

## **HIGH COURT OF PUNJAB & HARYANA**

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

---

*Website: [www.sssc.gov.in](http://www.sssc.gov.in)*

*E-mail ID: [infosssc.highcourt@gmail.com](mailto:infosssc.highcourt@gmail.com)*

---

No. 755 / S.S.S.C.  
Dated: 22.03.2016

### **PUBLIC NOTICE**

It is for the information of all concerned candidates that Computer Proficiency Test [Word Processing and Spreadsheets] for the post of Clerk in District Courts of Punjab against Advertisement No.14C/CRA/PB/2015 dated 26.03.2015 is scheduled to be held on **09.04.2016 and 10.04.2016** at **Gian Jyoti Institute of Management and Technology, Phase-II, Sector 54, S.A.S. Nagar, Mohali**. Candidates can download the e-Admit Cards by logging on the website [www.sssc.gov.in](http://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.

Sd/-  
**[Karan Garg]**  
**Member Secretary**  
**S.S.S.C.**

**TIME-TABLE**  
**COMPUTER PROFICIENCY TEST [WORD PROCESSING AND SPREADSHEETS]**  
**FOR THE POST OF CLERK IN SUBORDINATE COURTS OF PUNJAB**

Advertisement No. 14C/CRA/PB/2015

**9<sup>th</sup> & 10<sup>th</sup> APRIL, 2016 AT**  
**GIAN JYOTI INSTITUTE OF MANAGEMENT AND TECHNOLOGY, PHASE-II, SECTOR-54, MOHALI**

Sr. No.	Description of Work	1st Batch (9 <sup>th</sup> & 10 <sup>th</sup> APRIL)	2nd Batch (9 <sup>th</sup> & 10 <sup>th</sup> APRIL)
1	Display of Seating Plan	08:00 A.M.	10:30 A.M.
2	Collection of Attendance Sheets and Stationery articles from Control Room by the Lab Officials.	08:00 A.M. to 08:15 A.M	12:15 P.M. to 12:30 P.M.
3	Reporting Time of the Candidates	08:30 A.M.	11:00 A.M
4	<ul style="list-style-type: none"> <li>• Entry of Candidates</li> <li>• Depositing Material at Baggage/Mobile Phone Management Counter</li> <li>• Frisking</li> <li>• Seating of Candidates in Computer labs</li> <li>• Marking of Attendance</li> <li>• Capturing of Biometric Impression in Computer labs</li> </ul>	08:30 A.M to 09:45 A.M.	11:15 A.M. to 12:30 P.M.
5	Instructions to candidates for typing on special software.	09:45 A.M. to 09:55 A.M.	12:30 P.M. to 12:40 P.M.
6	Distribution of CPT(Word Processing) question paper	09:55 A.M. to 10:00 A.M.	12:40 P.M. to 12:45 P.M.
7	Typing Test on the Computers	10:00 A.M. to 10:10 A.M	12:45 P.M. to 12:55 P.M.
8	<ul style="list-style-type: none"> <li>• Taking Printout of CPT(Word Processing) Answer Sheets</li> <li>• Obtaining signatures of candidates on CPT(Word Processing) Answer sheets and used Question Papers</li> <li>• Collection of CPT (Word Processing) Question Papers &amp; Answer Sheets</li> <li>• Counting of CPT(Word Processing) Answer Sheets and Question Papers</li> </ul>	10:10 A.M. to 10:45 A.M.	12:55 P.M. to 01:30 P.M.
9	Instructions to candidates w.r.t. CPT(Spreadsheet)	10:45 A.M. to 10:55 A.M.	01:30 P.M. to 01:40 P.M.
10	Distribution of CPT(Spreadsheet) Question Paper	10:55 A.M. to 11:00 A.M.	01:40 P.M. to 01:45 P.M.
11	Computer Proficiency Test (Spreadsheet)	11:00 A.M. to 11:10 A.M.	01:45 P.M. to 01:55 P.M.
12	<ul style="list-style-type: none"> <li>• Taking Printout of CPT (Spreadsheet) Answer Sheets</li> <li>• Obtaining signatures of the candidates on CPT (Spreadsheet) Answer Sheets and used Question Papers</li> <li>• Collection of CPT (Spreadsheet) Question Papers &amp; Answer Sheets</li> <li>• Collection of Admit Card</li> <li>• Counting of CPT (Spreadsheet) Answer Sheets and Question Papers</li> </ul>	11:10 A.M. to 11:45 A.M.	01:55 P.M. to 02:30 P.M.
13	Exit of Candidates from Labs	11:45 A.M.	02:30 P.M.
14	Packing of all material in relevant envelopes, sealing thereof, signing by Group Incharge and deposit in Control Room.	11:45 A.M. to 12:15 P.M. (can be extended by 10 minutes)	02:30 P.M. to 03:00 P.M. (can be extended by 10 minutes)

## INSTRUCTIONS

### ITEMS ALLOWED INSIDE EXAMINATION HALL

- ✓ **Admit Card**
- ✓ **Original Identity Card**
- ✓ **Token obtained from Baggage Counter**
- ✓ **Currency Notes**
- ✓ **Pen(s)**

- Any other Item is not allowed inside examination Hall.
- Clean **drinking water** will be served to the candidates in all rooms. As such there is no need to carry water bottles.
- 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. English Typing Test shall be conducted of 10 minutes duration at the speed of 30 W.P.M. Thereafter, spreadsheets exam would be conducted of 10 minutes duration, in MS EXCEL format. This Computer Proficiency Test shall be conducted on specially programmed computer software.
2. No candidate shall be allowed entry in the examination centre after reporting time.

### 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, well before 02.04.2016.
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/Deputy 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 at the Baggage counter and obtain tokens. Similarly, candidates shall deposit their mobile phones at Mobile Phone Counter and obtain token. Candidates carrying loose material shall be provided with take-away fabric bags at the Baggage Counters. Candidates shall throw unnecessary/incriminating material in the baskets 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. Thereafter, the candidates shall be frisked by the security agents 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](http://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.