

No. 42/164/2008-3GS-II
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-II Branch)

Dated: Chandigarh, the ^{22nd} October, 2020

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of the Departments/Boards/Corporations/Universities of Haryana.
3. All the Divisional Commissioners in Haryana.
4. The Registrar (General) Punjab & Haryana High Court.
5. All the District & Session Judges, in Haryana.
6. All the Deputy Commissioners of Haryana.

Dated Chandigarh, the 22 October, 2020.

Subject: 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.

Upgradation of minimum educational qualifications for the post of Clerks Steno-typist, Junior Scale Stenographers and Senior Scale stenographers in the Government Departments.

Introduction of State Eligibility Test in Computer Appreciation and Application as part of the service requirements for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers.

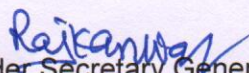
Sir/Madam,

I am directed to invite your attention to Government instructions of even number dated 7th November, 2013 on the subject noted above and to say that vide this letter the minimum educational qualification was upgraded from Matriculation to 10+2 for the purpose of direct recruitment and also for promotion from Group D posts and Restorer etc. Later on, vide instructions of even number dated 21st May, 2014 it was clarified that the upgraded qualification for promotion from Group D posts and Restorer etc. would be applicable with prospective effect, i.e. to those Group D employees or Restorers etc. who were appointed to these posts after 07.11.2013.

2. It has come to notice that some of the Departments are not implementing these instructions properly and Group D employees, Restorer etc. recruited prior to 7th November, 2013 having qualification of Matriculation are not being considered for appointment by promotion to the post of Clerk on the ground that they have not acquired the minimum qualification of 10+2 as per Govt. instructions dated 7th November, 2013. As already clarified vide instructions dated 21st May, 2014 it is reiterated that the upgraded qualification of 10+2 for promotion shall be applicable to those who have been appointed to Group D post and Restorer etc. after 07.11.2013 and not to those who have been appointed on regular basis on or prior to 07.11.2013.

3. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,


Under Secretary General Administration,
for Chief Secretary to Government Haryana.