the concerned merit list. Station of posting will be allotted strictly on the basis of merit.

ANSWER KEY AND SEEKING OF OBJECTIONS/CROSS OBJECTIONS

After the completion of the Computer Based Test, provisional Answer Key shall be provided to the candidates on the official website of S.S.S.C. i.e. www.sssc.gov.in. Candidates will be given opportunity to raise objections to the Answer Key. A nominal non-refundable fee of ₹25/-per objection will be charged. Candidates will also be given opportunity to file cross objection against the proposed changes suggested by the candidates.

NORMALIZATION OF MARKS

If Computer Based Test is held in multiple shifts, normalization of scores shall be carried out using the below mentioned **Standard Deviation Method** (calculation of marks will be up to 5 decimals places):

Normalization marks of j^{th} candidate in i^{th} session \hat{M}_{ij} is given by:

$$\hat{M}_{ij} = \frac{\bar{M}_t^g - M_q^g}{\bar{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

M_{ij} = is the actual marks obtained by the j^{th} candidate in the i^{th} Session.

\bar{M}_t^g = is the average marks of the top 0.1% of the candidates considering all sessions.

M_q^g = is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

\bar{M}_{ti} = is the average marks of the top 0.1% of the candidates in the i^{th} session or marks of topper if session strength is less than 1000.

M_{iq} = is the sum of mean marks and standard deviation of the i^{th} session.

M_q^{gm} = is the sum of mean marks of the candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

15. 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 Examination, Result and other important information. **Unnecessary** correspondence with S.S.S.C. should be **avoided**.

(ii) All applicants irrespective of their category i.e. General or reserved category, can submit **only one application** for a particular category. In case, an applicant submits more than one application, only latest application will be **considered**.

(iii) All other conditions of recruitment not covered in the above **Notice shall be regulated as per the instructions of The Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997 as amended from time to time**.

(iv) Employees of Subordinate Courts of Haryana are governed by Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997 and Haryana Civil Services Rules, 2016.

(v) Merely satisfying the **eligibility criteria does not entitle** the applicant to be called for examination. Hon'ble High Court reserves the **right to alter/modify or change in any** of the terms and conditions including selection criteria etc. spelt out in the advertisement.

(vi) The certificate for the **claim of reservation** must be issued by the **competent authority**. The said certificate must be **latest**. Candidate shall also possess the **domicile/residence certificate** issued by the competent authority. Further, an applicant seeking benefit of reservation under Backward Class category must ensure that they possess the relevant caste/community certificate and do not fall in creamy layer as per notification No. 40/13/2024-1SW dated 16.07.2024 of Haryana Government which has been adopted by the Hon'ble Punjab & Haryana High Court, for the employees of Subordinate Courts of Haryana State.

(vii) The Reservation for **Economically Weaker Sections of Haryana** shall be governed by instructions of the Haryana Government bearing Letter Nos. 22/12/2019-1GSIII dated 25.02.2019 and 22/12/2019-1GSIII dated 13.03.2019.

(viii) The Reservation for **Eligible Sports Person of Haryana** shall be governed by instructions of the Haryana Government bearing Letter Nos. 22/10/2013-1GSIII dated 15.07.2014, 22/10/2013-1GSIII dated 27.03.2017, 718 SW(1) 2017 dated 13.07.2017, 22/10/2013-1GSIII dated 06.04.2018, 22/10/2013-1GSIII dated 06.04.2018, Memo no. 4/40/2017-4SYA dated 18.05.2018 and 22/10/2013-1GSIII dated 06.06.2018.

(ix) The reservation for the **Persons with Benchmark Disabilities of Haryana** shall be governed as per the instructions/guidelines of Haryana Government bearing letter Nos. 22/10/2013-1GSIII dated 17/19.04.2017, 22/10/2013-1GSIII dated 25.04.2018, 22/43/2018-1GSIII dated 26.04.2018, 22/106/2018-1GSIII dated 01.05.2019, Notification Endst. No. 459-SW(4)/2021 dated 25.10.2021 and letter No. 22/59/2020/1GS-III dated 25.03.2022.

(x) 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, it is found that an applicant does not fulfill any of the eligibility condition, the candidature of such applicant shall **stand cancelled** without any **further notice and with consequential effect**.

(xi) **No TA/DA** shall be paid to the applicants for appearing in the exam and checking of original testimonials/interaction.

(xii) All particulars including category and sub-category **once filled** by the applicant shall be **sacrosanct** and **no change** shall be permitted at any stage of the recruitment process so the applicants are advised to fill all their particulars after taking due care and precaution.

(xiii) An online application form which is incomplete in any respect shall be liable to be **rejected summarily**.

(xiv) The venue, date, time of the examination, result, notice and corrigendum of this recruitment process will be **informed** on the official **website of S.S.S.C. i.e. www.sssc.gov.in**. However, it shall be the responsibility of the applicants to keep themselves updated about the same. The High Court shall not be responsible in any manner in case, any applicant **could not appear in the exam/any other stage due to non visiting of website**, where important

information regarding different stages is uploaded or for getting the E- mail in spam box of E-mail account of the applicant.

(xv) The **original documents** shall be produced by the candidates **as and when demanded**.

(xvi) No candidate shall be allowed in the examination centers **with mobile phone or any other electronic device, watch, ornaments (jewellery items) & other baggage material** during the examination. Candidates are further advised to strictly adhere to the instructions mentioned in this regard on their E-admit Cards.

(xvii) All the applicants have to give an undertaking in their Online Application Form that they will **work anywhere in the State of Haryana**, where they will be posted. The station of posting will be given as per **merit**.

(xviii) The candidature of applicant who conceals any material fact or furnishes any false information can be **rejected** by the Hon'ble High Court **at any stage. Canvassing in any form will entail cancellation of candidature.**

(xix) In case, any discrepancy is found 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 **shall prevail.**

(xx) Online Application Form is **available only** on the official website of S.S.S.C i.e. www.sssc.gov.in. The S.S.S.C. Court 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.

(xxi) Applicants are advised in their own interest to **apply online** much before the **closing dates** and not to wait till the last date of completion of 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 applicant to apply after cut-off date **will not be granted under any circumstance.**

(xxii) Guidelines for Persons with Benchmark Disabilities as well as Persons with Disability for availing the facility of scribe, compensatory time and assistive device(s) in written examination/ Computer Based Test are available on the official website of S.S.S.C. Applicants are advised to carefully go through and strictly follow the said guidelines while filling up the Online Application Form. Applicants can have access to the guidelines by visiting the official website of S.S.S.C. Applicant can also refer to said guidelines by clicking on the link below:-

[GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES AS WELL AS PERSONS WITH DISABILITY FOR AVAILING THE FACILITY OF SCRIBE, COMPENSATORY TIME AND ASSISTIVE DEVICE\(S\) IN WRITTEN EXAMINATION/COMPUTER BASED TEST.](#)

Applicants must upload their requisite documents in Online Application Form before the last date of Registration of Online Application Form i.e. 05/05/2025.

(xxiii) Computer Based Test is a format for the shortlisting Test, where the candidates would be required to attempt the question papers on a computer. Therefore, the participating

candidates should note that the examination can be conducted on different dates for different sets of candidates.

16. ONLINE APPLICATION PROCEDURE:-

- i)** Applications must be submitted in the online mode under the head “*Stenographer Grade-III (English) Subordinate Courts of Haryana*”. Applicants would be first required to fill a Registration form followed by the Application Form, which in turn would be linked to the fee payment gateway.
- ii)** Applicants are advised to read the detailed Advertisement, Haryana Subordinate Courts Establishment (Recruitment and General Conditions of service) Rules, 1997 and Haryana Civil Services Rules, 2016, before filling up the Online Application Form.
- iii)** Incomplete application shall be rejected outrightly and no correspondence shall be entertained in this regard.
- iv)** Applicants must ensure that they have access to good internet facility with reasonable speed and facility to ensure proper completion of application process including online payment of fee.
- v)** 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.
- vi)** 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. The High Court 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 applicant or its service provider. It shall be responsibility of the applicant to update themselves by visiting the official website of S.S.S.C. and by checking their E-mail Account/SMS regularly for important notifications.
- vii)** The real time photograph is required to be uploaded by the applicant at the time of filling the Online Application Form. The computer system/ device on which the applicant is filling up Online Application Form should have an inbuilt camera or attached web camera to capture the real-time photograph. The applicant must sit in front of inbuilt camera/web camera of the computer system/ device to capture the photograph. The applicant must read other instructions given in the Online Application Form regarding uploading of real-time photograph, before capturing the photograph.
- viii)** Before starting to fill-up the Online Application Form, applicants must keep the following information ready with them as the applicants would be required to upload the signature and photograph (**not more than one month old**), in the Online Application Form:
 - Personal details
 - Valid and active E-mail ID

- Valid and active mobile number for receiving SMSs
 - Online payment Facility such as internet banking, Debit Card, Credit Card & UPI.
 - Scanned recent passport size photograph (not more than one month old) against white background
 - Scanned signatures.
- ix)** Applicants should fill all details, including the category and sub-category, correctly in Online Application Form and submit the same only after ensuring that all the particulars/ details are correctly reflected in it. No request for any change in the Online Application Form, after its submission, shall be entertained.
- x)** The applicant must ensure that the real time photograph captured/uploaded while filling the Online Application Form, the scanned recent passport size photograph uploaded in the Application Form and the photograph pasted on E-admit card must match with each other, failing which the applicant will not be allowed to appear in the examination center.
- xi)** The applicant must ensure that their facial appearance at the time of examination must be similar to their appearance in above mentioned photographs, failing which their candidature can be rejected at any stage.
- xii)** The applicants are advised to retain printed/hardcopies of their Online Application Form and produce the same as and when required.
- xiii)** The scrutiny of Online Application Forms can be done at any stage of examination. The candidature of applicants, who are found not meeting the eligibility criteria, will be rejected during or after the scrutiny process.
- xiv)** Any attempt on the part of any applicant to obtain support for his candidature by any unfair means will render liable for disqualification and legal action.
- xv)** In case any applicant experiences any difficulty in downloading the E-admit card, then such applicants may contact the Helpline for assistance. Unique Registration ID may be kept handy while contacting the Helpline.
- xvi)** The applicant must carefully check the information before submitting the same. Applicant will be responsible for any mistake made by them in the Online Application Form and the High Court shall not be responsible or liable in any way. Any information submitted by the applicant in their Application Form will bind the applicant personally and if found to be false, such applicants shall be liable for criminal prosecution apart from consequences under civil law, as may be deemed proper.
- xvii)** Any application without uploading proper photograph and signature will be summarily rejected. The applicants must retain five copies of the photograph uploaded in the Online Application Form, with them as the same shall be required during the subsequent stages of recruitment process. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law.
- xviii)** Applicants may take screenshot in case any technical error occurs during the filling of Application Form to take up the matter with **HELPDESK**.
- xix)** The applicants are advised to re-check their details before paying the fee, as fee once paid shall not be refunded.

- xx)** Grievance window (for resolving problems faced by applicants) shall be available on the portal.
- xxi)** Applicants are advised to kindly go through all the general links available on the Application Form page before applying/raising any query.
- xxii)** For any Technical query regarding filling up of Online Application Form, the applicant can call at Helpline number **+91 73539-45553** on all working days between **09:30 A.M. to 05:00 P.M.** For any other query regarding terms and conditions of Advertisement, applicants can call at Phone No.0172- 2722012 and 9115898394 on all working days between 09:30 A.M. to 05:00 P.M.

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