

Dated: 02-02-2017

To

1. All the Administrative Secretaries in Haryana State.
2. All the Head of Departments in Haryana State.
3. All the MDs/CAs/CEOs of Boards/Corporations in Haryana State.
4. All the Divisional Commissioners in the Haryana State
5. All the Deputy Commissioners in the Haryana State
6. All the Registrars of Universities in Haryana State.

Subject: Organizing of training and conducting of exam for employees promoted to the post of Clerk from Class-IV and also grant of 3 months time for not reverting them.

Sir/Madam,

I am directed to refer to this Department's instructions issued vide number 42/164/2008-3GS.II, dated 07.11.2013 vide which type test was substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirements for Clerks, Steno-typists etc who have been appointed by direct recruitment or by promotion. It was also mentioned in these instructions that the candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years extendable by one year in case of direct recruitment. The candidate appointed against the aforesaid categories of posts in Group-C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year failing which he/she will be reverted back.

2- Now the State Government has decided to provide training aid to the Clerks who were promoted on the post of Clerk and still have not cleared the SETC. This training will be imparted by the HARTRON. The HARTRON will also conduct SETC exam every month i.e. February, March and April 2017, so that these persons get adequate opportunity to clear the exam by 30th April, 2017.

3- The State Government has also decided that no reversion shall be made till 30th April, 2017.

These instructions may be brought to the notice of all concerned.

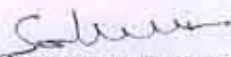


Under Secretary Protocol
for Chief Secretary to Government, Haryana.

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

Dated, Chandigarh, the 02-02-2017

A copy is forwarded to the Managing Director, HARTRON for information and necessary action.



Under Secretary Protocol
for Chief Secretary to Government, Haryana.

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

From

The Chief Secretary to Government, Haryana,
Chandigarh.

To

The Principal Secretary to Government, Haryana,
Electronics & I.T. Department,
Chandigarh.

Dated, Chandigarh, the 02.02.2017.

Subject: Organizing of training and conducting of exam for employees promoted to the post of Clerk from Class-IV.

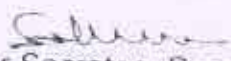
Sir,

I am directed to refer to the subject noted above and to say that last opportunity has been given to the Class-IV employees who were promoted on the post of Clerk i.e. Class-III. They have to clear their State Eligibility Test in Computer Appreciation & Applications (SETC) by 30th April, 2017. Accordingly you are requested to do the following -

1. Organize training at Haryana Civil Secretariat, Chandigarh on the 9th floor and also at New Haryana Civil Secretariat, Sector-17, Chandigarh/HARTRON Office, Panchkula.
2. Conduct the SETC exam every month i.e. in February, March and April, 2017 so that these persons get adequate opportunity to clear the exam.

This issues with the approval of Competent Authority

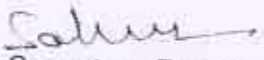
Yours faithfully,


Under Secretary Protocol
for Chief Secretary to Government, Haryana.

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

Dated, Chandigarh, the

A copy of the above is forwarded to the Private Secretary to Chief Secretary, Haryana for kind information of Worthy Chief Secretary please


Under Secretary Protocol
for Chief Secretary to Government, Haryana.