

*[Authorised English Translation]*HARYANAGOVERNMENT  
URBAN LOCAL BODIES DEPARTMENT

## Notification

The 9th November. 2013

No. G.S.R. 78/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 further to amend the Haryana Urban Local Bodies Department Directorate (Group C) Service Rules: 1997. namely:-

1. These rules may be called the Haryana Urban Local Bodies Department Directorate (Group C) Service Amendment Rules. 2013.

2. In the Haryana Urban Local Bodies Department Directorate (Group C) Service Rules. 1997 (hereinafter called the said rules). in rule 9. in sub-rule (1), in clause (k). for the words and signs "Clerk-cum-Registration Clerks" the word "Clerk" shall be substituted.

3. In the said rule, after Rule 9. the following rules 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, Steno-typists, 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 Departments/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 posts 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-typists shall also qualify the State Eligibility Test in Computer Appreciation 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 Electronic 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

(SETe). alongwith 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 other agency. as approved by the Government. would be accepted as an evidence of the fulfilment 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 the 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 Applications (SETC) :-
  - (i) M.Tech.IB.Tech (Computers). MCA. BeA or Diploma in Computers from the recognized institute 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 SETe and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 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 upper 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)."

HARYANA GOVT. GAZ. (EXTRA.). NOV 9. 2013  
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4. In the said rules. in Appendix B.-

(I) against serial number 7. under column 3, for the existing entry. the following entries shall be substituted, namely:-

"(i) 10+2;

(ii) Shall qualify the test in Hindi Shorthand at the speed of 80 words per minute and English Shorthand at the speed of 100 words per minute & transcription thereof at the speed of 15 and 20 words per minute respectively;

(iii) Knowledge of Hindi upto Matric Standard:"

(II) against serial number 9. under column 3.-

(I) for existing entry (i) the following entry shall be substituted, namely:-

"(i) 10+2":

(III) against serial number 11, under column 4. for the words "Clerk-cum-Registration Clerk" the word "Clerk" shall be substituted;

(IV) against serial number 11

(i) under column 3, for the existing item (a) and (c), the following entries shall be substituted, namely:-

"(a) 10+2; and

(c) omitted in view of rule 9A."

(ii) under column 4. for the item (a) and (c). the following item shall be substituted. namely:-

"(a) 10+2;" and

"(c) omitted in view of rule 9A'."

5. In Appendix A. B. C and D. for existing entry I serial number 11. under column 2 the following entry shall be substituted. namely:-

"Clerk".

P. RAGHV ANDRA RAO,  
Principal Secretary to Government Haryana,  
Urban Local Bodies Department.