

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH
SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE
COURTS
(S.S.S.C.)

EMPLOYMENT NOTICE No. 33S/SSSC/CHD/2023 DATED: 05/05/2023

Candidate can apply online from 06/05/2023 11:59 PM
Last date/time for Online Registration 27/05/2023 11:59 PM

Society for Centralized Recruitment of Staff in Subordinate Courts (S.S.S.C) under High Court of Punjab and Haryana on behalf of the District and Sessions Judge in the State of U.T. Chandigarh, invites online applications from eligible candidates only at www.sssc.gov.in for filling up vacant posts of **STENOGRAPHER GRADE-III** of direct quota as per details given below: -

TENTATIVE VACANCY POSTION		
NAME OF THE POST	TOTAL NUMBER OF VACANCIES	GENERAL
STENOGRAPHER GRADE-III	7	7

Note: - 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 Central Recruitment Committee.

1. AGE:-

Age limit for the post of Stenographer Grade-III as on 01.01.2023 will be as under: -

Sr. No.	Category	Minimum Age Limit	Maximum Age Limit	Remarks
1	General	18	37	-
2	In Service Employees	18	45	In case of persons already in the employment of the Punjab/Haryana Government, other State Government or the Government of India, High Court, other Subordinate Courts & Union Territory, Chandigarh.

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).

The applicant should fulfill the condition of qualification on the last date of receipt of application i.e. 27.05.2023 (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 Committee, 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.

PAY AND ALLOWANCES

The salary, pay, allowances etc. of the recommended candidates will be governed as per the latest rules and instructions issued by Chandigarh Administration adopted for the employees working in Subordinate Courts of U.T., Chandigarh.

4. NATIONALITY, DOMICILE AND CHARACTER OF PERSONS:-

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

5. FOR REGULAR GOVERNMENT EMPLOYEE:-

The applicants, who are in the service of the Punjab/Haryana Govt. other State Govt. or the Govt. of India, High Court, other Subordinate Courts & U.T. 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.

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

Category	Online Facilitation Charges	Examination Fee	Total
General	425/-	400/-	825/-

7. SPECIAL INSTRUCTIONS:-

The decision of the Hon'ble Central Recruitment Committee 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 Central Recruitment Committee 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.

8. E-ADMIT CARD& 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 Card 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 his/her photograph, duly attested by a **Gazatted Officer/Self attested**, on E-Admit Card. The photograph must be same as uploaded by the applicant in his/her online application. 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 circumstance 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 at least 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. Unnecessary correspondence with S.S.S.C. should be avoided.

9. TEST CENTRES:-

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

10. DATE OF EXAMINATION:-

The Computer Based Test is likely to be conducted in the month of July/August, 2023. The exact date will be notified on the official website of S.S.S.C. (www.sssc.gov.in) and candidates are advised to regularly visit the website. However, the month of examination may be changed as per

administrative exigencies.

11. 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. 5 for details on normalization of marks*) in case the said test is held in multiple shifts and candidates equivalent to fifteen times of the advertised vacancies (in order of merit) would be shortlisted for English Shorthand and Spreadsheet Tests. If two or more candidates are having equal marks to the last shortlisted candidate called for English Shorthand and Spreadsheet Tests, then all such candidates will also be called for English Shorthand and Spreadsheet Tests. It is clarified that mere participation in Computer Based Test will not give any right to the candidate to participate in English Shorthand and Spreadsheet Tests. 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 shall be considered to have qualified the test, if he/she commits more than 8% mistakes.
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.

The number of candidates as decided by Hon'ble Central Recruitment Committee, who qualify the English Shorthand & Transcription Test and 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 be placed alphabetically (A-Z) in the concerned merit list. Station of posting will be allotted strictly on the basis

of merit in the English Shorthand & Transcription Test.

ANSWER KEY AND SEEKING OF OBJECTIONS/CROSS OBJECTIONS

After the completion of the Computer Based Test, Answer Key shall be provided to the candidates on the Recruitment Portal. 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

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

Normalization marks of jth candidate in ith session \hat{M}_{ij} is given by:

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

\hat{M}_{ij} = is the actual marks obtained by the jth candidate in the ith 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 ith 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 ith session.

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

12. 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 Exam, Result and other important information. **Unnecessary** correspondence with S.S.S.C. should be **avoided**.
- ii)** A candidate can submit **only one application** form. In case, more than one application is received, his/her latest application will be considered.
- iii)** The conditions of employment/service and all other conditions of recruitment not covered in the above **Notice shall be regulated by the Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997 as amended time to time**.
- iv)** Merely satisfying the **eligibility criteria do not entitle** the applicant to be called for examination. Hon'ble Central Recruitment Committee reserves the **right to alter/modify or change any** of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- v)** 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, if it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall **stand cancelled** without any **further notice and with consequential effect**.

- vi) **No TA/DA** shall be paid to the applicants for appearing in the exam and checking of original testimonials/interaction.
- vii) An online application which is incomplete in any respect shall be liable to be **rejected summarily**.
- viii) The venue, date, time of the examination, result, notice and corrigendum of this recruitment process will be **informed** on the **website www.sssc.gov.in**. However, it shall be the responsibility of the candidates to keep themselves updated about the same. S.S.S.C. shall not be responsible in any manner in case, candidate could not appear in the exam/any other stage due to **non visiting of website**,
- ix) The **original documents** shall be produced by the candidates as and when **demanded**.
- x) 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.
- xi) The candidature of candidate who conceals any material fact or furnishes any false information can be **rejected** by the Hon'ble Central Recruitment Committee **at any stage**.
- xii) In case there is any discrepancy in the 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 will prevail.
- xiii) Online application form shall be available only on the website of SSSC i.e. www.sssc.gov.in. SSSC 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.

13. ONLINE APPLICATION PROCEDURE:-

- i. Applications must be submitted in the online mode under the head "*Stenographer Grade-III Subordinate Courts of Chandigarh*". Candidates 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. Candidates are advised to read the detailed Advertisement and Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of service) Rules, 1997, before filling up the Application.
- iii. Incomplete application shall be rejected out rightly 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. S.S.S.C. 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 candidate or its service provider. It shall be responsibility of the candidate to update himself/herself by visiting the website of S.S.S.C. and by checking his/her email Account/SMS regularly for important notifications.
- vii. Before starting to fill-up the online application form, candidates must keep the following information ready as the candidates would be required to upload the signature and photograph, 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/credit card etc.
 - Scanned recent passport size photograph (not more than three months old) against white background.
 - Scanned signatures.
- viii. Candidates should fill all details 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.
- ix. The candidates are advised to retain printed/hardcopies of their online Application Form and produce the same as and when required.
- x. The scrutiny of 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.
- xi. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/her liable for disqualification and legal action.
- xii. In case the candidate experiences any difficulty in downloading the Admit

card, then he/she may contact the Helpline for assistance. Unique Registration ID may be kept handy while contacting the Helpline.

- xiii. The applicant must carefully check the information before submitting the same. Applicant will be responsible for any mistake made by him/her in the online application form and S.S.S.C. shall not be responsible or liable in any way. Any information submitted by an applicant in his/her application will bind the applicant personally and if found to be false, he/she shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper.
- xiv. Any application without uploading proper photograph and signature will be summarily rejected. The applicants must retain five copies of the photograph uploaded with the Application Form, with them as the same shall be required at the time of exam at later stages. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law.
- xv. Candidates may take screenshot in case an error occurs during the filling of application form to take up the matter with **HELPDESK**.
- xvi. The applicants are advised to re-check their details before paying the fee, as fee once paid shall not be refunded.
- xvii. Grievance window (for resolving problems faced by candidates) shall be available on the portal.
- xviii. Candidates are advised to kindly go through all the general links available on the application form page before applying/raising any query.
- xix. For any Technical query regarding filling up of online application form, the applicant can call at Helpline numbers **7353921118** on all working days between **09:00 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, 9115898394 of S.S.S.C. on all working days between 09:30 A.M. to 05:00 P.M.

**Member Secretary,
S.S.S.C.
Punjab and Haryana High Court,
Chandigarh.**