

From

The Principal Secretary to Govt. Haryana,
Rural Development Department, Chandigarh.

To

1. All the Deputy Commissioners-cum-Executive Chairmen,
District Rural Development Agencies in Haryana State.
2. All the Additional Deputy Commissioners-
cum-Chief Executive Officers,
District Rural Development Agencies in Haryana State.

Memo. No.EA-I-2013/7661-7702
Chandigarh, dated the 20-11-2013.

Sub:- **Amendments in DRDA Employees Service Rules, 2001.**

Ref:- **This deptt. endst.No.POE(EA-I)-2001/2844, dated 11.7.2001, No.EA-II/2006/5132, dated 4.10.2006, No.Estt-I-2007/10302-41, dated 26.6.2007 & No.EA-I-2008/8629, dated 9.7.2008.**

As per Chief Secretary, Haryana instructions issued vide letter No.42/164/2008-3GS-II, dated 11.10.2013, the following amendments in Schedule-"B" of the DRDA Employees Service Rules, 2001 have been made:-

S. No	Name of Post	DRDA Employees Service Rules, 2001 (For direct recruitment)	DRDA Employees Service Rules, 2001 (For appointment other than by direct recruitment)	Amendments	
				(For direct recruitment)	(For appointment other than by direct recruitment)
11	Junior Scale Stenographer	Graduate or its equivalent recognized by the Govt. with speed of 100 W.P.M. in English and 80 W.P.M. in Hindi Shorthand and transcription speed of 20 W.P.M. and 15 W.P.M. respectively with 8% mistakes and knowledge of Hindi upto Matric standard and knowledge of Computer and Electronic Typewriter	2 years service as Steno Typist with a speed of 100 W.P.M. in English and 80 W.P.M. in Hindi shorthand and transcription speed of 20 W.P.M. and 15 W.P.M. respectively with 8% mistakes.	Graduate or its equivalent recognized by the Govt. with speed of 100 W.P.M. in English and 80 W.P.M. in Hindi Shorthand and transcription speed of 20 W.P.M. and 15 W.P.M. respectively with 8% mistakes and knowledge of Hindi upto Matric standard. The State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON shall also be qualified within the probation period of 2 years, extendable by one year. The candidate shall not be entitled to earn any increment in his/her	2 years service as Steno Typist with a speed of 100 W.P.M. in English and 80 W.P.M. in Hindi shorthand and transcription speed of 20 W.P.M. and 15 W.P.M. respectively with 8% mistakes. The State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON shall also be qualified within the probation of one year. extendable by one year failing which he/she will be reverted back. The employees possessing the qualifications mentioned in the Note

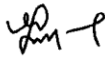
		(word processors)		<p>pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with.</p> <p>The employees possessing the qualifications mentioned in the Note below are exempted from taking the SETC.</p>	below are exempted from taking the SETC.
12.	Steno-Typist	<p>Graduate or its equivalent recognized by Govt. with a speed of 80 W.P.M. in English and 64 W.P.M. in Hindi shorthand and transcription speed of 15 W.P.M. and 12 W.P.M. respectively with 8% mistakes and knowledge of Hindi upto Matric standard.</p>	<p>One year service as Clerk with a speed of 80 W.P.M. in English and 64 W.P.M. in Hindi shorthand and transcription speed of 15 W.P.M. and 12 W.P.M. respectively with 8% mistakes.</p>	<p>Graduate or its equivalent recognized by Govt. with a speed of 80 W.P.M. in English and 64 W.P.M. in Hindi shorthand and transcription speed of 15 W.P.M. and 12 W.P.M. respectively with 8% mistakes and knowledge of Hindi upto Matric standard.</p> <p>The SETC conducted by HARTRON shall also be qualified within the probation period of 2 years, extendable by one year. The candidate 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.</p> <p>The employees possessing the qualifications mentioned in the Note below are exempted from taking the SETC.</p>	<p>One year service as Clerk with a speed of 80 W.P.M. in English and 64 W.P.M. in Hindi shorthand and transcription speed of 15 W.P.M. and 12 W.P.M. respectively with 8% mistakes.</p> <p>The SETC conducted by HARTRON shall also be qualified within the probation of one year, extendable by one year failing which he/she will be reverted back.</p> <p>The employees possessing the qualifications mentioned in the Note below are exempted from taking the SETC.</p>
13.	Clerk	<p>Graduate from recognized University with knowledge of English or Hindi typing with a speed of 30 W.P.M. Hindi upto Matric standard.</p>	<p>Class IV employee against 20% quota who has passed Matric examination and knowledge of Hindi upto Matric Standard and has complete 5 years service in the agency.</p>	<p>Graduate from recognized University. The SETC conducted by HARTRON shall also be qualified within the probation period of 2 years, extendable by one year. The candidate 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.</p>	<p>Class IV employee against 20% quota who has passed 10+2 examination and knowledge of Hindi upto Matric Standard and has complete 5 years service in the agency.</p> <p>The SETC conducted by HARTRON shall also be qualified within the probation of one year, extendable by one year failing which he/she will be reverted back.</p>

				The employees possessing the qualifications mentioned in the Note below are exempted from taking the SETC.	The employees possessing the qualifications mentioned in the Note below are exempted from taking the SETC.
14	Data Entry Operator	Deleted			

Note: The employees possessing the following qualifications are exempted from taking the SETC:-

- (i) M.Tech/B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognized 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 Authorized 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.

You are, therefore, requested to take necessary action accordingly.


 Special Secretary & Director
 for Principal Secretary to Govt. Haryana,
 Rural Development Department.