

HOW TO FILL THE APPLICATION FORM

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

Procedure for Submitting Online Applications through SSSC Recruitment Portal:

<https://cdn3.digialm.com/EForms/configuredHtml/32046/96555/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/UPI).
- 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 colored Passport size photograph (one month old) (4.5 cm length x 3.5 cm width) or (276*354 pixels) and it should be size of minimum 80 KB and maximum 200 KB.
 - 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/UPI).
 - After final submission of Online Application Form by the candidate, no change will be allowed, and the 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 his/her 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, candidates will have to go through three major steps: -
 1. Registration
 2. Application Form filling
 3. Payment

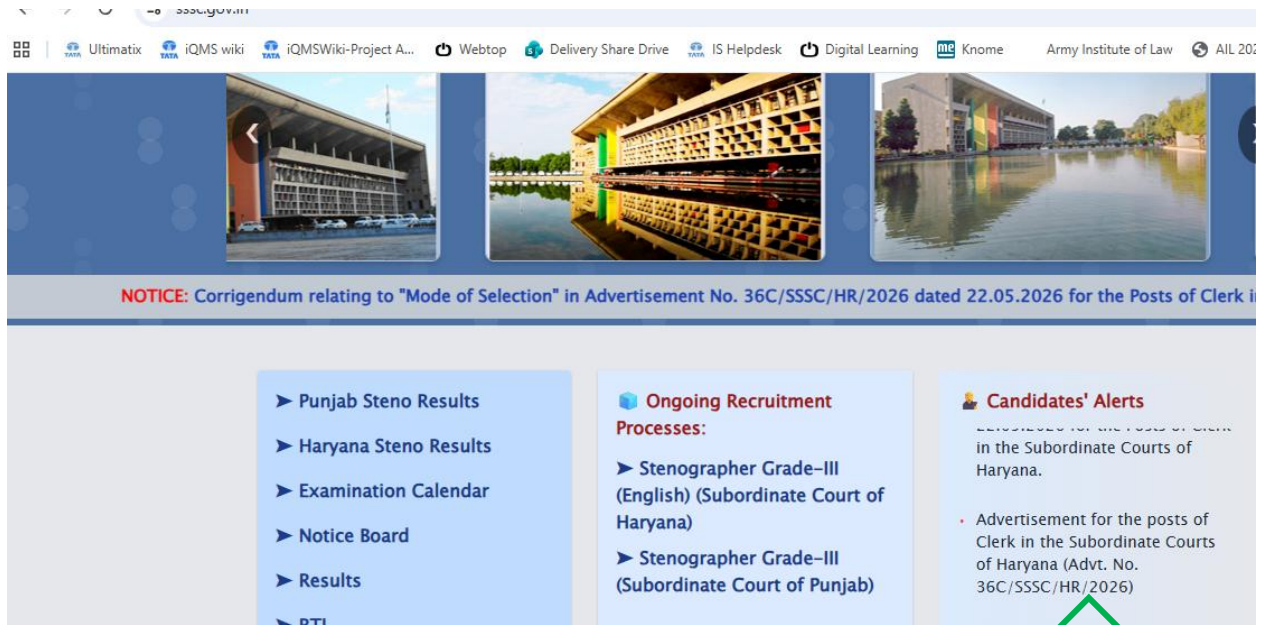
1. How to Register

The following steps are to be followed to complete the registration process: -

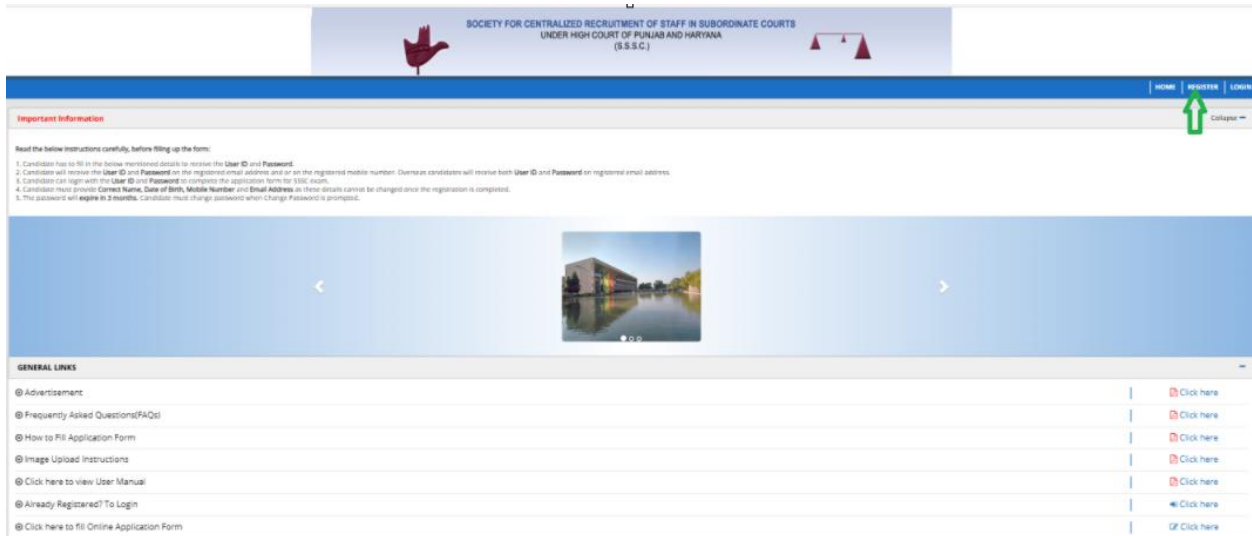
- a. Candidate will have to visit Recruitment Portal for submission of Online Application and for recruitment related information

<https://cdn3.digialm.com/EForms/configuredHtml/32046/96555/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>

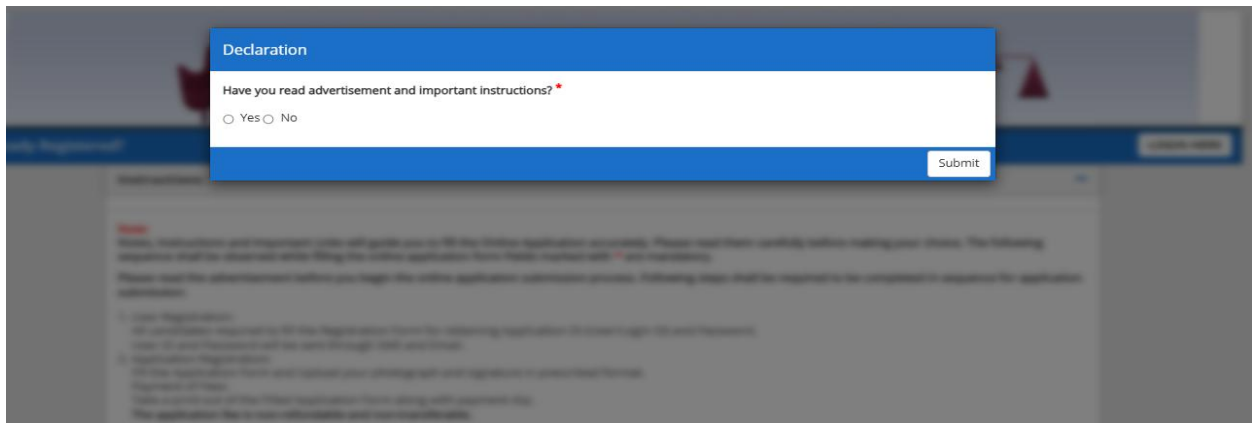


- b. After clicking on this URL, the candidate will be forwarded to the next page. (Ref. image 1.2). Once after reading all relevant information, candidate may proceed for registration process by clicking on the Register button on the top right-hand side corner. (Registration is a one-time activity).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

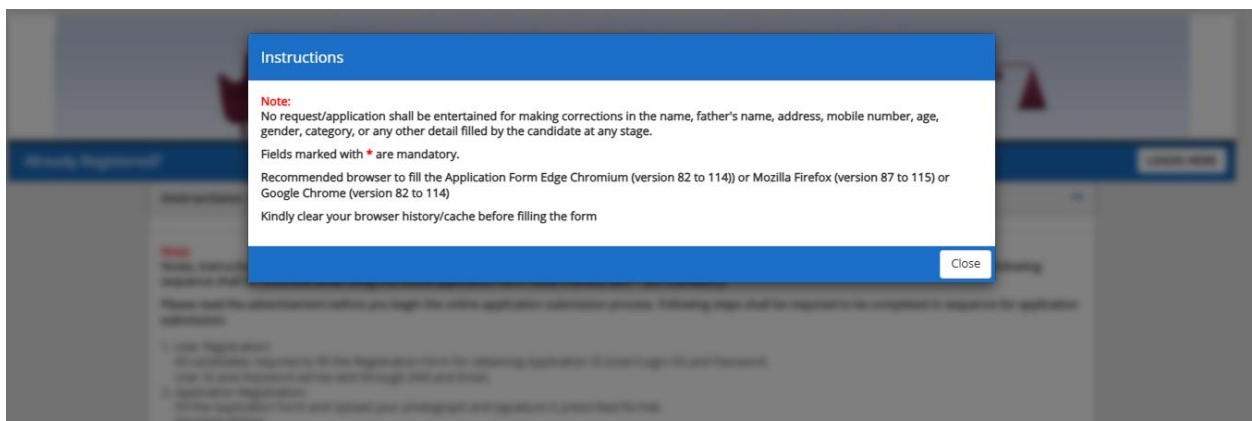


(Ref. Image: - 1.2)

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

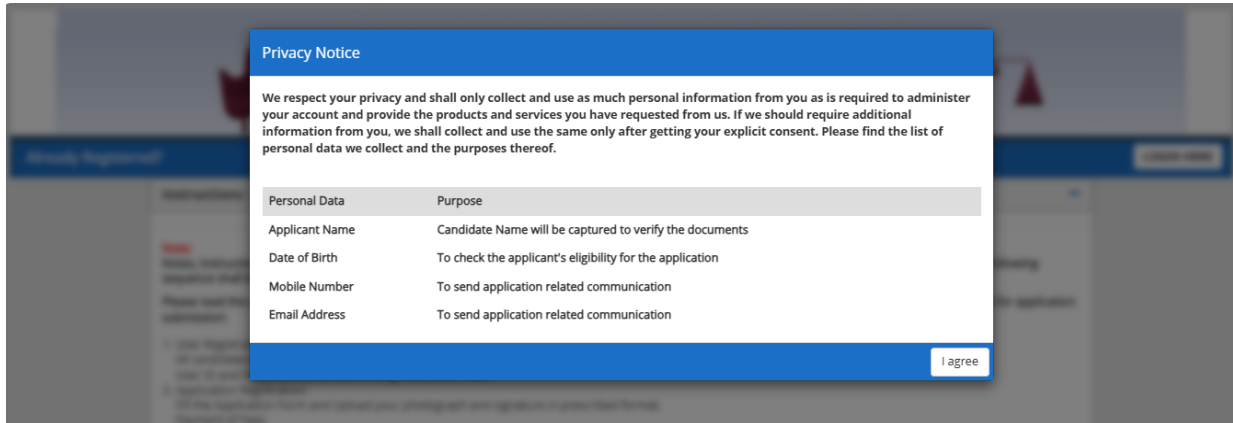


d. A dialog box will open showing instructions regarding any changes in filled form. Candidates are required to click on the Close button after reading the Notes. (Ref Image: - 1.3)



(Ref Image: - 1.3)

- e. A dialog box will open showing below screenshot after clicking on Close button in above screenshot. Click on **“I agree”** button to proceed further (Ref Image: - 1.4)



(Ref Image: - 1.4)

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

Already Registered? LOGIN HERE

RECRUITMENT FOR THE POST OF CLERK IN SUBORDINATE COURTS OF HARYANA

Personal Details

Post Name: * Clerk in Subordinate Courts of Haryana Advertisement Number: * 36C/SSC/HR/2026

Advertisement Date: * 05.04.2025

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., Mrs., Shri, Smt., Prof. etc.)

Date of Birth (DD/MM/YYYY): * dd/mm/yyyy Age as on 01.01.2026 0Years 0Months 0Days

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


Gender: * Male Female Other

Mobile No: * Mobile No Confirm Mobile No: * Confirm Mobile No Alternate Mobile Number: Alternate Mobile No

Email ID: * Confirm Email ID: *

(Ref. Image: - 1.5)

- g. Candidates must fill these details carefully as these details cannot be edited/changed at a later stage. After filling in these details, candidates need to agree with the declaration shown on screen by clicking on the radio button on the left-hand side corner of the screen and also to fill Captcha characters in the box provided in the middle of the form. A Captcha box which is special set of characters displayed on the screen. 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 (). Besides, the Captcha Box to refresh the letters. Click on Reverify button (Ref. Image: - 1.6).

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.



Type characters as shown in image

?

Note: Captcha is case insensitive.



REVERIFY

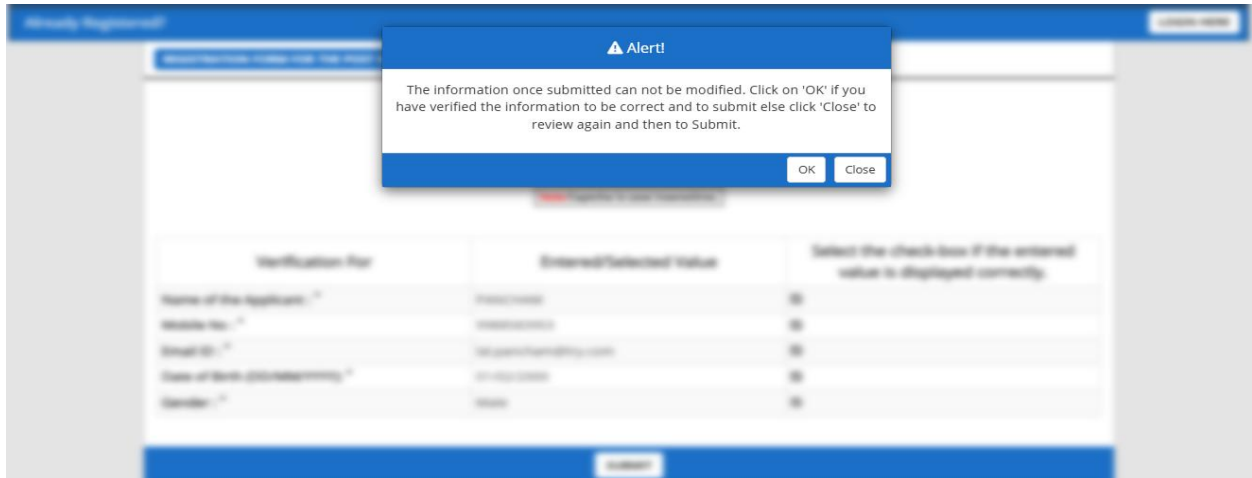
(Ref Image: - 1.6)

h. After clicking on **'Reverify'** the image below will be displayed on the screen which will show the purpose of your personal data sought. Candidates are required to click on checkboxes to verify data (Ref. Image)

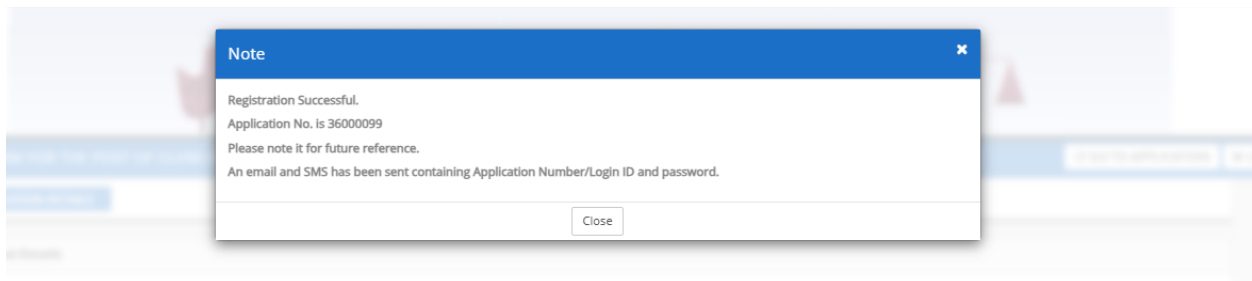
Verification For	Entered/Selected Value	Select the check-box if the entered value is displayed correctly.
Name of the Applicant : *	PANCHAM	<input checked="" type="checkbox"/>
Mobile No : *	9988583953	<input checked="" type="checkbox"/>
Email ID : *	lal.pancham@try.com	<input checked="" type="checkbox"/>
Date of Birth (DD/MM/YYYY): *	01/02/2000	<input checked="" type="checkbox"/>
Gender : *	Male	<input checked="" type="checkbox"/>

SUBMIT

- i. Click on **'Submit'** if Candidate has verified the information to be correct and click **'Close'** if candidate wants to review again before Submit. (Ref. Image: - 1.7)
- j. After clicking on the **'OK'** button, note regarding candidate's successful registration showing registration number will appear on screen and Candidate may note down the Registration ID. (Ref. Image: - 1.7a)



(Ref. Image: - 1.7)



(Ref. Image: - 1.7a)

- k. 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).
- l. Thereafter a box containing Application number along with candidate's personal details will also be shown at screen. In this box "**Applicant details**" option will be displayed on the top of left corner. Now candidates need to click on "**Go To APPLICATION**", shown in top of right corner, to fill their application form. (Ref. Image: - 1.8)

APPLICATION DETAILS		
Personal Details		
Application Number 36000099	Post Name Clerk in Subordinate Courts of Haryana	Advertisement Number 36C/SSSC/HR/2026
Advertisement Date 05.04.2025	Candidate's Name ASDDFASDF	

(Ref. Image: - 1.8)

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 needs to click on '**LOGOUT**' button on the right-side corner on screen and later when he/she wants to fill application form then he/she has to reach again to Recruitment Portal for submission of Online Application form, URL

<https://cdn3.digialm.com/EForms/configuredHtml/32046/96555/Index.html>

Application Login


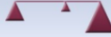
which is also available on the SSSC website. Then candidate must click on the '**Login**' button (Ref image 2.1) at the top right corner of the page and enter his/her user ID & Password to fill application form.

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.

(Ref. Image: - 2.1)



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

Login

Login to Fill/Submit/View Application Form

Application No./Login ID:*

PASSWORD: *




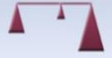
Type characters as shown in image

LOGIN

New? Register Here

FORGOT USER ID/PASSWORD
CHANGE PASSWORD

click on **“Go To APPLICATION”**, shown in top of right corner, to fill their application form.


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

 GO TO APPLICATION
 LOGOUT

APPLICATION DETAILS

Personal Details

Application Number 36000099	Post Name Clerk in Subordinate Courts of Haryana	Advertisement Number 36C/SSSC/HR/2026
Advertisement Date 05.04.2025	Candidate's Name ASDDFASDF	

Instructions ✕

Note:
Kindly use Edge Chromium (version 82 to 114) or Mozilla Firefox (version 87 to 115) or Google Chrome (version 82 to 114) browser to fill in the Application Form.

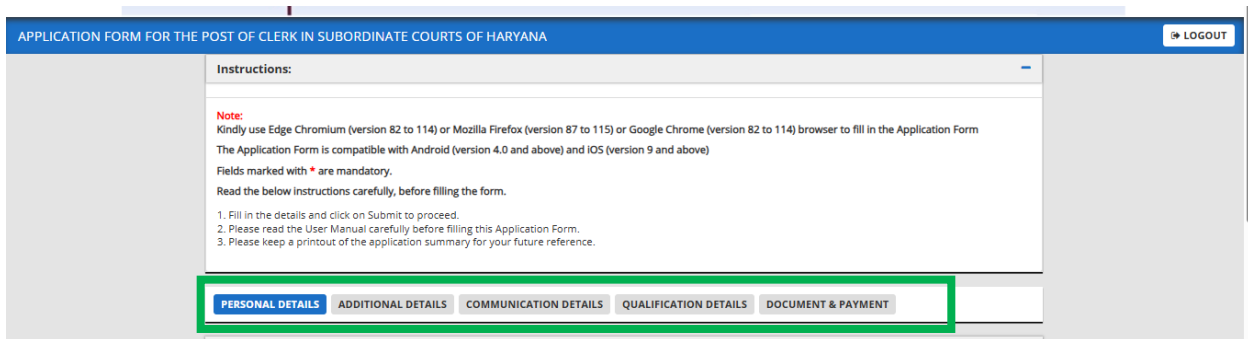
The Application Form is compatible with Android (version 4.0 and above) and IOS (version 9 and above)

Fields marked with * are mandatory.

Close

There are five tabs under Application Form:

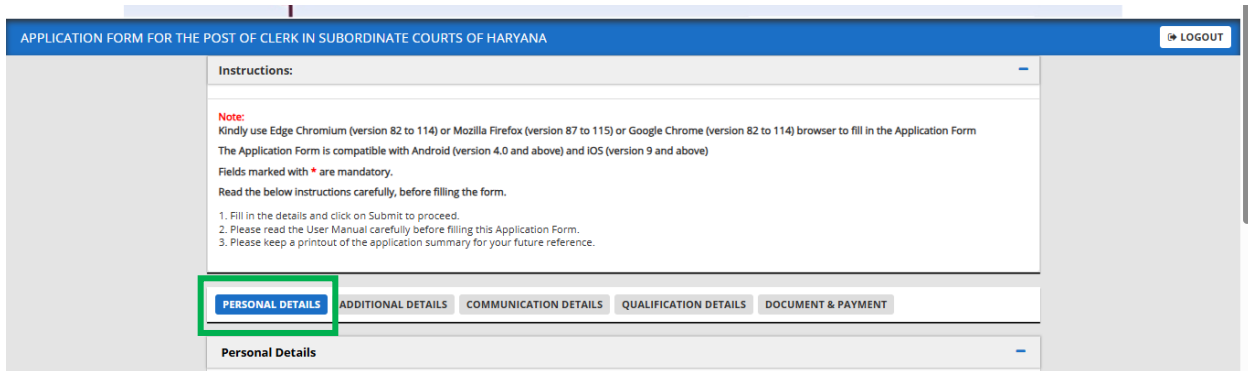
- i) PERSONAL DETAILS (Fill up all the required information such as Identification Mark, Identity Proof, Nationality, Domicile status, Marital Status, Parents Details, Category Details or any details specific to applied position as required)
- ii) ADDITIONAL DETAILS
- iii) COMMUNICATION DETAILS
- iv) QUALIFICATION DETAILS
- v) DOCUMENT & PAYMENT (Ref Image: - 2.2)



(Ref Image: - 2.2)

i) **PERSONAL DETAILS**

- Candidate must fill in the personal details.
- After filling personal details candidate will click on 'SAVE & NEXT' button to proceed to next page i.e., 'ADDITIONAL DETAILS.'



ii) **ADDITIONAL DETAILS**

- Candidate must fill in the Additional Details.

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

Instructions:

Note:
Kindly use Edge Chromium (version 82 to 114) or Mozilla Firefox (version 87 to 115) or Google Chrome (version 82 to 114) browser to fill in the Application Form
The Application Form is compatible with Android (version 4.0 and above) and IOS (version 9 and above)
Fields marked with * are mandatory.
Read the below instructions carefully, before filling the form.

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 DOCUMENT & PAYMENT

iii) COMMUNICATION DETAILS

- Candidate must fill the Communication Details.

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

Instructions:

Note:
Kindly use Edge Chromium (version 82 to 114) or Mozilla Firefox (version 87 to 115) or Google Chrome (version 82 to 114) browser to fill in the Application Form
The Application Form is compatible with Android (version 4.0 and above) and IOS (version 9 and above)
Fields marked with * are mandatory.
Read the below instructions carefully, before filling the form.

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 DOCUMENT & PAYMENT

iv) QUALIFICATION DETAILS

- Candidate must fill the Qualifications Details.

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

Instructions:

Note:
Kindly use Edge Chromium (version 82 to 114) or Mozilla Firefox (version 87 to 115) or Google Chrome (version 82 to 114) browser to fill in the Application Form
The Application Form is compatible with Android (version 4.0 and above) and IOS (version 9 and above)
Fields marked with * are mandatory.
Read the below instructions carefully, before filling the form.

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** DOCUMENT & PAYMENT

Qualification Details

- After filling in Qualifications Details candidate will click on '**SAVE & NEXT**' button to proceed to next page i.e. DOCUMENT & PAYMENT Page.

v) **DOCUMENT & PAYMENT**

- The candidate must upload all the mentioned documents in this page.

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

Instructions:

Note:
Kindly use Edge Chromium (version 82 to 114) or Mozilla Firefox (version 87 to 115) or Google Chrome (version 82 to 114) browser to fill in the Application Form
The Application Form is compatible with Android (version 4.0 and above) and IOS (version 9 and above)
Fields marked with * are mandatory.
Read the below instructions carefully, before filling the form.

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** **DOCUMENT & PAYMENT**

- Thereafter the candidate must read and agree with declarations shown on screen by clicking on each declaration.

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

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

Declaration

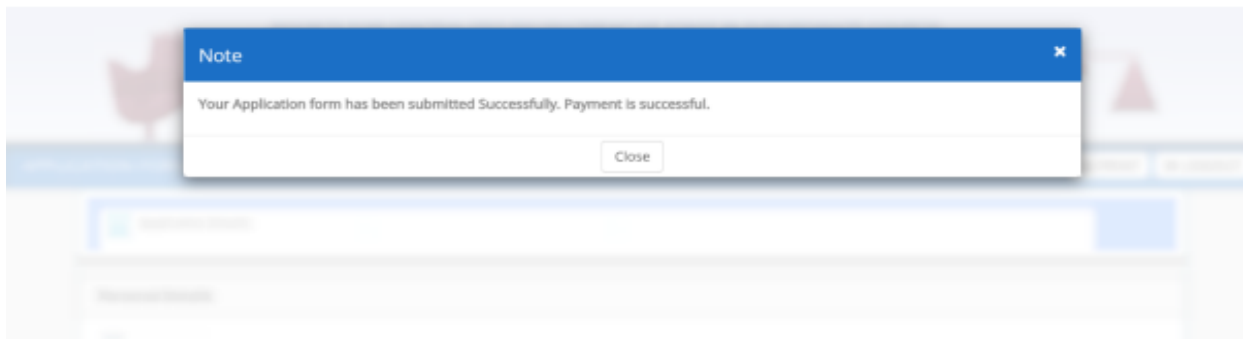
- I undertake to work anywhere in the State of Haryana where I may be posted, if selected
- I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge & belief. In the event of any information being found false or incorrect, or any 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.

393999
Type numbers as shown in image

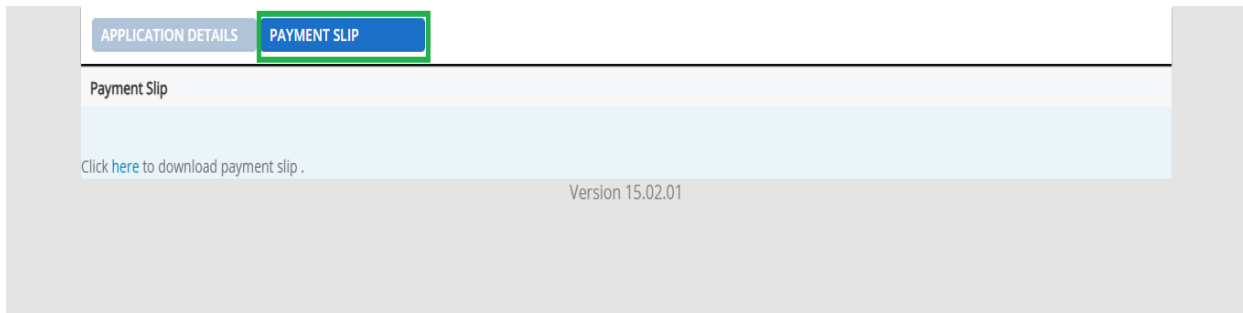
- Candidate has three options '**BACK**' '**PREVIEW**' and '**SUBMIT**' at the end of this page. Candidates may click on **BACK** button to go to the previous page to recheck his/her details, on **PREVIEW** button to review all the information filled by him/her in his form. After checking the information 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/she must make an online payment through – Internet Banking / Debit Card / Credit Card/UPI from listed bank to pay the mentioned fee of application form. After completing the payment transaction, the online application form is considered submitted.
- 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 message will appear.



- d. Candidate can download & print the payment slip and online application form for future reference.

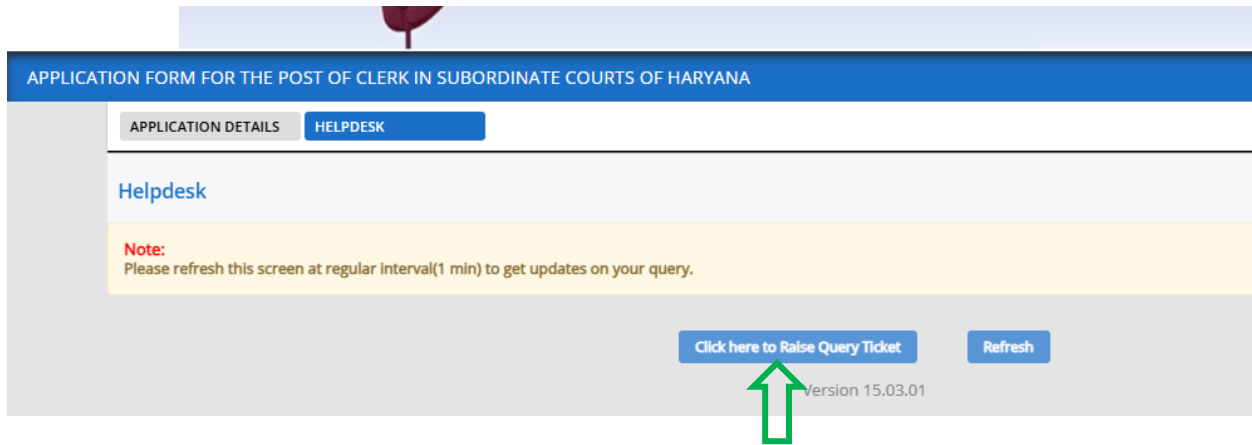


4. Help Desk

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

1. Candidate can raise one or more queries by clicking on 'Click here to Raise Query Ticket' in Helpdesk Portal.

2. On Clicking 'Click here to Raise Query Ticket' button in 'Your Selection' tab, Query Form will open.
(Refer Image 3.1)



(Refer Image 3.1)

3. Here candidate can select 'Problem Category' & 'Problem Type' and fill Problem Statement. Click on 'Submit' Query.

4. Candidate needs to upload a screenshot image of the problems being faced at 'UPLOAD' button.

5. After uploading the screenshots candidates should click on the '**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 the candidate for future reference of his/her queries.

