

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 11th October, 2013.

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.

Sir/Madam,

I am directed to refer to the subject cited above and to say that in supersession of letter No. 42/164/ 2008 - 5GSI, dated 14.12. 2009 and No. 42/164/ 2008 - 5GSI, dated 03.6.2010, the government after careful consideration of the matter has decided as under:-

1. Nomenclature of the posts of 'Clerk-cum-Computer Operator', 'Office Associate', 'Clerk-cum-Data Entry Operator', 'Data Entry Operator' and 'Clerk-cum Typist' etc is changed to a single and uniform nomenclature of 'Clerk' in all the government departments.
2. Minimum Educational Qualifications for the post of Clerk, Steno-typist, Junior Scale Stenographer & Sr. Scale Stenographer in the Government Departments is upgraded from matriculation to 10+2 level for direct recruitment as well as for promotion from Group-D employees and Restorer etc. All the departments shall amend their Service Rules accordingly.

3. Type test is substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirements for Clerks, Steno-typists, Junior Scale Stenographers & Sr. Scale Stenographers. State Eligibility Test in Computer Appreciation and Applications (SETC) which shall be post requisite condition/qualification and all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers & Sr. Scale Stenographers shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) in the Government Departments/Organizations. Besides, Steno-typists, Junior Scale Stenographers & Sr. Scale Stenographers shall have also to qualify stenography test as prescribed in the service rules of the department concerned.

4. 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 the group 'C' shall not be entitled to earn any increment in his 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, Junior or Senior Scale Stenographer 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.

5. The Government of Haryana hereby authorize the Haryana State Electronic Development Corporation Limited (HARTRON), as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with a test in typing speed in accordance with the syllabus as prescribed by the Government for the purpose. The test would be conducted by the HARTRON quarterly. The 'pass' certificate issued by HARTRON would be accepted as an evidence of the fulfilment of the prescribed condition of the proposed service rules.

6. The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.

7. Typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed would be tested on computers.

8. The Government would re-imburse the fees, maximum for three chances, paid by the employee concerned in acquiring the prescribed test on production of the requisite Certificate or after passing the State Eligibility Test in Computer Appreciation and Applications (SETC) from HARTRON, at the rates approved by the Government from time to time.

9. The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-

- (i) M. Tech/ B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognised institutions e.g. Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognised centre established under the National Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State – Certificate in Information Technology [HS-CIT] from the Authorised Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/ employees who have already passed the SETC and the same are valid at the time of joining the service.
- (v) Physically disabled candidates.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing speed' part of the State Eligibility Test in Computer Appreciation and Applications (SETC).

10. The test would be applicable from the date of issue of these instructions.

11. All the departments should adopt these instructions and incorporate the above provisions in their Service Rules within a period of one month at the level of concerned Administrative Secretaries without obtaining the approval of CMM, General Administration Department, Finance Department and HSSC. However, the departments should get the rules vetted from the Law Department before getting the same notified in accordance with these

instructions. A copy of amended Service Rules be supplied to the General Administration Department (in GS-II Branch) immediately.

12. These instructions may please be brought to the notice of all concerned for immediate compliance.

Yours faithfully,



(Bhim Singh Negi)

Under Secretary to Government, Haryana,
Protocol Department.

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

Dated 11th October, 2013

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 with reference to his U.O. No. 3/3/2012-1FG-1/9447(13), dated 29.4.2013.
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 with reference to his U.O.No. 9/89/2013-2Cabinet, dated 06.8.2013.
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 w.r.t. his letter No. HSSC-5R-II/1071, dated 01.5.2013.



(Bhim Singh Negi)

Under Secretary to Government, Haryana,
Protocol Department.

[Extract from Haryana Government Gazette (Extra.), dated the 11th October, 2013]

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT

Notification

The 11th October, 2013

No. 42/164/2008-3GSII.—The Governor of Haryana is pleased to rescind the Notification No. 42/164/2008-5GSI, dated 29th October, 2009 with immediate effect.

P.K. CHAUDHERY,
Chief Secretary to Government, Haryana.