

No.42/164/2008-3GSII

From

Chief Secretary to Government Haryana

To

1. All the Administrative Secretaries of the Government, Haryana
2. All the Head of Department 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 22-9-2017

**Subject: Regarding State Eligibility Test in Computer Appreciation and Applications (SETC) and clearing type by the clerks.**

Sir/Madam

1. I am directed to refer to the Instructions No.42/164/2008-3GS-II dated 7.11.2013 on the subject noted above and say that vide instructions dated 7.11.2013 the SETC (State Eligibility Test in Computer Appreciation & Applications) was prescribed on the "Clerks" etc. Vide this instruction, the nomenclature of posts of "clerk-cum-computer operator", "Office associate" "Clerk-cum-Data Entry Operator", Data Entry Operator and Clerk-cum-typist was changed to a single and uniform nomenclature of "clerk" in all Government Departments and the departments were directed to amend their service rules to this effect within one month of issue of the instruction.
2. Vide the above mentioned instruction, an exemption from SETC had also been provided to persons who had already acquired degrees in computers or had done a course in computers from reputed institutions like NIELIT, HKCL, Hartron or any other agency authorised by Government. It is clarified that these exemptions shall continue. Persons already having computer qualifications from reputed institutions (BCA/MCA/B.Tech./ M. Tech. in computers from Universities & Colleges, Diploma in Computers from Govt. polytechnics, HKCL, Hartron, DOEACC/NIELIT etc.) shall continue to be exempted from SETC.
3. Now, on considering the matter Government has taken a decision that passing of SETC (State Eligibility Test in Computer Appreciation & Application) shall be mandatory for being eligible for Group 'C' posts of clerks.
4. It is directed that concerned departments shall incorporate this provision in their Service Rules, at their own level, without obtaining the approval of CMM, General Administration, Finance Department and Haryana Staff Selection Commission.
5. Further, in case of Group C posts other than "clerks", the SETC shall not apply.
6. Therefore, you are requested to comply with the above decision by issuance of required revised instructions/rules in this regard.

Yours faithfully

Under Secretary to Government Haryana  
Protocol Department

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

Dated 22-9-2017

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

1. The Registrar Maharishi Dayanand University Rohtak/Kurukshetra University, Kurukshetra/Haryana Agriculture University Hisar/Guru Jambheshwar University Hisar/Ch. Devi

Lall University Sirsa/Pt. B.D. Sharma University of Medical & health Sciences Rohtak and Bhagat Phool Singh Mahilla Vishwa Vidyalaya Khanpur Kalan, Sonapat.

2. All the managing Directors/CAs of Boards/Corporations/State Public Sector undertaking.
3. The MD/HARTRON
4. The Secretary Council of Ministers Haryana with reference to his U.O. No.9/268/2017-2 Cabinet dated 14.09.2017
5. The State Information 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.
6. The Secretary Haryana Staff Selection Commission, Sector-2, Panchkula.

Under Secretary to Government Haryana  
Protocol Department 