

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 07<sup>th</sup> November, 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, No. 42/164/ 2008 - 5GSI, dated 03.6.2010 and in continuation of letter No. 42/164/2008-5GS-II, dated 11.10.2013, 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. However, in five departments i.e. Haryana Civil Secretariat, Haryana Vidhan Sabha Secretariat, Haryana Law & Legislative, Haryana Financial Commissioner Revenue & Disaster Management and Haryana Public Service Commission and any other department where the qualification of Clerk, Steno-typist, Junior Scale Stenographer and Senior Scale Stenographer is already higher than other departments and they are getting higher pay scale/special pay/grade pay, their minimum educational qualification shall be 10+2 with 1<sup>st</sup> Division or above as the case may be. 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. The existing Clerks who have been promoted from Group-D and Restorer etc. and have not passed the type-test till date as required under the Service Rules shall have an option either to pass the type test or State Eligibility Test in Computer Appreciation and Applications (SETC). 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 candidates 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.



5. The Government of Haryana hereby authorize the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, 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 the State Government may specify in this regard from time to time besides, the syllabus already provided in Para-6 of these instructions. The 'pass' certificate issued by HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfilment of the prescribed condition of the 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. In the case of Clerks, 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 reimburse the actual expenditure incurred by an employee on acquisition of requisite training/skill-sets in Basic Computer Literacy, subject to the upper ceiling approved by the Government from time to time, on production of the requisite certificate or passing of the State Eligibility Test in Computer Appreciation and Applications (SETC). Further, the Government would also reimburse the fees charged by HARTRON/authorised agency for conducting the proficiency test for only one attempt. This para being part of Government policy may not be included in the Service Rules and shall be taken care of in the instructions to be issued by the Government.

9. The employees possessing any of the following qualification 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 is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 year from the date of issue of such certificate by HARTRON or any other agency authorised by the Government.
- (v) Physically disabled candidates i.e. amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Redial Nerve Palsy) either upper limbs, Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'type test' being 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.

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.