

# PROSPECTUS-CUM-APPLICATION FORM



STATE ELIGIBILITY TEST IN  
Computer Appreciation & Applications (SETC)



HARYANA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED  
HARTRON BHAWAN, Bays No.73-76, Sector-2,  
Panchkula-134109, Phone: 0172-2577570

Last date for submission of Application Form is 15.12.2017.

## **1.0 INTRODUCTION**

Government of Haryana vide Notification No. 42/164/2008-3GS-II dated 7<sup>th</sup> November, 2013 has decided that Haryana State Electronics Development Corporation Limited (HARTRON) shall conduct the State Eligibility Test in Computer Appreciation & Applications (SETC) for existing/ newly recruited Clerks, Steno-typists, Junior Scale-Stenographers & Senior Scale-Stenographers for grant of increment in his/her pay scale.

## **2.0 OBJECTS OF THE SCHEME**

- a) To achieve 100% IT literacy in Government offices. IT literacy will have a minimum level of defined proficiency which will include word processing, e-mail, data entry and access etc.
- b) To give impetus to e-Governance projects and its applications in Government offices.
- c) Up gradation of the standard and quality of administration.

## **3.0 SCHEME OF TEST**

The SETC would consist of two papers:

**Part-I:** An objective type on-line test comprising of 50 questions with four options of answers in English language only. The pass percentage for on-line test shall be 50%. The questions will be on the following topics:

- (i) Introduction to Computer
- (ii) Introduction to Windows
- (iii) Word Processing
- (iv) Spread-Sheet
- (v) PowerPoint
- (vi) Internet
- (vii) WWW and Web Browsers
- (viii) Introduction to E-mail

**Part-II:** Typing Speed 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 computer. Speed test in typing in English and/or Hindi of five minutes duration. A candidate has to appear for speed test in typing in English or Hindi or both the languages. The candidate should clearly specify his/her language option(s) for speed test in typing in the application form in the specified column. The Hindi typing test shall be conducted in either of the KRUTI DEV 010, KRUTI DEV130, KANIKA, AMAR fonts. Typing test will be conducted of such candidates only, who will pass the on-

line test (Part-I) or who is exempted under notification dated 07.11.2013 & order dated 22.09.2017.

#### **4.0 SYLLABUS**

The detailed Syllabus is attached as **Annexure-‘A’**.

#### **5.0 SCHEDULE OF TEST**

The tests mentioned at 3.0 above will be held at HARTRON BHAWAN, BAYS NO. 73-76, SECTOR-2, PANCHKULA and the date and venue of the test will be informed through website ([www.hartron.org](http://www.hartron.org)). **NO INDIVIDUAL COMMUNICATION SHALL BE SENT TO THE CANDIDATES.** All the communication with regard to conduct of SETC Test shall be displayed through HARTRON website. Thus, the candidates are advised to check the website i.e. [www.hartron.org](http://www.hartron.org) on regular basis.

#### **6.0 ELIGIBILITY CRITERIA**

The candidate should be existing/ newly recruited Clerks, Stenotypists, Junior Scale Stenographers and Senior Scale Stenographers of Government Departments/ Boards/ Corporations/ Agencies etc. of State of Haryana for appearing in SETC test.

#### **7.0 APPLICATION PROCEDURE**

The application form can be downloaded from our Website and be forwarded alongwith a Demand Draft of Rs.590/- for both test (Part-I & Part-II) and Rs.354/- for typing test on computer (Part-II only) i.e. for exempted category as the case may be in favor of **Haryana State Electronics Development Corporation Limited payable at Chandigarh and should reach upto 15.12.2017 at HARTRON BHAWAN, BAYS NO. 73-76, SECTOR-2, PANCHKULA- 134109.**

#### **8.0 ADMIT CARD/ ROLL NUMBER**

The Admit Card to the eligible candidates will be issued after verification of identity card & proof of employment on the date and time of the test. However, status of the application as well as schedule for test can be ascertained from the website mentioned in the prospectus. The candidates must bring the original identity card/proof of employment on the date of the test and if any employee wants exemption from on-line test he/ she must also bring the original certificate/ document for claiming exemption.

## **9.0 ROLL NUMBER AND CENTRE FOR EXAMINATION**

- a) The appearance in the test shall only be after verification of the Identity Card/ Proof of employment of the employee.
- b) No candidate will be permitted to appear in the examination centre other than he/ she has opted for examination in the application form. No request for change of examination centre will be entertained under any circumstances.
- c) Haryana State Electronics Development Corporation Limited will not be responsible for any postal delay/loss of Application Form. No candidate/ employee will be admitted to the examination hall unless his/her duly completed application form alongwith copy of identity card/ certificate issued from the employer in proof of employment is received in the office of Haryana State Electronics Development Corporation Limited, HARTRON BHAWAN, Bays No. 73-76, Sector-2, Panchkula. The candidates/ employees in their own interest are advised to ensure that their duly completed application forms should reach the destination in time.

## **10.0 ISSUANCE OF CERTIFICATE**

Only those candidates/ employees, who pass both the tests (Paper-I & Paper-II) and for exempted category who will pass typing test on computer (Paper-II only) will be awarded a certificate, which shall be issued by Haryana State Electronics Development Corporation Limited on behalf of State Government. In the certificate the language (English and/or Hindi) of typing test (on computer) passed will be specified.

## **11.0 MODE OF PAYMENT OF FEE**

The Candidates/ Employees shall make the payment of Rs.590/- for both test (Part-I & Part-II) and Rs.354/- for typing test Part-II only (on computer) i.e. for exempted category through Demand Draft drawn in favour of Haryana State Electronics Development Corporation Limited payable at Chandigarh.

## **12.0 EXEMPTION FROM ON-LINE TEST**

The employee who are having the qualification/ certificate mentioned at point no.9 in the notification dated 07.11.2013 and as per order dated 22.09.2017 is exempted from on-line SETC test and if any employee have passed on-line test and typing test (on computer) in one language, then he/ she is also exempted from on-line SETC test if he/ she want to pass the typing test in any other language and there is no limit to pass the second language typing test.

### 13.0 GENERAL INSTRUCTIONS

- i. The SETC test shall be conducted only for existing/ newly recruited Clerks, Steno-typists, Junior Scale-Stenographers & Senior Scale-Stenographers of Government Departments/ Boards/ Corporations/ Agencies etc. of State of Haryana.
- ii. The application form must be completed in all respects. Incomplete application form or filled in language other than in English will be rejected.
- iii. The candidates should put his/her signature in the black or blue point pen within the box provided in the application form and the signature must not over-flow or touch the border of the box provided. The candidate's signature establishes his/ her identity. Hence, do not merely write your name in capital letters, which may lead to the rejection of his/her application.
- iv. A candidate is allowed to submit only one application form. If a candidate submits more than one application form, the candidature of the applicant will be rejected.
- v. The candidate should only enclose duly self attested ID-Card/ Certificate issued from the employer in proof of employment of the employee and **in case of claiming exemption from On-line test then he/she may also attach the duly self attested copy of passed course/ certificate/ degree with the application form.** The application form should only be downloaded from website, a demand draft for Rs.590/- for both test (Part-I & Part-II) and Rs.354/- for typing test on computer (Part-II only) i.e. for exempted category in favor of **Haryana State Electronics Development Corporation Limited payable at Chandigarh** has to be enclosed. No other document should be attached with the application form.
- vi. Two photographs attached/ pasted on the form should be recent and on the photograph attached with the application form please mention the name, father's/ husband's name on the back of the photograph.
- vii. The envelope containing the application form must be reached on the address given and schedule mentioned on our website. Haryana State Electronics Development Corporation Limited, will not be responsible in case the application forms are not reached in time.
- viii. The application form received without Demand Draft will be rejected.

- ix. No acknowledgement card will be sent to the candidate. However, the candidate may check the status of his/ her application on our website.
- x. In case a candidate/ employee does not fulfill the eligibility conditions, the application form will be rejected straightway.
- xi. In case a candidate/ employee is found to have concealed any material facts/given wrong information, his/her application will be rejected.
- xii. The candidates/ employees should be present at the Examination Centre, as opted by him/her half an hour before the commencement of the test.
- xiii. At the time of test, the candidates/ employees should bring original identity card/ certificate issued from the employer in proof of employment and the certificate/ documents claiming exemption from on-line SETC test for eligibility.**
- xiv. The conduct of test is subject to the verification of original documents/ certificates mentioned at point no. xiii at the time of test. If any candidate/ employee is found ineligible at a later stage, even after conduct of test, his/ her test/ certificate will be cancelled automatically.**
- xv. The candidates/ employees found using or attempting to use any unfair means shall be disqualified, besides other punitive measures.
- xvi. No candidate/ employee shall be permitted to leave the examination Centre earlier than the time fixed for the test.
- xvii. The use of calculating and communication aids and electronic devices like mobile phone, calculator & I-Pod etc. is not permitted and are not allowed in the examination hall.
- xviii. The candidates/ employees must read the instructions pasted inside and out-side the examination hall.
- xix. Application fee is non-refundable.
- xx. There is no provision for re-evaluation/re-checking of the answer sheets. Therefore, no request in this regard shall be entertained.
- xxi. The decision of the Managing Director, Haryana State Electronics Development Corporation Limited, Chandigarh shall be final and binding in all respects.
- xxii. All legal disputes with regard to the SETC will be subject to the jurisdiction of Chandigarh only.

# SYLLABUS

## **Introduction to Computer**

- 1.0 Introduction
- 1.1 Objective
- 1.2 What is Computer
  - 1.2.1 Advantage/Disadvantage of Computer
  - 1.2.2 History of Computer
  - 1.2.3 Generation of Computer
  - 1.2.4 Basic applications of computer
  - 1.2.5 Entertainment
  - 1.2.6 e-governance
- 1.3 Components of Computer System
  - 1.3.1 Central Processing Unit (CPU)
  - 1.3.2 VDU
  - 1.3.3 Keyboard and Mouse
  - 1.3.4 Other input/output Devices
  - 1.3.5 Computer Organization
  - 1.3.6 Computer Memory – Primary & Secondary, Ram & Rom, units of memory
- 1.4 Introduction to Computer Peripherals
  - 1.4.1 Connecting keyboard, mouse, monitor and printer to CPU
  - 1.4.2 Use of Mouse
  - 1.4.3 Working with left Mouse Button
  - 1.4.4 Working with right Mouse Button
  - 1.4.5 Checking Power Supply
- 1.5 Concepts of Hardware and Software
  - 1.5.1 Hardware
  - 1.5.2 Software
    - 1.5.2.1 Application software
    - 1.5.2.2 Systems software
- 1.6 Classifications of Computers

- 1.6.1 Representation of data/Information concepts of data Processing
- 1.6.2 Data and Information
- 1.6.3 Storage of Data/Information as files

## **Introduction to Windows**

- 2.0 Introduction
- 2.1 Objective
- 2.2 Operating System
  - 2.2.1 What is Operating System
  - 2.2.2 Types of Operating System
- 2.3 Operating System and Basics of Windows
  - 2.3.1 User Interface
  - 2.3.2 Using Mouse and Moving Icons on the screen
  - 2.3.3 My Computer
  - 2.3.4 Starting an application using start button, minimize, maximize, restore and closing of window
  - 2.3.5 Taskbar
  - 2.3.6 Status Bar
  - 2.3.7 Recycle Bin
- 2.4 Start Button and Menu selection etc.
  - 2.4.1 Running an Application
  - 2.4.2 Windows Explorer
  - 2.4.3 Creating, Deleting and Renaming of files and folders
  - 2.4.4 Opening and closing of different Windows etc.
- 2.5 Windows Setting
  - 2.5.1 Control Panels
  - 2.5.2 Wall Papers and Screen Savers
  - 2.5.3 Setting the date and Sound etc.
  - 2.5.4 Using Help
  - 2.5.5 Display Properties
- 2.6 Advanced Windows
  - 2.6.1 Using Right Mouse Button



- 2.6.2 Creating short cuts
- 2.6.3 Basics of window set up
- 2.6.4 Notepad
- 2.6.5 Window Accessories
- 2.7 Using Multimedia:
  - 2.7.1 Playing CD's/DVD's
  - 2.7.2 Using Media Player
  - 2.7.3 Sound Recorder

<b>Word Processing</b>
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- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
  - 3.2.1 Opening Word Processing Package
  - 3.2.2 Menu Bar
  - 3.2.3 Toolbar
  - 3.2.4 Using Help
  - 3.2.5 Using Icons below Menu Bar
- 3.3 Opening Documents and Closing Documents
  - 3.3.1 Opening Documents
  - 3.3.2 Save and Save as
  - 3.3.3 Page Setup
  - 3.3.4 Print Preview
  - 3.3.5 Printing of Documents & Other Properties
- 3.4 Display/Hiding of Paragraph Marks
  - 3.4.1 Moving Around in a Document
  - 3.4.2 Scrolling the Document, Scrolling by line/paragraph
  - 3.4.3 Fast Scrolling and Moving Pages
  - 3.4.4 Using a Document/Help Wizard
- 3.5 Text Creation and editing
  - 3.5.1 Creating a document
  - 3.5.2 Selecting & moving text

- 3.5.3 Spell checking
- 3.5.4 Text Selection
- 3.5.5 Editing with cut, copy & paste
- 3.5.6 Undo & Redo
- 3.5.7 Find and Replace
- 3.5.8 Thesaurus
- 3.5.9 Paragraph and Tab Setting
- 3.6 Formatting the Text
  - 3.6.1 Font and Size selection
  - 3.6.2 Bold, Italic and Underline
  - 3.6.3 Alignment of Text: Center, Left, Right and Justify etc
  - 3.6.4 Bullet and Numbering
  - 3.6.5 Border and Shading, Change Case
  - 3.6.6 Working with tabs, Indents & Spacing
  - 3.6.7 Formatting paragraphs, using columns
- 3.7 Table Manipulation
  - 3.7.1 Concept of table: Rows, Columns and Cells
  - 3.7.2 Draw Table
  - 3.7.3 Changing cell Width and Height
  - 3.7.4 Alignment of Text in Cell
  - 3.7.5 Copying of cell
  - 3.7.6 Delete/insertion of row and columns
  - 3.7.7 Borders for Table
  - 3.7.8 Deleting a table
  - 3.7.9 Splitting and merging cells
  - 3.7.10 Converting table to text
  - 3.7.11 Setting table properties
- 3.8 Mail Merge
- 3.9 Printing
  - 3.9.1 Print Preview
  - 3.9.2 Print a selected page, etc.
  - 3.9.3 Paper Orientation
  - 3.9.4 Paper setting/Margin

## **Spread-Sheet**

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronics Spread Sheet
  - 4.2.1 Application/usage of Electronic Spread Sheet
  - 4.2.2 Opening of Spread Sheet
  - 4.2.3 Menu bar
  - 4.2.4 Saving Workbook
  - 4.2.5 Creation of cells and addressing of cells
  - 4.2.6 Inserting new rows & Columns, Worksheets
  - 4.2.7 Editing rows/columns height & width
  - 4.2.8 Renaming, Deleting and Moving a Worksheet
- 4.3 Manipulation of Cells
  - 4.3.1 Cell Addressing
  - 4.3.2 Enter texts
  - 4.3.3 Numbers and Dates
  - 4.3.4 Cell Height and Width
  - 4.3.5 Copying of cells etc.
- 4.4 Formulas
  - 4.4.1 Using Formulas
  - 4.4.2 Using basic functions & formulas a cell
  - 4.4.3 Sum function
  - 4.4.4 Average
  - 4.4.5 Percentage, Other functions.
- 4.5 Function
  - 4.5.1 Data Sorting
  - 4.5.2 Using Subtotals
  - 4.5.3 Applying filters
- 4.6 Chart
  - 4.6.1 Inserting Chart
  - 4.6.2 Formatting chart
- 4.7 Spread Sheets for Small Accountings
  - 4.7.1 Maintaining invoices/budgets

4.7.2 Totaling of various transactions

4.7.3 Maintaining daily & monthly sales report

## **Power-point**

- 5.0 Introduction to PowerPoint, What is PowerPoint, starting PowerPoint, creating and opening a presentation,
- 5.1 PowerPoint views, moving between slides, saving/ closing a presentation, exiting PowerPoint,
- 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts,
- 5.3 Customizing Presentation:- changing the text formats, adding bullets, aligning text.
- 5.4 Formatting Slides:- Using Color Schemes, background Color and Designs, Adding Pictures/ Graphics on Slide,
- 5.5 Adding Header and Footer, changing slide layouts,
- 5.6 Adding charts of different types to slide, organization chart, Slide show,
- 5.7 Using slide transition:- giving timing, sound and adding animations to slides and using preset animations,
- 5.8 Using Drawing Toolbar,
- 5.9 Slide Master View,
- 5.10 Using Custom Animation:- Animating pictures and Text with Sound effects
- 5.11 Using Page Setup and printing

## **Internet**

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of Computer networks
  - 6.2.1 Local Area Network (LAN)
  - 6.2.2 Wide Area Network (WAN)

- 6.3 Internet
  - 6.3.1 Concept of Internet
  - 6.3.2 Application of Internet
  - 6.3.3 Advantages of Internet
  - 6.3.4 Connecting Internet
- 6.4 Internet service providers (ISP)
  - 6.4.1 Internet Access
  - 6.4.2 Broad Band
  - 6.4.3 Dial-Up
  - 6.4.4 Wi-Fi
  - 6.4.5 Troubleshooting

## **WWW and Web Browsers**

- 7.0 Introduction
- 7.1 Objectives
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
  - 7.3.1 Internet Explorer
  - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
  - 7.4.1 URL address
  - 7.4.2 Searching over the Web
  - 7.4.3 Moving Around in a web-site
  - 7.4.4 Printing and saving web pages
  - 7.4.5 Uploading and Downloading
  - 7.4.6 Chatting

## **Introduction to E-mail**

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail

- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
  - 8.4.1 Email addressing
  - 8.4.2 Mailbox: Inbox and outbox
- 8.5 Sending & checking mails
  - 8.5.1 Creating an E-mail
  - 8.5.2 Viewing an E-mail
  - 8.5.3 Sending an Email
  - 8.5.4 Replying to an E-mail message
  - 8.5.5 Forwarding an e-mail message
  - 8.5.6 Sorting and searching emails
  - 8.5.7 Saving mails
  - 8.5.8 Sending same mail to various users etc.
- 8.6 Document Handling
  - 8.6.1 Sending soft copy as attachment
  - 8.6.2 Sending a portion of document as email
- 8.7 Visiting various sites.

**For any enquiry about the SETC test, please contact**

**Ph.: 0172-2577570**

**Or**

**Communicate with the following officers :-**

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