

HOW TO FILL THE APPLICATION FORM

(Please refer Advertisement, Instructions and Frequently Asked Questions FAQs before filling application form)

Procedure for Submitting Online Applications through SSSC Recruitment Portal:

<https://cdn3.digialm.com/EForms/configuredHtml/32046/78971/Index.html>

A link to the above-mentioned recruitment portal shall also be made available on the official SSSC website <http://www.sssc.gov.in>

- Applications can be submitted only Online.
- Applications can be submitted through SSSC Recruitment Portal for which candidate must have internet connection with online fee payment facility (Internet Banking / Debit Card / Credit Card/etc.).
- No manual/ paper application will be entertained.
- Entries in registration and application form shall be filled only in English.
- Candidate to keep the required information handy with him/her before starting to fill up the on-line application form as per published advertisement:
 - Personal details (Candidate Name, Father's Name, Mother's Name, DOB).
 - Valid and Active Email ID
 - Valid and Active Mobile number for receiving SMSs/OTPs.
 - Educational qualification details with percentages of the marks obtained.
 - Digital copy of scanned Passport size photograph (4.5 cm length x 3.5 cm width) in colour photograph or (276*354 pixels).
 - Digital copy of scanned signature minimum size 50 KB to a maximum of 200 KB with clear background.
 - A facility to take Printout of the Application Form and payment slip.
 - Online Payment facility (Internet Banking / Debit Card / Credit Card/etc.)
 - After final submission of Online Application Form by the candidate, no change will be allowed, and candidate will be responsible for any mistake in the data filled in the Online Application Form. In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh Online Application Form along with requisite fee before the closing date. Fee paid earlier shall not be adjusted against the fresh Online Application Form.
 - In the case of submission of multiple Online Application Form by a candidate, the latest Application Form with the latest Application number will be considered by the recruitment board.
 - In case a candidate has submitted her/his application form and finds that he/she needs to change or has to edit the entry, in such a case he/she has to re-register using a different mobile number or e-mail ID and then fill in the form again and pay the requisite fees, the latest form filled based on the application number generated would only be considered and other forms filled will stand automatically rejected.
- While applying for the post, the candidates will have to go through three major steps: -
 1. Registration
 2. Application Form filling
 3. Payment

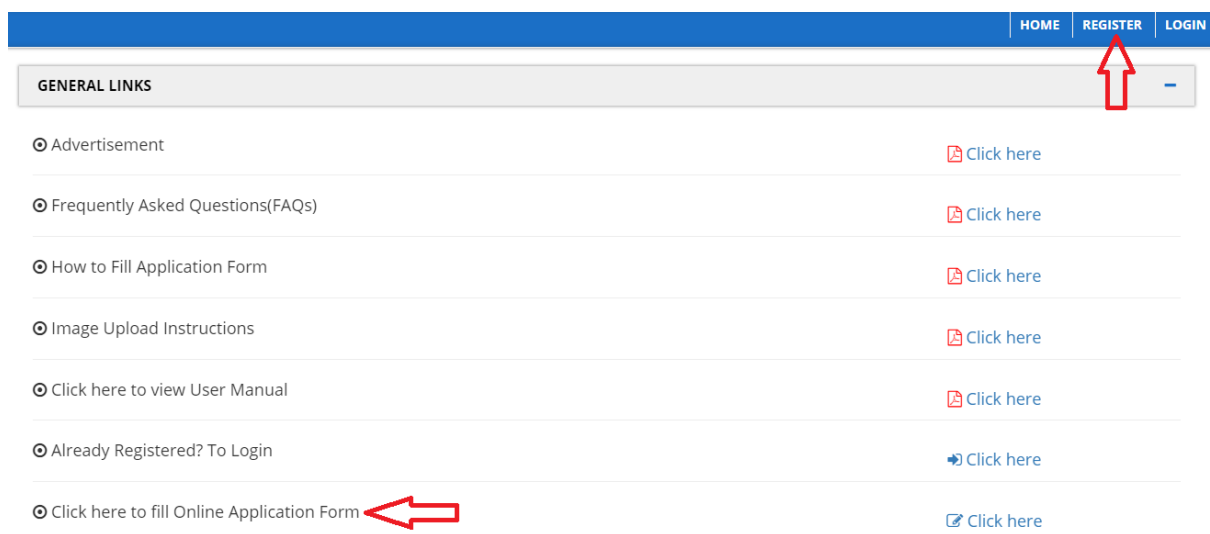
1. How to Register

Following steps are to be followed to complete the registration process: -

- a. Candidate will have to visit Recruitment Portal for submission of Online Application and for recruitment related information (hereinafter referred to as the Recruitment portal), A link to the above-mentioned recruitment portal shall also be made available on the official SSSC website <http://www.sssc.gov.in> (Ref Image: 1.1)

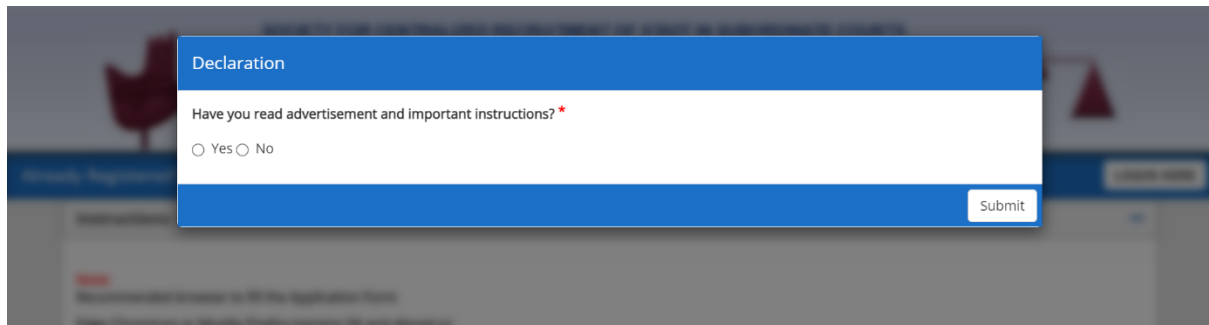


- b. After clicking on this URL, the candidate will be forwarded to the next page. (Ref. image 1.2). Once after reading all relevant information candidate may proceed for registration process by clicking on the Register button on the top right-hand side corner. (Registration is a onetime activity). (Ref image: - 1.2)

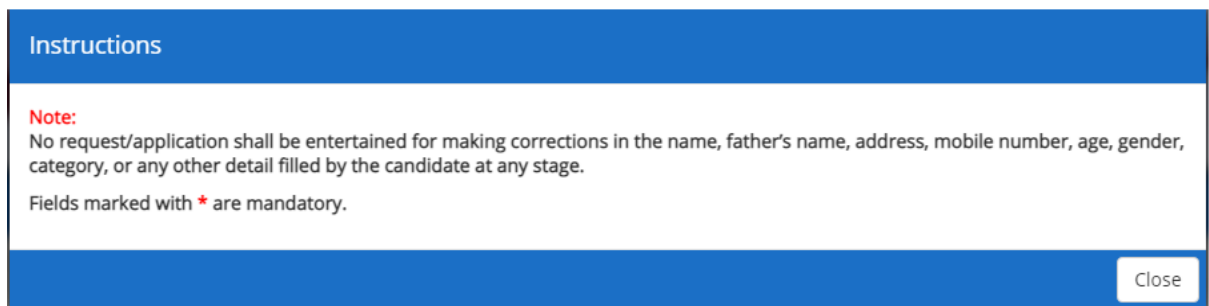


(Ref. Image: - 1.2)

- c. Before registering yourself, kindly read the advertisement and answer the question. Refer below image.

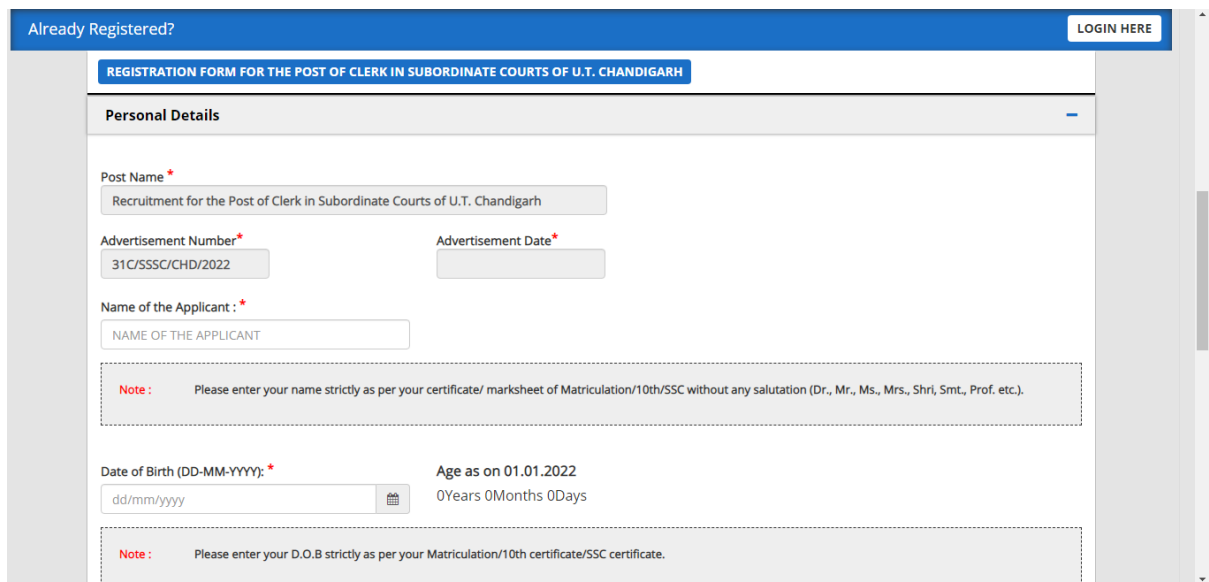


- d. A dialog box will open showing instructions regarding any changes in filled form. Candidates are required to click on close button after reading it. (Ref Image: - 1.3)



Ref Image: - 1.3

- e. Then registration form will open, and candidates need to fill in the required details in the 'Candidate Registration' page, such as Candidate Name, Date of Birth, Gender, Email and Mobile Number. (Ref. Image: - 1.5)



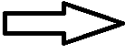
Ref Image: - 1.5

- f. Candidates must fill these details carefully as these details cannot be edited/changed at a later stage. After filling these details click on the 'GENERATE OTP' button (Ref. Image: -1.6)

Already Registered? [LOGIN HERE](#)

REGISTRATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH

Note: Please enter your active mobile no. and Email ID. Candidate should hold the same mobile number during the entire process of this recruitment.

 **GENERATE OTP**

Declaration

I hereby declare that the above information is true to the best of my knowledge. I am aware that S.S.S.C will be sending important information on my registered details. I agree that I have referred the advertisement and ensured my eligibility before applying. Also, I agree that I have read and understood all the instructions specified in the advertisement and agree to abide by the same.

REVERIFY

Ref Image: - 1.6

- g. After filling correct information, click on 'GENERATE OTP' button, a Captcha box which is special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on sign (Get a new image) beside Captcha Box to refresh the letters. (Ref. Image: - 1.6)
- h. Then an OTP will be received on applicants' mobile number and candidates will fill it in required box and click on the button '**VALIDATE OTP**'. After successful validation of OTP, candidate need to click on "Reverify" button on the bottom of the screen and thereafter click on '**SUBMIT**' button (Ref. Image: - 1.7)

Webtop Login x Welcome | SSSC x SSSC Chandigarh Clerk 2022 x

qa-efmprd.digitalm.com/EForms/configuredHtml/32046/78971/Registration.html


Already Registered? [LOGIN HERE](#)

REGISTRATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH

Declaration

I hereby declare that the above information is true to the best of my knowledge. I am aware that S.S.S.C will be sending important information on my registered details. I agree that I have referred the advertisement and ensured my eligibility before applying. Also, I agree that I have read and understood all the instructions specified in the advertisement and agree to abide by the same.

Verification For	Entered/Selected Value	Select the check-box if the entered value is displayed correctly.
Name of the Applicant : *	TEST	<input checked="" type="checkbox"/>
Date of Birth (DD-MM-YYYY): *	01/01/2004	<input checked="" type="checkbox"/>
Gender : *	Male	<input checked="" type="checkbox"/>
Mobile No : *		<input checked="" type="checkbox"/>
Email ID : *	nnn@gmail.com	<input checked="" type="checkbox"/>

 **SUBMIT**

Ref image: - 1.7


- i. After clicking on 'reverify' the below image will be displayed on the screen which will show purpose of your personal data sought. Candidates are required to click on checkboxes of correct data
- j. Click on '**Submit**' if Candidate has verified the information to be correct and click '**Close**' if candidate wants to review again and then to Submit.
- k. After clicking on '**OK**' button, a privacy notice will be displayed on the screen which will show purpose of your personal data sought. Candidates are required to click on '**I Agree**' button after reading it.
- l. Then a note regarding candidate's successful registration showing registration number will be shown on screen and Candidate may note down the given details such as Registration ID.
- m. Within minutes of successful submission of the Registration Form, you will receive a User ID and Password on the registered email ID and registered mobile number to confirm registration. Ensure that you check your mailbox immediately and that it is not considered as spam mail. You will also receive the User ID and Password as an SMS* on the registered mobile number. Using these credentials, you may proceed to complete your application. (*Please note SMS will not be sent to international numbers)
- n. Thereafter a box containing Application number along with candidate's personal details will also be shown at screen. In this box two option will be displayed on the top i.e.- **1. Applicant details 2. Helpdesk**. Now candidates need to click on "**Go To APPLICATION**" to fill their application form. (Ref. Image: - 1.8)

APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH

[GO TO APPLICATION](#) [LOGOUT](#)


APPLICATION DETAILS **HELPDESK**

Personal Details

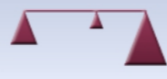
Application Number 3000011	Post Name Recruitment for the Post of Clerk in Subordinate Courts of U.T. Chandigarh	 Photo
Advertisement Number 30C/SSSC/CH/2022	Advertisement Date Age as on 01.01.2022 18 years 0 months 0 days	Candidate's Name DUMMY DUMMY
Date of Birth (DD-MM-YYYY) 01/01/2004	Gender Male	Mother's Name FFFFFFFFFFFFFFFFFFFFFFFF
Nationality a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Vietnam with the intention of permanently settling in India	Marital Status Unmarried	Mobile No FFFFFFFFFFFFFFFFFFFFFFFF
	Father's Name FFFFFFFFFFFFFFFFFFFFFFFF	Alternate Mobile No Email ID

2. How to fill Application form

- a. Note: - If a registered candidate wants to complete the Application Form after some time of registration, then candidate need to click on 'LOGOUT' button on the right side corner on screen and later when he wants to fill application form then he has to reach again to Recruitment Portal for submission of Online Application Form URL which is also available on SSSC website. Then candidate must click on the 'Login Here' button (Ref image 2.1) at the top right corner of the page and fill his/her user ID & Password to fill application form.



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

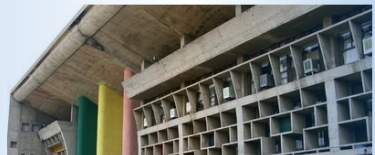


[HOME](#) | [REGISTER](#) | [LOGIN](#)

Important Information

Read the below instructions carefully, before filling up the form:

1. Candidate has to fill in the below mentioned details to receive the **User ID** and **Password**.
2. Candidate will receive the **User ID** and **Password** on the registered email address and or on the registered mobile number. Overseas candidates will receive both **User ID** and **Password** on registered email address.
3. Candidate can login with the **User ID** and **Password** to complete the application form for SSSC exam.
4. Candidate must provide **Correct Name, Date of Birth, Mobile Number** and **Email Address** as these details cannot be changed once the registration is completed.




Login Form

Login to Fill / Submit/ View Application Form

USER ID: *

PASSWORD: *



Type 7 characters as shown in image ?

FORGOT USER ID/ PASSWORD
CHANGE PASSWORD

There are six tabs under Application Form:

- i) Personal Details (Fill up all the required information such as Nationality, Identity Proofs, Parents Details, Address Details, or any details specific to applied position as required)
- ii) Additional Details
- iii) Communication Details
- iv) Qualification Details.
- v) Test City
- vi) Documents & Payment (Ref Image: - 2.4)

APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH

LOGOUT

PERSONAL DETAILS
ADDITIONAL DETAILS
COMMUNICATION DETAILS
QUALIFICATION DETAILS
TEST CITY
DOCUMENT & PAYMENT

Personal Details

Application Number: *

3000011

Post Name: *

Recruitment for the Post of Clerk in Subordinate Courts of U.T. Chandigarh

Advertisement Number: *

30C/SSSC/CH/2022

Advertisement Date: *

Name of the Applicant: *

DUMMY DUMMY

Date of Birth (DD-MM-YYYY): *

01/01/2004

Age as on 01.01.2022

18Years 0Months 0Days

Gender: *

Male

Nationality *

a person of India origin who has migrated from

Marital Status *

Unmarried

Mother's Name: *

FFFFFFFFFFFFFFFFFFFFFFFF

Father's Name: *

FFFFFFFFFFFFFFFFFFFFFFFF

Mobile Number: *

i) PERSONAL DETAILS

- Candidate must fill the personal details
- After filling personal details candidate will click on 'SAVE & NEXT' button, which direct the candidate to next page i.e., 'Additional Details.'

ii) ADDITIONAL DETAILS

- Candidate must fill the Additional Details.

PERSONAL DETAILS
ADDITIONAL DETAILS
COMMUNICATION DETAILS
QUALIFICATION DETAILS
TEST CITY
DOCUMENT & PAYMENT

Departmental Employee Details

Are you an employee of State Govt./Central Govt/Other State Govt.? *

☒ Yes
☐ No

Whether you are ever dismissed or removed from service of any state Govt. or Govt. of India or any public sector undertaking? *

☒ Yes
☐ No

Employment Type *

☒ Regular
☐ Adhoc / Contractual

Enter your case details *

CCCCCCCC

Name of the Organization *

CCCCCCCC

Other Details

Whether any FIR or Criminal case(s) has ever been registered against you? *

☒ Yes
☐ No

iii) COMMUNICATION DETAILS

- Candidate must fill the Communication Details.

PERSONAL DETAILS	ADDITIONAL DETAILS	COMMUNICATION DETAILS	QUALIFICATION DETAILS	TEST CITY	DOCUMENT & PAYMENT
Correspondence Address					
Address Line 1 *		Address Line 2		Country *	
<input type="text" value="Address Line 1"/>		<input type="text" value="Address Line 2"/>		<input type="text" value="Select Country"/>	
State *		City/District *		Pincode/Postal Code *	
<input type="text" value="Select State"/>		<input type="text" value="Select District."/>		<input type="text" value="PIN Code"/>	
Is Permanent Address Same as Correspondence address? *					
<input type="radio"/> Yes <input type="radio"/> No					
Permanent Address					
Address Line 1 *		Address Line 2		Country *	
<input type="text" value="Address Line 1"/>		<input type="text" value="Address Line 2"/>		<input type="text" value="Select Country"/>	

iv) QUALIFICATION DETAILS

- Candidate must fill the Qualifications Details.

APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH			LOGOUT
PERSONAL DETAILS	ADDITIONAL DETAILS	COMMUNICATION DETAILS	QUALIFICATION DETAILS
Have you passed Matriculation with Hindi/Punjabi as one of the subject? * <input checked="" type="radio"/> Yes <input type="radio"/> No Do you possess the requisite qualifications as on date duly mentioned in advertisement? * <input checked="" type="radio"/> Yes <input type="radio"/> No Do you have proficiency in operation of computer? * <input type="radio"/> Yes <input checked="" type="radio"/> No			
Matriculation (10th) Details			
Name of the University/Board *		School/ Institute Name *	
<input type="text" value="CCCCCCCCCCCCCCCC"/>		<input type="text" value="CCCCCCCCCCCCCCCC"/>	
Marks Obtained *		Year of Passing *	
<input type="text" value="BBBB"/>		<input type="text" value="2019"/>	
Maximum Marks *		Percentage of Marks *	
<input type="text" value="DDDDDD"/>		<input type="text" value="DDD"/>	

PERSONAL DETAILS
ADDITIONAL DETAILS
COMMUNICATION DETAILS
QUALIFICATION DETAILS
TEST CITY
DOCUMENT & PAYMENT

Any Other Qualification Details

Any Other Qualification Details :

Sr. No. 1

Qualification Degree Name

Qualification Degree Name

Institute Passed from

Institute Passed from

Month and Year of Passing

mm/yyyy

Subjects

Subjects

Marks Obtained

Marks Obtained

Maximum Marks

Maximum Marks

Percentage of Marks

Percentage of Marks

Add New Row
Delete last Row

BACK
SAVE & NEXT

- After filling qualifications details candidate will click on 'SAVE & NEXT' button which directs the candidate to next page.

v) TEST CITY

- Select test City Preferences.

APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH

PERSONAL DETAILS
ADDITIONAL DETAILS
COMMUNICATION DETAILS
QUALIFICATION DETAILS
TEST CITY
DOCUMENT & PAYMENT

Test City

Preferred State 1*

Preferred State 1

Preferred Test City 1*

Test center City 1

Preferred State 2*

Preferred State 2

Preferred Test City 2*

Test center City 2

Preferred State 3*

Preferred State 3

Preferred Test City 3*

Test center City 3

Preferred State 4*

Preferred State 4

Preferred Test City 4*

Test center City 4

Preferred State 5*

Preferred State 5

Preferred Test City 5*

Test center City 5

Note:

- Any of the above-mentioned cities can be dropped and any other city/cities can be added at the time of actual allotment of examination centres.
- S.S.S.C. reserves the right to allot any examination centre irrespective of the preferences given by the candidate.
- The decision of S.S.S.C. with regard to allotment of examination centre shall be final.
- No request for change in examination centre/city will be entertained.

vi) DOCUMENTS & PAYMENT

- Candidate must upload all mentioned documents in this page.

PERSONAL DETAILS	ADDITIONAL DETAILS	COMMUNICATION DETAILS	QUALIFICATION DETAILS	TEST CITY	DOCUMENT & PAYMENT
Documents to be uploaded					
Upload the scanned copy of the recent passport size photo: *				CLICK HERE TO UPLOAD	
Upload your scanned signature (Size 276 x 118 pixels): *				CLICK HERE TO UPLOAD	
Upload your Dismissal / FIR or Criminal/ Accused document: *				CLICK HERE TO UPLOAD	
<p>Note: Passport size photograph (Size 276 x 354 pixels) in colour.</p>					
Payment Details					

- On this page candidate will also select payment option 'Online' for depositing his examination fee through online banking.
- Thereafter candidate needs to agree with declarations shown on screen by clicking on each declaration.

PERSONAL DETAILS	ADDITIONAL DETAILS	COMMUNICATION DETAILS	QUALIFICATION DETAILS	TEST CITY	DOCUMENT & PAYMENT
<p>Note:</p> <ol style="list-style-type: none"> 1. You can make payment after uploading required documents and successfully submitting the application. 2. Keep a copy of the e-receipt generated post payment for future reference. 					
<p>Total Fee to be paid + Bank Transaction Charges(Rs. 10 inclusive of taxes) : 535</p>					
Declaration					
<p><input type="checkbox"/> I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge & belief. In the event of any information being found false or incorrect, or any ineligibility being detected at any time during or after the recruitment process, my candidature may be cancelled and action can be taken against me by the competent authority.</p> <p><input type="checkbox"/> I have read the advertisement and the relevant Service Rules related to this recruitment carefully and I hereby undertake to abide by them. I fulfil all the conditions of eligibility regarding age limit, educational qualifications etc. prescribed in the advertisement and relevant Rules.</p> <p><input type="checkbox"/> I undertake that I shall not cause any disruption in the Recruitment Process and shall refrain from indulging in any anti-social, unlawful activities during the entire recruitment process. If I am found indulging in any such activities at any time during the Recruitment Process, my Candidature may be cancelled and I shall be liable for any Departmental or Legal Proceedings consequent upon such act/activity.</p> <p><input type="checkbox"/> I Agree</p>					

- Candidate has three options '**BACK**' '**PREVIEW**' and '**SUBMIT**' at the end of this page. Candidates may click on **BACK** button to go to the previous page to recheck his/her details, on **PREVIEW** button to review all the information filled by him/her in his form. After checking the information found to be correct, candidate should click on '**SUBMIT**' button.

3. Payment

- a. After clicking on SUBMIT button, the Candidate will automatically lead to online payment page where he must make an online payment through – credit/debit card of any bank/online banking to submit the mentioned fee on application form and finally submit the application.

← Back Recruitment High Court

Choose a payment option

Total Payable Amount ₹525

Transaction Id: 200003720220712155746

PAYMENT OPTIONS

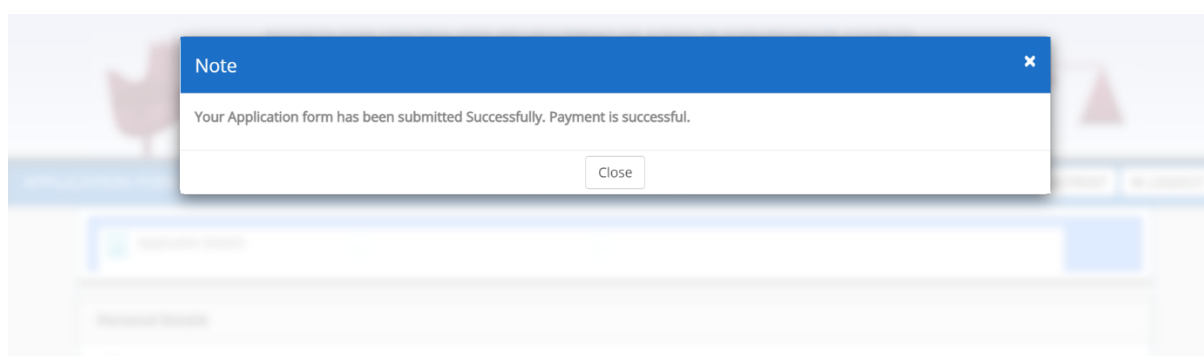
English

- Cards (Credit/Debit)**
Pay using any credit or debit card
- Net Banking**
Pay using any of 45 banks supported
- UPI**
Pay with any UPI app like Phonepe, Paytm, Google Pay and more

PayU Privacy Policy

Verified Visa MasterCard SecureCode RuPay SafeKey

- b. After successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, exam fee and post applied for) will be generated. It should be downloaded by the candidate for any future communication regarding Application Form. Now the candidate's online filling of Application form is complete.
- c. After successful payment, the below pop will occur.



- d. You can download & print the payment slip and application form for future reference. Refer below image.


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UNDER HIGH COURT OF PUNJAB AND HARYANA
(S.S.S.C.)**


APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH


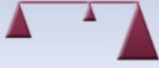
[PRINT](#) [LOGOUT](#)

[APPLICATION DETAILS](#) **[PAY SLIP](#)** [HELPDESK](#)

Pay Slip

[Click here to download Pay Slip.](#)

Version 14.04.01



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


APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH

[PRINT](#) [LOGOUT](#)

[APPLICATION DETAILS](#) [PAY SLIP](#) [HELPDESK](#)

Personal Details

Application Number 3000004	Post Name Recruitment for the Post of Clerk in Subordinate Courts of U.T. Chandigarh	 Photo
Advertisement Number 30C/SSSC/CH/2022	Advertisement Date 	Candidate's Name ASDGSADG
Date of Birth (DD-MM-YYYY) 01/01/2004	Age as on 01.01.2022 18 years 0 months 0 days	Gender Male
Nationality a citizen of Bhutan	Marital Status Widow	Mother's Name ERTYERTY

Help Desk

If any candidate is facing some problem, while filling online Application form: -

1. Candidate can raise one or more queries by clicking on '+ button' in Helpdesk Portal.
2. On Clicking '+' button in 'Your Selection' tab, Query Form will open.

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


APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF U.T. CHANDIGARH

PRINT LOGOUT

APPLICATION DETAILS PAY SLIP **HELPDESK**

HelpDesk

Note:
Please refresh this screen at regular interval(1 min) to get updates on your query.

 [Click here to Raise Query Ticket](#) [Refresh](#)

Version 14.04.01

- Here candidate can select 'Problem Category' & 'Problem Type' and 'Submit' Query.

Candidate Query Form

Query Section

Exam Name * Recruitment for the Post of Clerk in Subordinate Courts of Punjab

Problem Category * ---Select---

Problem Type * ---Select---

Problem Statement *

Upload Screenshots

Please upload copy of screenshot.
(Maximum file size - 5MB and only JPG, PDF and ZIP formats is allowed)


Choose File No file chosen [Upload](#)

- Candidate needs to upload screenshot image of the problems being faced at 'UPLOAD' button.
- After uploading the screenshots candidates should click on 'SUBMIT' button.
- If a candidate is facing more problems, he/she again has to click on '+button' and select the different category of problem and go through the same steps as above.
- After submission of queries, one or more ticket numbers will be allotted to candidate for future reference of his queries.

User Details

Registration Number	3000004	Name	ASDGSADG
Mobile Number		Email Id	h@w.com

Helpdesk Details

Ticket Number	6	Exam Name	Recruitment for the Post of Clerk in Subordinate Courts of U.T. Chandigarh
Problem Category	Application Form		
Problem Type	User Credentials Not Received	Problem Statement	Credentials no received
 Grievance Screenshot5			