

**HARYANA GOVERNMENT  
EDUCATION DEPARTMENT**

**Notification.**

The 8<sup>th</sup> November, 2013

NO. G.S.R.51/Const./Art.309/2013- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to further amend the Haryana Education Directorate (State Service, Class - III) Rules, 1974, namely:-

1. These rules may be called the Haryana Education Directorate (State Service, Class – III) Amendment Rules, 2013.
2. In the Haryana Education Department (State Service, Class - III) Rules, 1974, (hereinafter called the said rules), in Rule 9, the following rule shall be inserted, namely :-

“9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for clerks, stenotypist, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-Typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Department/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-Typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.

(2) 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 recruit. The candidate appointed against the aforesaid categories of post 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

HARYANA GOVT. GAZ. (EXTRA.), NOV. 8, 2013  
(KRTK. 17, 1935 SAKA)

and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.

(3) The Government of Haryana hereby authorizes the Haryana State Electronics 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 sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any agency, as approved by the government, would be accepted as an evidence of the fulfillment of the prescribed condition in the Service Rules.

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

(5) In 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.

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

- (i) M.Tech/B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics.
- (ii) Basic Computer Literary Certificate from any recognized center 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 Centre (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. The State Eligibility Test in Computer

HARYANA GOVT. GAZ. (EXTRA.), NOV. 8, 2013  
(KRTK. 17, 1935 SAKA)

Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and

- (v) Physically disabled candidates i.e. amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either limb. 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 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC).

3. In the said rules, in Appendix 'B', -

- i. against serial number 9, under column 3, for existing entry, the following entry shall be substituted, namely: -  
"10+2; and passes such test as may be prescribed by the Director.";
- ii. against serial number 12, under column 3, for existing entry, the following entry shall be substituted, namely: -  
"10+2; and passes such test as may be prescribed by the Director.";
- iii. against serial number 13,
- (i) under column 3, for existing entry, the following entry shall be substituted, namely: -  
"10+2; or possesses any higher qualification.
- (ii) under column 4, for existing entry, the following entry shall be substituted, namely: -
- (i) At least two years' service as Restorer or Gestetner Operator or Class-IV employee working in the Directorate and having passed 10+2;
- (ii) At least two years regular service as Clerk in another Government office or institution."

S.S. PRASAD,  
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Higher Education Department