

**HIGH COURT OF PUNJAB & HARYANA**

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

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

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No. 856 / S.S.S.C.

Dated: 23.06.2017

**NOTICE**

It is for the information of all concerned candidates that Computer Proficiency Test for the post of Clerk in Subordinate Courts of Haryana is scheduled to be held on 07<sup>th</sup> and 8<sup>th</sup> July, 2017 at Chandigarh. The E-Admit Cards indicating batch, time, date and venue of the examination shall be uploaded on the website [www.sssc.gov.in](http://www.sssc.gov.in) in due course.

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 a passage of 600-700 words 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 Typist Test is 30 WPM. Typing Speed will be calculated by using the following formula : ~

$$\frac{\text{No. of words typed} - \text{Mistakes}}{10}$$

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. 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 26.03.2017.

Mahesh Grover  
Member Secretary  
S.S.S.C.