

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

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No.:- 56/S.S.S.C.

Dated:- 30/01/2026

NOTICE

Advt. No. 34S/SSSC/PB/2025

It is for the information of all the concerned candidates that English Shorthand & Transcription Test and Spreadsheet Test for the posts of Stenographer Grade-III in the Subordinate Courts of Punjab will be held on 21.02.2026 (tentatively) with Reporting Time: 9:00 A.M. at Chandigarh University, NH-95 Chandigarh-Ludhiana Highway, Gharuan, Mohali, Punjab.

It is further informed that E-Admit Cards will be uploaded on 13.02.2026 (tentatively) which can be downloaded by using Registration I.D. and registered mobile number.

All candidates are directed to carefully read and follow the instructions mentioned on the E-Admit card.

Any notice/corrigendum pertaining to any aspect of the said Test will be uploaded on the official website of S.S.S.C. i.e. www.sssc.gov.in. Therefore, candidates are advised to visit official website of S.S.S.C. regularly.

Note: - No request from any candidate for change of Examination Date, Time and Venue shall be entertained.

Test Duration: - The duration of dictation will be of 5 minutes and 20 minutes will be given for its Transcription. The Spreadsheet Test will be of 10 minutes duration.

CRITERIA FOR EVALUATING ENGLISH SHORTHAND TRANSCRIPTED SHEETS

Mistakes:

1. Every **omission** of a word, mark or figure including omission of a definite (the) or indefinite article (a or an).
2. Every **substitution** of a word or figure in place of word or figure as dictated.
3. Every **addition** of a word or figure not occurred in the passage dictated.
4. **Mis-spelling** including **transposition** and **repetition** of letters in a word and also **omission** of letter/letters/figure from a word/figure.
5. Wrong use of capital letter for small letter and vice-versa.
6. Where there is **no space** between two words in that case a Mistake will be counted.

However, undesired space between the two words will be ignored but if there is undesired space between a word and Full Stop (.) then one mistake will be counted.

Note:-

- i) More than one error in a **single** word: All the errors are counted but the total mistakes counted in a single word will be treated as one mistake.
- ii) There is no provision of half mistake. Every mistake will be counted as one mistake.
- iii) Mistake of putting sub rule or sub-section without bracket or with bracket and in small or capital letters with hyphen or no hyphen will also be ignored.
- iv) Substitution of currency value with words or figures will also be ignored.
- v) No mistake of paragraph indenting.
- vi) Substitution of the way of writing dates will be ignored for example:
04 July, 1990 or 04/07/1990 or 04.07.1990 or 04-07-1990.
- vii) There are some more types of examples which can be typed eitherway will be ignorable or similar type of words will be ignorable: e.g.

% - *percent*
& - *and*
₹ - *Rs. - Rupees*
Ld. - *Learned*
v/s - *vs. - Versus*
u/s - *Under Section*
and similar types of such words.

However, Arbitrary abbreviation will be treated as mistake.

- viii) Evaluator in his discretion may treat any word as mistake if found to be incorrectly typed as per common sense and standard practices of Stenography, provided the same formula is uniformly applied to all the candidates.
- ix) Although full caution has taken to rule out the possibility of any doubt even then in case of any discrepancy or anomaly or variation or doubt for any word, letter, figure, symbol or mark may be removed/solved at any stage of the recruitment process.

Sd/-
Member Secretary
S.S.S.C.