

No. 42/164/2008-3GS-II

From

The Chief Secretary to Government of Haryana.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. All the Commissioners, Ambala/Hisar/Rohtak and Gurgaon Divisions.
4. The Registrar, Punjab & Haryana High Court, Chandigarh.
5. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated, Chandigarh the 21st May, 2014.

Subject:-

1. Change of nomenclature of the posts of 'Data Entry Operator', 'Office Associates', 'Clerk-cum-Computer Operator', 'Clerk-cum-Typist' etc. to a uniform nomenclature of 'Clerk'.
2. Up gradation of minimum educational qualifications for the post of Clerks, Steno-typists, Junior Scale Stenographers & Sr. Scale Stenographers in the Government Departments.
3. Introduction of State Eligibility Test in Computer Appreciation and Application as part of the service requirements for Clerks, Steno-typists, Junior Scale Stenographers & Sr. Scale Stenographers.

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Sir/Madam,

I am directed to invite your attention to the State Government letter No. 42/164/2008-3GSII, dated 11.10.2013 read with letter No. 42/164/2008-3GS-II, dated 7.11.2013 on the subject cited above and to say that the government has decided that in case of promotion to the post of Clerk from Group-D employees and Restorer etc. the up gradation of minimum educational qualification i.e. 10+2 as fixed vide letter No. 42/164/2008-3GSII, dated 11.10.2013 read with letter No. 42/164/2008-3GS-II, dated 7.11.2013 will be made applicable

with prospective effect i.e. for those Class-IV employees and Restorers who have been/will be recruited after 7.11.2013.

2. Other terms and conditions regarding SETC will remain unchanged.

3. This may please be brought to the notice of all concerned for compliance.

Yours faithfully,


(Bhim Singh Negi)

Under Secretary to Government, Haryana,
Protocol Department.

Endst. No. 42/164/2008-3GS-II,

Dated 21st May, 2014

A copy each is forwarded to the following for information and necessary action:-

1. The Financial Commissioner and Principal Secretary to Government, Haryana, Finance department.
2. The Registrar, Maharishi Dayanand University, Rohtak/ Kurukshetra University, Kurukshetra/Haryana Agricultural University, Hisar/ Guru Jambheshwar University, Hisar/ Ch. Devi Lal University, Sirsa/ Pt. B.D.Sharma University of Medical & Health Sciences, Rohtak and Bhagat Phool Singh Mahilla Vishwa Vidyalaya, Khanpur Kalan, Sonapat.
3. All the managing Directors/CAs of Boards/Corporations/State Public Sector Undertakings.
4. The MD/HARTRON.
5. The Secretary, Council of Ministers, Haryana.
6. The State Informatics Officer (NIC), Haryana Civil Secretariat, Chandigarh for uploading on the websites of the State Government and Chief Secretary's office as well. He is also requested to send this letter by e-mail to all concerned.
7. The Secretary, Haryana Staff Section Commission, Sector-2, Panchkula.


(Bhim Singh Negi)

Under Secretary to Government, Haryana,
Protocol Department.