

# **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/32046/79285/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).
- 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)
  - 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

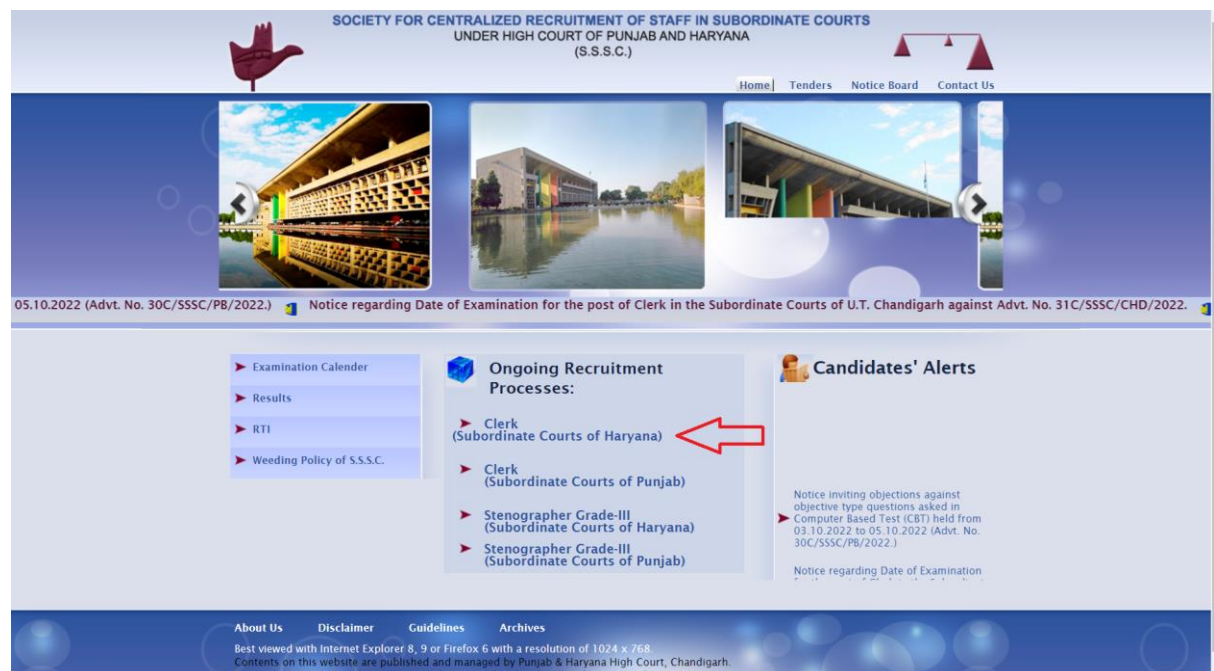
Following steps are to be followed to complete the registration process: -

- a. Candidate will have to visit Recruitment Portal for submission of Online Application and for recruitment related information

<https://cdn3.digialm.com/EForms/configuredHtml/32046/79285/Index.html>

(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>

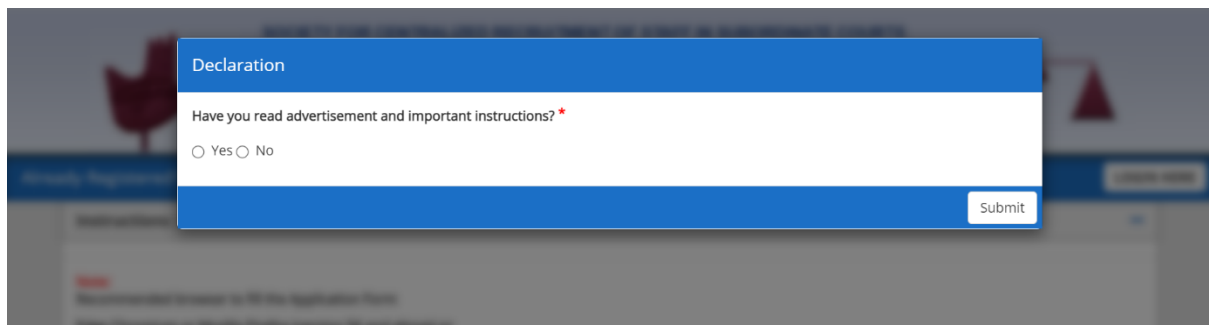


- b. After clicking on this URL, the candidate will be forwarded to the next page. (Ref. image 1.2). Once after reading all relevant information candidate may proceed for registration process by clicking on the Register button on the top right-hand side corner. (Registration is a onetime activity). (Ref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

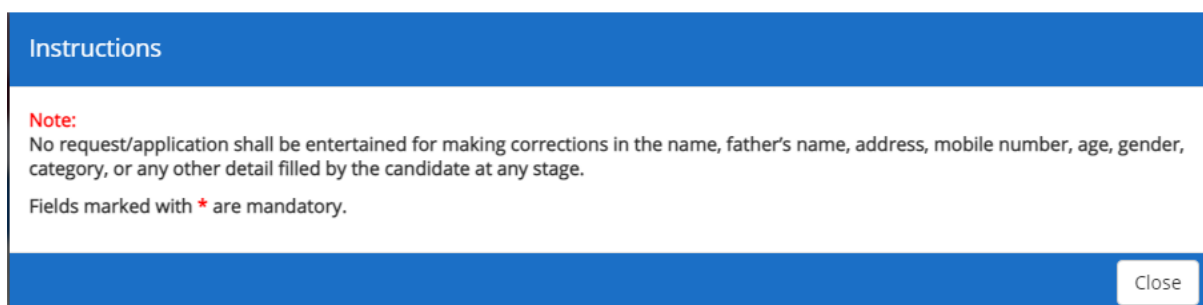


(Ref. Image: - 1.2)

- 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)

Already Registered? [LOGIN HERE](#)

**REGISTRATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA**

RECRUITMENT FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA 32C/SSSC/HR/2022

Advertisement Date\*  
14.10.2022

Name of the Applicant : \*  
NAME OF THE APPLICANT

**Note :** Please enter your name strictly as per your certificate/ marksheet of Matriculation/10th/SSC without any salutation (Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc.).

Date of Birth (DD/MM/YYYY): \*  
dd/mm/yyyy

Age as on 01.01.2022  
0Years 0Months 0Days

**Note :** Please enter your D.O.B strictly as per your Matriculation/10th certificate/SSC certificate.

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 HARYANA**

Mobile No : \*  
Mobile No


Confirm Mobile No : \*  
Confirm Mobile No

Alternate Mobile Number :  
Alternate Mobile No

Email ID : \*  
Email ID

Confirm Email ID : \*  
Confirm Email ID

**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

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 agree with the declaration shown on screen by clicking on button '**I Agree**' on the left-hand side corner of the screen and also to fill Captcha characters in the box provided on the right side of the corner and thereafter click on '**SUBMIT**' button (Ref. Image: - 1.7)

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: - 1.7

- 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 (Ref. Image)

☒ I Agree

Note: Captcha is case insensitive.

Verification For	Entered/Selected Value	Select the check-box if the entered value is displayed correctly.
Name of the Applicant : *	abc	<input checked="" type="checkbox"/>
Date of Birth (DD-MM-YYYY): *	10/03/1985	<input checked="" type="checkbox"/>
Gender : *	Male	<input checked="" type="checkbox"/>
Mobile No : *	8788987264	<input checked="" type="checkbox"/>
Email ID : *	abc@gmail.com	<input checked="" type="checkbox"/>

SUBMIT


- 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)

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

**APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA**

**APPLICATION DETAILS** **HELPSDESK** **GO TO APPLICATION** **LOGOUT**

**Personal Details**

<b>Application Number</b> 4000022	<b>Post Name</b> RECRUITMENT FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA	 Photo
<b>Advertisement Number</b> 32C/SSSC/HR/2022	<b>Advertisement Date</b> 16.09.2022	<b>Candidate's Name</b> TEST
<b>Date of Birth (DD/MM/YYYY)</b> 01/01/2004	<b>Age as on 01.01.2022</b> 18 years 0 months 0 days	<b>Gender</b> Other
<b>Nationality</b> 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	<b>Whether you are domicile of Haryana?</b> Yes	<b>Marital Status</b> Widower
	<b>Mother's Name</b>	<b>Father's Name</b>

## 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 URL <https://cdn3.digialm.com/EForms/configuredHtml/32046/79285/Index.html> 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.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 HARYANA LOGOUT

**Instructions:**

**Note:**  
Read the below instructions carefully, before filling the form.  
Fields marked with \* are mandatory.

1. Fill in the details and click on Submit to proceed.
2. Please read the [User Manual](#) carefully before filling this Application Form.
3. Please keep a printout of the application summary for your future reference.

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

**Personal Details**

**Application Number: \***

**Post Name: \***

**Advertisement 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.

The screenshot shows the 'ADDITIONAL DETAILS' section of the application form. At the top, there is a blue header bar with the text 'APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA' and a 'LOGOUT' button. Below the header, there is a section titled 'Instructions:' with a 'Note:' stating: 'Read the below instructions carefully, before filling the form. Fields marked with \* are mandatory.' followed by three numbered instructions: 1. Fill in the details and click on Submit to proceed. 2. Please read the User Manual carefully before filling this Application Form. 3. Please keep a printout of the application summary for your future reference. Below the instructions, there is a horizontal navigation bar with tabs: 'PERSONAL DETAILS', 'ADDITIONAL DETAILS' (which is highlighted), 'COMMUNICATION DETAILS', 'QUALIFICATION DETAILS', 'TEST CITY', and 'DOCUMENT & PAYMENT'. Below the navigation bar, there is a section titled 'Ex-Serviceman Details' with a question: 'Are you an Ex-Serviceman (ESM) of Haryana ? \*'. There are two radio buttons: 'Yes' and 'No', with 'No' being selected.

### iii) COMMUNICATION DETAILS

- Candidate must fill the Communication Details.

The screenshot shows the 'COMMUNICATION DETAILS' section of the application form. At the top, there is a horizontal navigation bar with tabs: 'PERSONAL DETAILS', 'ADDITIONAL DETAILS', 'COMMUNICATION DETAILS' (which is highlighted), 'QUALIFICATION DETAILS', 'TEST CITY', and 'DOCUMENT & PAYMENT'. Below the navigation bar, there is a section titled 'Correspondence Address' with a minus sign. Below this section, there are three input fields: 'Address Line 1 \*', 'Address Line 2', and 'Country \*'. Below these, there are three more input fields: 'State \*', 'City/District \*', and 'Pincode/Postal Code \*'. Below these, there is a question: 'Is Permanent Address Same as Correspondence address? \*'. There are two radio buttons: 'Yes' and 'No', with 'No' being selected. Below the 'Correspondence Address' section, there is a section titled 'Permanent Address' with a minus sign. Below this section, there are three input fields: 'Address Line 1 \*', 'Address Line 2', and 'Country \*'.

### iv) QUALIFICATION DETAILS

- Candidate must fill the Qualifications Details.



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

☒ Yes ☐ No

Do you have proficiency in operation of computer? \*

☒ Yes ☐ No

**Matriculation (10th) Details**

Name of the University/Board \*
GGGG

School/ Institute Name \*
GGGGG

Year of Passing \*
2016

Marks Obtained \*
400

Maximum Marks \*
500

Percentage of Marks \*
45

**Graduation Details**

Qualification Degree \*

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.

PERSONAL DETAILS	ADDITIONAL DETAILS	COMMUNICATION DETAILS	QUALIFICATION DETAILS	TEST CITY	DOCUMENT & PAYMENT
<b>Test City</b>					
Preferred State 1* <input type="text" value="Chandigarh"/>		Preferred Test City 1* <input type="text" value="Chandigarh"/>			
Preferred State 2* <input type="text" value="Jammu and Kashmir"/>		Preferred Test City 2* <input type="text" value="Jammu"/>			
Preferred State 3* <input type="text" value="Uttar Pradesh"/>		Preferred Test City 3* <input type="text" value="Noida"/>			
<p><b>Note:</b> The final decision for allotment of Examination Center will be of S.S.S.C. However, you can be allotted any centre from the aforementioned lists of centres depending upon the number of applicants, availability of centres and/or as per administrative exigencies.</p>					

## vi) DOCUMENTS & PAYMENT


- Candidate must upload all mentioned documents in this page.

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


- 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

☐ I undertake to work anywhere in the State of Haryana where I may be posted, if selected  
☐ 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.  
☐ 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.  
☐ 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.


Type 7 characters as shown in image

Note: Captcha is case insensitive.




BACK
PREVIEW
SUBMIT

- 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

- 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
Recruitmenthighcourt

Choose a payment option

Total Payable Amount ₹525

Transaction Id: 200003720220712155746

PAYMENT OPTIONS
English

Cards (Credit/Debit)  
Pay using any credit or debit card

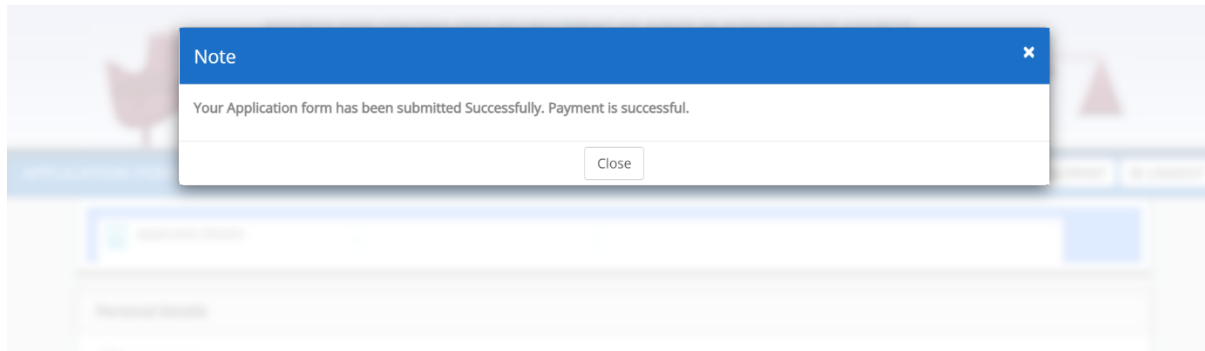
Net Banking  
Pay using any of 45 banks supported

UPI  
Pay with any UPI app like Phonepe, Paytm, Google Pay and more

PayU
Privacy Policy


Verified VISA
MasterCard SecureCode
RuPay
SafeKey
PCI DSS

- 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.

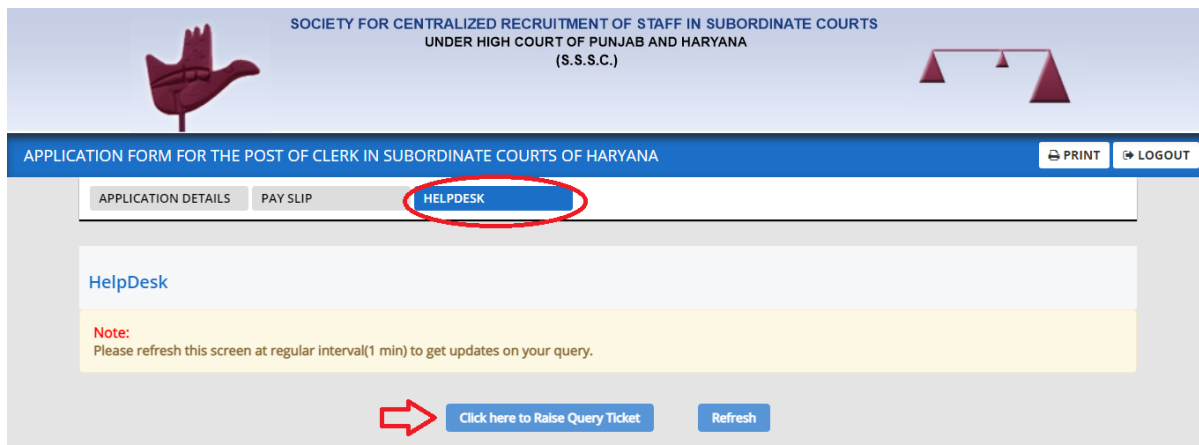


SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS UNDER HIGH COURT OF PUNJAB AND HARYANA (S.S.S.C.)		
APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA		
<a href="#">APPLICATION DETAILS</a> <a href="#">PAY SLIP</a> <a href="#">HELPPDESK</a>		
<b>Personal Details</b>		
<b>Application Number</b> 4000024	<b>Post Name</b> RECRUITMENT FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA	 Photo
<b>Advertisement Number</b> 32C/SSSC/HR/2022	<b>Advertisement Date</b> 14.10.2022	<b>Candidate's Name</b> SFSDFSFDF
<b>Date of Birth (DD/MM/YYYY)</b> 27/12/1998	<b>Age as on 01.01.2022</b> 23 years 0 months 5 days	<b>Gender</b> Male
<b>Nationality</b> a citizen of India	<b>Whether you are domicile of Haryana?</b> Yes	<b>Marital Status</b> Married
<b>Mother's Name</b>	<b>Father's Name</b>	<b>Mobile No</b>

## Help Desk

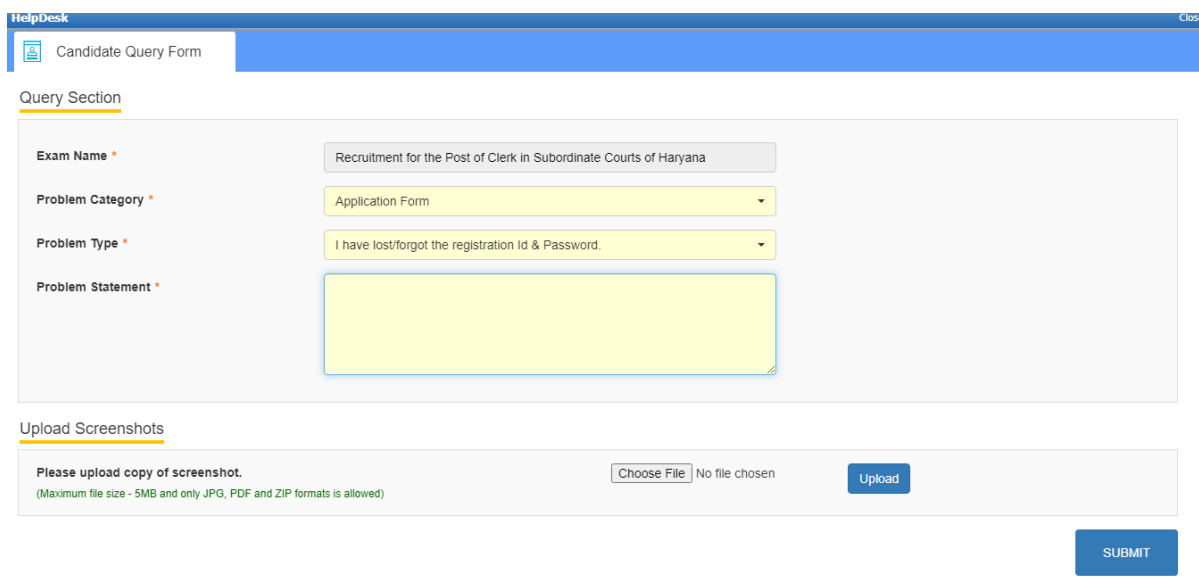
If any candidate is facing some problem, while filling online Application form: -

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.



The screenshot shows the top section of the portal. At the top, there is a header with a logo on the left and the text "SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS UNDER HIGH COURT OF PUNJAB AND HARYANA (S.S.S.C.)" in the center. Below this is a blue banner with the text "APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA" and buttons for "PRINT" and "LOGOUT" on the right. A navigation bar below the banner contains three tabs: "APPLICATION DETAILS", "PAY SLIP", and "HELPEDESK". The "HELPEDESK" tab is highlighted with a red circle. Below the navigation bar, there is a section titled "HelpDesk" with a yellow background. It contains a "Note:" stating "Please refresh this screen at regular interval(1 min) to get updates on your query." At the bottom of this section, there is a red arrow pointing to a button labeled "Click here to Raise Query Ticket" and a "Refresh" button.

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



The screenshot shows the "Candidate Query Form" interface. It has a blue header with the text "Candidate Query Form" and a "Close" button. Below the header, there is a "Query Section" with a light gray background. It contains four fields: "Exam Name" with a dropdown menu showing "Recruitment for the Post of Clerk in Subordinate Courts of Haryana", "Problem Category" with a dropdown menu showing "Application Form", "Problem Type" with a dropdown menu showing "I have lost/forgot the registration Id & Password.", and "Problem Statement" with a large text area. Below the "Query Section", there is an "Upload Screenshots" section with a light gray background. It contains a text box with the instruction "Please upload copy of screenshot. (Maximum file size - 5MB and only JPG, PDF and ZIP formats is allowed)" and a "Choose File" button. To the right of the "Choose File" button is a "No file chosen" text and an "Upload" button. At the bottom right of the form, there is a blue "SUBMIT" button.

4. Candidate needs to upload screenshot image of the problems being faced at 'UPLOAD' button.
5. After uploading the screenshots candidates should click on 'SUBMIT' button.
6. 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.
7. After submission of queries, one or more ticket numbers will be allotted to candidate for future reference of his queries.

HelpDesk

Close

Mobile Number

8237295695

Email Id

ll@q.com

Helpdesk Details

Ticket Number

12

Exam Name

Recruitment for the Post of Clerk in Subordinate Courts of Haryana

Problem Category


Application Form

Problem Statement

cc

Problem Type

I have lost/forgot the registration Id & Password.



Grievance Screenshot5

Workflow Details

Helpdesk Ticket Status

Open

Name	Role	Date of Action	Remark	Action
SFSDFDSDFD	Applicant	13/Oct/2022 15:29:13	New Grievance Raised	SUBMIT