

PROSPECTUS-CUM-GUIDELINES



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

1.0 INTRODUCTION

Government of Haryana vide Notification No. 42/164/2008-3GS-II dated 7th November 2013 has decided that Haryana State Electronics Development Corporation Limited (HARTRON) shall conduct the State Eligibility Test in Computer Appreciation & Applications (SETC) for clerks. As per instruction dated 17.11.18, SETC shall be mandatory for all the currently working clerks (whether regular or contractual) for grant of increment in his/her pay scale. The definition of Clerk includes Clerk-cum Computer Operator, Office Associate, Clerk-cum-Data Entry Operator, Steno-typist, Data Entry Operator and Clerk-cum-Typist.

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) Upgradation of the standard and quality of administration.

3.0 SCHEME OF TEST

The SETC would consist of two parts:

Part-I: An objective type Computer Knowledge Test comprising of 50 questions with four options of answers in English language only. The pass percentage for Computer Knowledge 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 the

KRUTI DEV 010 font. Typing test will be conducted of such candidates only, who will pass the Computer Knowledge 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 uploaded on our website i.e. www.hartron.org.in.

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.in). **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.in on regular basis.

6.0 ELIGIBILITY CRITERIA

The candidate should be existing/ newly recruited Clerks, Clerk-cum Computer Operator, Office Associate, Clerk-cum-Data Entry Operator, Stenotypist, Data Entry Operator and Clerk-cum-Typist 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 along with 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 before closing date.**

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 calendar. The candidates must bring the original identity card/proof of employment on the date of the test and if any employee wants exemption from Computer Knowledge 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 center other than he/ she has opted for examination in the application form. No request for change of examination center 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 along with 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 as per calendar.

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 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 favor of Haryana State Electronics Development Corporation Limited payable at Chandigarh.

12.0 EXEMPTION FROM COMPUTER KNOWLEDGE 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 Computer Knowledge SETC test and if any employee have passed Computer Knowledge Test and Typing Test (on computer) in one language, then he/ she is also exempted from Computer Knowledge 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. 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 Computer Knowledge 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** must be enclosed. No other document should be attached with the application form.
- v. 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.
- vi. 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.
- vii. The application form received without Demand Draft will be rejected.
- viii. No acknowledgement card will be sent to the candidate. However, the candidate may check the status of his/ her application on our website i.e. www.hartron.org.in.
- ix. In case a candidate/ employee does not fulfill the eligibility conditions, the application form will be rejected straightway.

- x. In case a candidate/ employee is found to have concealed any material facts/given wrong information, his/her application will be rejected.
- xi. The candidates/ employees should be present at the Examination Centre, as opted by him/her half an hour before the commencement of the test.
- xii. **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 Computer Knowledge SETC test for eligibility.**
- xiii. **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.**
- xiv. The candidates/ employees found using or attempting to use any unfair means shall be disqualified, besides other punitive measures.
- xv. No candidate/ employee shall be permitted to leave the examination Centre earlier than the time fixed for the test.
- xvi. 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.
- xvii. The candidates/ employees must read the instructions pasted in-side and out-side the examination hall.
- xviii. Application fee is non-refundable.
- xix. There is no provision for re-evaluation/re-checking of the answer sheets. Therefore, no request in this regard shall be entertained. Also, there is no provision of providing the question paper or answer sheet to the candidate/ employee.
- xx. The decision of the Managing Director, Haryana State Electronics Development Corporation Limited, Chandigarh shall be final and binding in all respects.
- xxi. All legal disputes with regard to the SETC will be subject to the jurisdiction of Chandigarh only.