

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/ 8386-8427  
Chandigarh, dated the 3-12-2013

- Sub:-
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.

Please find enclosed herewith a copy of letter No.42/164/2008-3GS-II, dated 11.10.2013 received from the Chief Secretary to Govt. Haryana, on the subject noted above.

The State Govt. has decided to change the nomenclature of the posts of Data Entry Operator and Clerk-cum-Computer Operator, Clerk-cum-Typist etc. to a single and uniform nomenclature of Clerk.

Type Test has also been substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirements for Clerks, Steno-Typists, Jr. Scale Stenographers. The newly recruited/appointed Clerks, Steno-Typists, Jr. Scale Stenographers shall have to qualify the SETC. The SETC conducted by HARTRON shall also be qualified within the probation period of two 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. Besides, Steno-Typists and Jr. Scale Stenographers shall have also to qualify stenography test as prescribed in the service rules.

The persons who are promoted to the post of Clerk, Steno-Typists & Jr. Scale Stenographers shall also to qualify the SETC within the period of probation of one year extendable by one year failing which he/she will be reverted back.

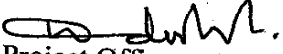
The employees possessing the following qualifications are exempted from taking the SETC: -

- (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.

The necessary amendments have been made in the DRDA Employee Service Rules, 2001 vide this department memo. No. EA-I-2013/7661-7702, dated 20.11.2013.

You are, therefore, requested to change the designation of the Computer-cum-Data Entry Operator already working against the sanctioned regular strength as "Clerk" in compliance of the above instructions issued by the Chief Secretary, Haryana.

  
Project Officer  
for Principal Secretary to Govt. Haryana,  
Rural Development Department.