

# **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/32046/76320/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

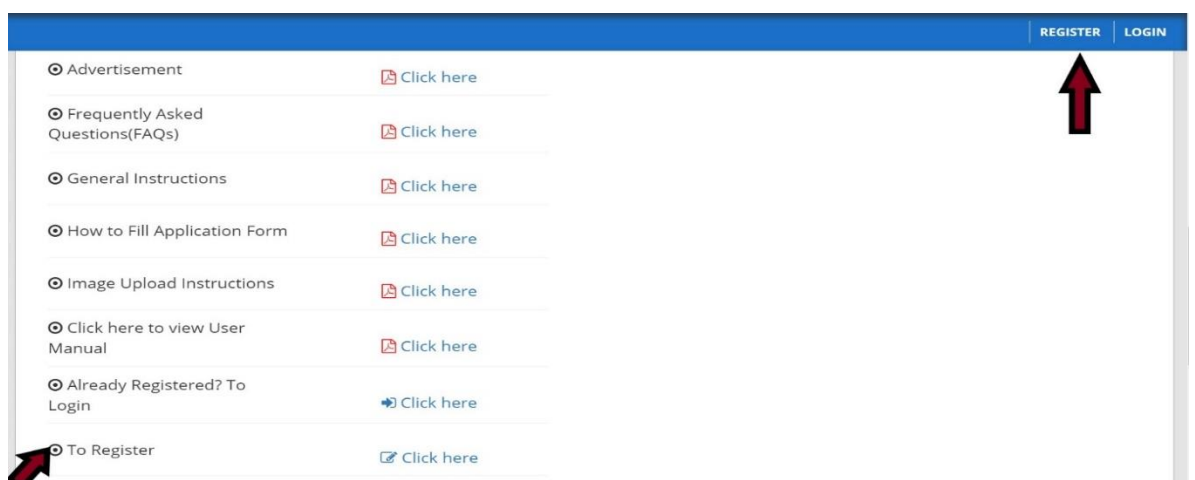
## 1. How to Register

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.

**Declaration**

Have you read advertisement and important instructions? \*

☐ Yes ☐ No

Submit

- 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)

**Instructions**

**Note:**  
No request/application shall be entertained for making corrections in the name, father's name, address, mobile number, age, gender, category, or any other detail filled by the candidate at any stage.  
Fields marked with \* are mandatory.

Close

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)

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

**Registration**

Post Name \*  
CLERK

Advertisement Number \*  
4/2021

Advertisement Date \*  
4/2021

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

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)

REGISTRATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF PUNJAB

**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.

☐ I Agree



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)

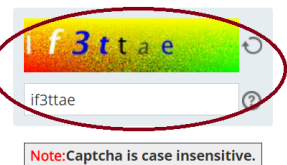
REGISTRATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF PUNJAB

**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.

☒ I Agree



**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)

APPLICATION FORM FOR THE POST OF CLERK IN SUBORDINATE COURTS OF PUNJAB

GO TO APPLICATION LOGOUT

APPLICATION DETAILS HELPDESK

Personal Details

Photo

<b>Application Number</b> 2000037	<b>Post Name</b> CLERK	<b>Advertisement Number</b> 4/2021
<b>Advertisement Date</b> 4/2021	<b>Candidate's Name</b> XXXXXXXX KUMAR	
<b>Date of Birth (DD-MM-YYYY)</b> 15/02/1995	<b>Gender</b> Other	<b>Nationality</b> a citizen of India
<b>Marital Status</b>	<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 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.)

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.


stroc/na-efmord.diaialm.com/Forms/configured.html/32045/76320/login.html

**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 PUNJAB LOGOUT

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

**Personal Details**

**Application Number: \***

**Post Name: \***

**Advertisement Number: \***

**Advertisement Date: \***

**Name of the Applicant: \***

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

**Age as on 01.01.2022**

36Years 9Months 22Days

**Gender: \***

**Nationality \***

**Marital Status \***

**Mother's Name: \***

**Father's Name: \***

**Mobile Number: \***

**Alternate Mobile Number:**

**Email ID: \***

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 a registration form. At the top, there is a navigation bar with tabs: 'PERSONAL DETAILS', 'ADDITIONAL DETAILS' (highlighted in blue), 'COMMUNICATION DETAILS', 'QUALIFICATION DETAILS', 'TEST CITY', and 'DOCUMENT & PAYMENT'. Below the navigation bar, the form is divided into three sections, each with a title bar and a collapse icon (a minus sign):

- Ex-Servicemen Details:** Contains the question 'Are you an Ex-Servicemen (ESM) of Punjab?' with a red asterisk. Below it are two radio buttons: 'Yes' and 'No'.
- Physically Handicapped Category:** Contains the question 'Are you PHC of Punjab with at least 40% disability?' with a red asterisk. Below it are two radio buttons: 'Yes' and 'No'.
- Departmental Employee Details:** This section is currently empty.

iii) **COMMUNICATION DETAILS**

- Candidate must fill the Communication Details.

The screenshot shows the 'COMMUNICATION DETAILS' section of a registration form. At the top, there is a navigation bar with tabs: 'PERSONAL DETAILS', 'ADDITIONAL DETAILS', 'COMMUNICATION DETAILS' (highlighted in blue), 'QUALIFICATION DETAILS', 'TEST CITY', and 'DOCUMENT & PAYMENT'. Below the navigation bar, the form is divided into two sections, each with a title bar and a collapse icon (a minus sign):

- Correspondence Address:** This section contains several input fields:
  - 'Address Line 1' with a red asterisk: a text input field.
  - 'Address Line 2': a text input field.
  - 'Country' with a red asterisk: a dropdown menu with 'Select Country' as the placeholder.
  - 'State' with a red asterisk: a dropdown menu with 'Select State' as the placeholder.
  - 'City/District' with a red asterisk: a dropdown menu with 'Select District.' as the placeholder.
  - 'Pincode/Postal Code' with a red asterisk: a text input field with 'PIN Code' as a placeholder.
  - 'Is Permanent Address Same as Correspondence address?' with a red asterisk: two radio buttons, 'Yes' and 'No'.
- Permanent Address:** This section contains three input fields:
  - 'Address Line 1' with a red asterisk: a text input field.
  - 'Address Line 2': a text input field.
  - 'Country' with a red asterisk: a dropdown menu with 'Select Country' as the placeholder.



#### 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 *	School/ Institute Name *	Year of Passing *
<input type="text" value="GGGG"/>	<input type="text" value="GGGGG"/>	<input type="text" value="2016"/>
Marks Obtained *	Maximum Marks *	Percentage of Marks *
<input type="text" value="400"/>	<input type="text" value="500"/>	<input type="text" value="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		
<input type="text" value="Qualification Degree Name"/>		
Institute Passed from	Month and Year of Passing	Subjects
<input type="text" value="Institute Passed from"/>	<input type="text" value="mm/yyyy"/>	<input type="text" value="Subjects"/>
Marks Obtained	Maximum Marks	Percentage of Marks
<input type="text" value="Marks Obtained"/>	<input type="text" value="Maximum Marks"/>	<input type="text" value="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
------------------	--------------------	-----------------------	-----------------------	-----------	--------------------

**Test City**

Preferred State 1\*

Chandigarh

Preferred Test City 1\*

Chandigarh

Preferred State 2\*

Jammu and Kashmir

Preferred Test City 2\*

Jammu

Preferred State 3\*

Uttar Pradesh

Preferred Test City 3\*

Noida

**Note:** 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.

## 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

**Note:** Passport size photograph (Size 276 x 354 pixels) in colour.

**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

Mode of payment \*

☒ Online

Declaration

☐ I undertake to work anywhere in the State 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 selection process, my candidature may be cancelled and action can be taken against me by the Board.  
☐ I have read the advertisement and the relevant Services 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 and/or Criminal Proceedings consequent upon such act/activity.  
☐ I Agree

- 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 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

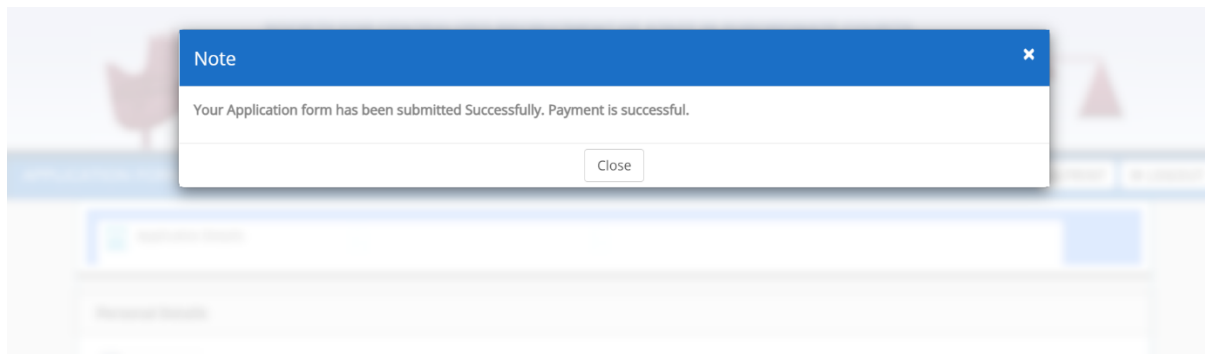
PayU Privacy Policy

Verified VISA MasterCard SecureCode RuPay SafeKey

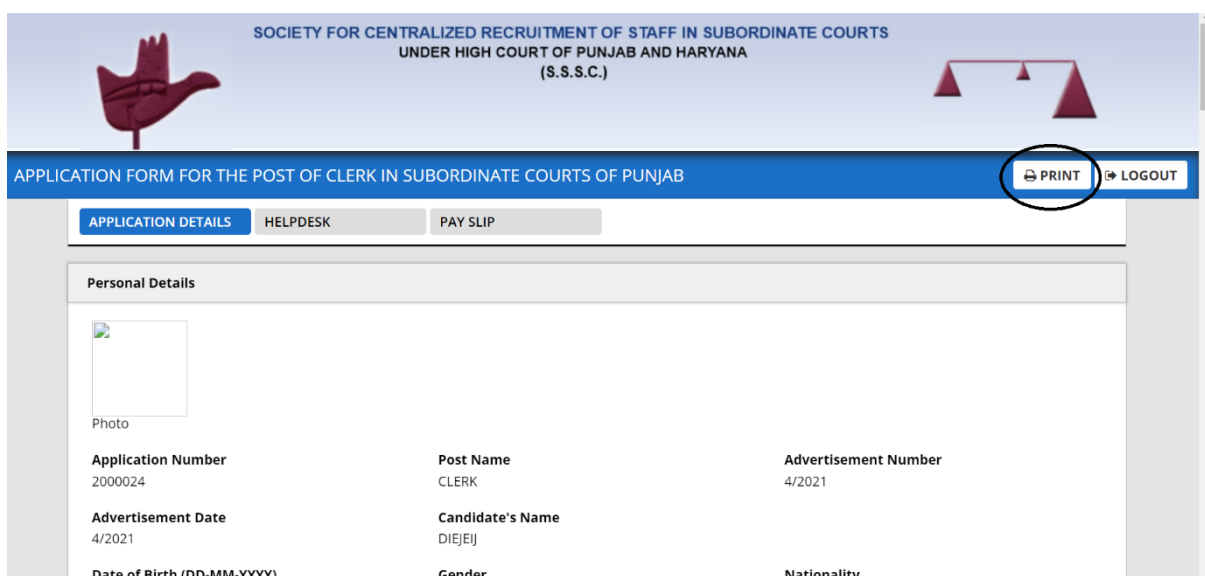
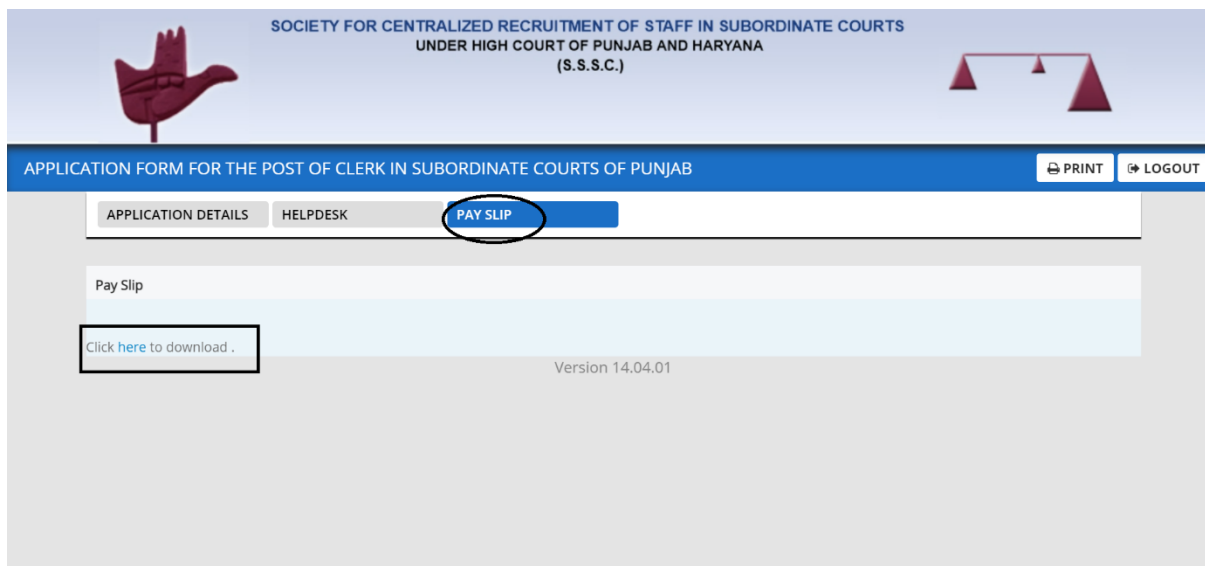
- After successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, exam fee and post applied for) will be generated. It

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.



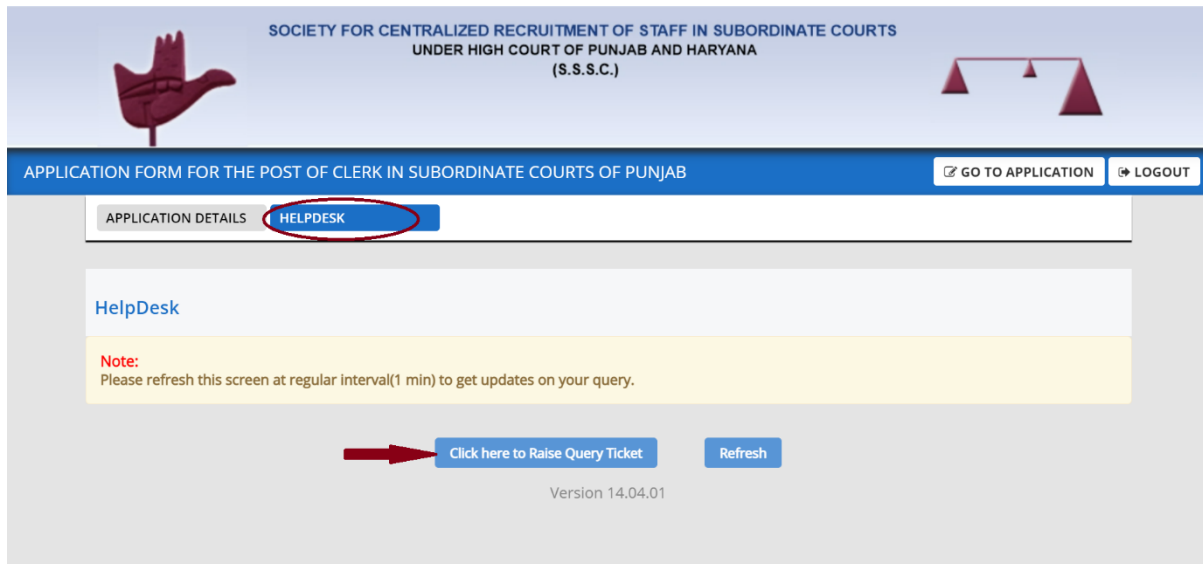
- d. You can download & print the payment slip and application form for future reference. Refer below image.



## Help Desk

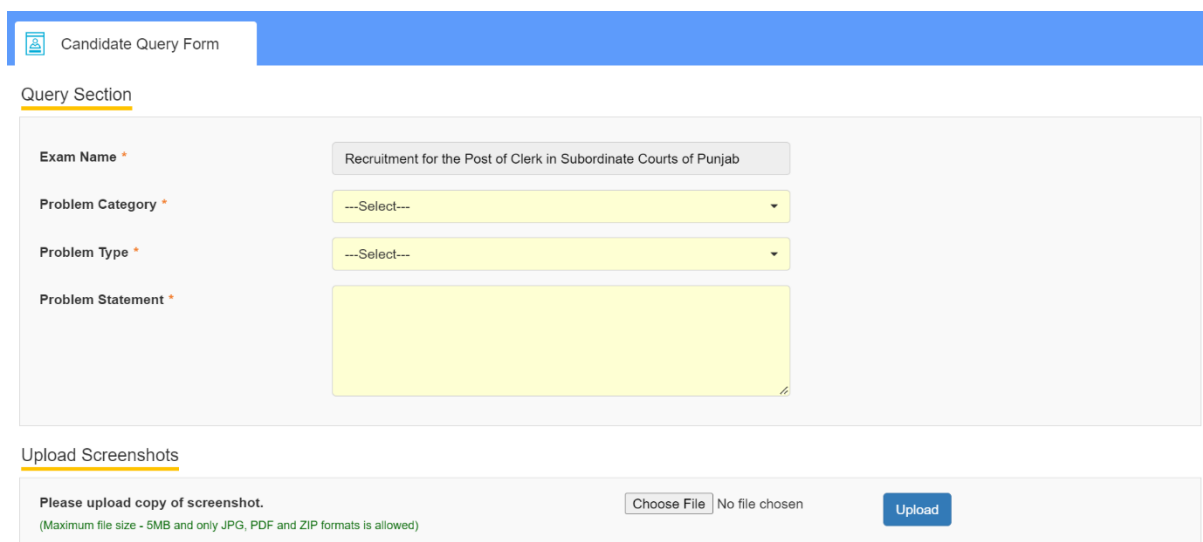
If any candidate is facing some problem, while filling online Application form: -

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 header of the portal with the logo of the Society for Centralized Recruitment of Staff in Subordinate Courts under the High Court of Punjab and Haryana (S.S.S.C.). Below the header, there is a navigation bar with 'APPLICATION DETAILS' and 'HELPDESK' (highlighted with a red circle). The main content area is titled 'HelpDesk' and contains a note: 'Note: Please refresh this screen at regular interval(1 min) to get updates on your query.' Below the note, there is a red arrow pointing to a button labeled 'Click here to Raise Query Ticket', and a 'Refresh' button. The version number 'Version 14.04.01' is displayed at the bottom.


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 title 'Candidate Query Form'. Below the header, there is a 'Query Section' with the following fields: 'Exam Name' (set to 'Recruitment for the Post of Clerk in Subordinate Courts of Punjab'), 'Problem Category' (dropdown menu), 'Problem Type' (dropdown menu), and 'Problem Statement' (text area). Below the 'Query Section', there is an 'Upload Screenshots' section with a message: 'Please upload copy of screenshot. (Maximum file size - 5MB and only JPG, PDF and ZIP formats is allowed)'. It includes a 'Choose File' button, a 'No file chosen' status, and an 'Upload' 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 Details

User Details

Registration Number	2000037	Name	YADWINDER KUMAR
Mobile Number	7696475277	Email Id	yadv@gmail.com

Helpdesk Details

Ticket Number	36	Exam Name	Recruitment for the Post of Clerk in Subordinate Courts of Punjab
Problem Category	Application Form		
Problem Type	Photo/Signature Not Visible	Problem Statement	hvhvh mbkhhb

  
Grievance Screenshot5