HIGH COURT OF PUNJAB & HARYANA

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

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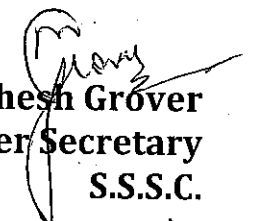No.____40____/S.S.S.C.

Dated : 16|1|18

NOTICE

It is for the information of all concerned candidates who have been shortlisted for the Computer Proficiency Test for the post of Clerk in Subordinate Courts of Punjab on 27.01.2018/28.01.2018, that Admit Cards indicating the date, time, batch and venue of the examination have been uploaded on the website www.sssc.gov.in

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 Typing Test is 30 W.P.M. 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 19.11.2017.

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

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