

No.42/164/2008-3GS-II
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-II Br.)

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Department, Haryana
3. All the MDs/CAs of Boards/Corporations/Institutions in the State of Haryana.
4. All the Divisional Commissioners in Haryana State.
5. The Registrar, Punjab & Haryana High Court, Chandigarh.
6. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
7. All the Registrars of Universities in the State of Haryana.

Dated Chandigarh 2nd September, 2020

Subject: State Eligibility Test in Computer Appreciation and Applications (SETC) – list of exempted courses – further clarification thereof.

Sir/Madam

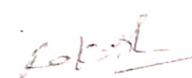
I am directed to invite your attention to Haryana Government letter No. 42/164/2008-3GS-II, dated 7.11.2013 and 19.9.2019 and clarification dated 26.6.2020 in which certain courses of computer were exempted from State Eligibility Test in Computer Appreciation and Application (SETC). Some of the Departments / employees have approached the General Administration Department for further clarification on some issues which are being clarified as under:-

Sr. No.	Point raised by Departments / Employees	Clarification issued on 26.6.2020	Further clarification
1	Whether the Clerks who have been granted exemption in SETC Part-I on account of having completed a 3 months' computer course from HKCL/NIELIT etc. is valid after the issuance of instructions dated 19.09.2019 or not?	It is clarified that such employees who had acquired a certificate of 3 months' computer course from HKCL/NIELIT etc. before 19.09.2019 stand exempted. The six months' course prescribed by instruction dated 19.09.2019 shall be prospective in nature.	It is further clarified that such employees who had acquired certificate before 19.09.2019 as per para 9 of instructions dated 7.11.2013 and 22.9.2017 stand exempted. The six months' course prescribed by instruction dated 19.09.2019 shall be prospective in nature.
2	The Clerks who have completed 3 months' computer course from HKCL/ NIELIT etc. and approached their Department for grant of exemption certificate before 19.09.2019 and Department have not granted exemption till now, whether the same can be granted by the Department with retrospective effect now.	It is clarified that the Clerk who have completed 3 months' course before 19.9.2019 are entitled to exemption if the same has not been granted earlier.	It is further clarified that the Clerk who have acquired the certificate of Basic Computer Literacy of less than three months duration before 19.9.2019 as per para 9 of instructions dated 7.11.2013 and 22.9.2017 are also entitled to exemption if the same has not been granted earlier.

3	The Clerks who have completed 3 months course from HKCL / NIELIT etc. before 19.09.2019 and paid the fees to the institute can claim for reimbursement of the fees Rs.3,500/- from the department or not	It is clarified that the Clerk who have completed 3 months' course before 19.9.2019 are entitled to reimburse the fee of Rs. 3,500/-	It is clarified that the Clerks who have acquired certificate before 19.9.2019 as per para 9 of instructions dated 7.11.2013 and 22.9.2017 are entitled to reimburse the fee of Rs. 3,500/-
4	The Clerks appointed before 19.09.2019 who have not acquired the certificate of computer course of 3 months before 19.09.2019, whether 3 months certificate of computer course acquired after 19.09.2019 is valid for exemption from SETC Part-I.	No. all the Clerks whether appointed before or after 19.09.2019 who have not completed minimum three months' computer course before 19.09.2019 have to now acquire the certificate of computer course of 6 months' or more for exemption from SETC Part-I.	No. They have to acquire the certificate of computer course of 6 months' or more now for exemption from SETC Part-I.

2. These instructions may please be brought to the notice of all concerned.

Yours faithfully,


Under Secretary, General Services-II,
for Chief Secretary to Government Haryana.

Endst. No. 42/164/2008-3GS-II

Dated, Chandigarh the 02.09.2020

A copy of the above is forwarded to MD, HARTRON, Bays No 73-76, Sector-2, Panchkula for information and necessary action.


Under Secretary, General Services-II,
for Chief Secretary to Government Haryana.

To:

The Chief Secretary to Government Haryana

To:

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Department - Haryana
3. All the Commissioners, Ambala, Faisal, Rohtak, Gurugram, Karnal & Faridabad Divisions.
4. All the MDs/CAs of Boards/Corporations/Institutions in the State of Haryana
5. The Registrar, Punjab & Haryana High Court, Chandigarh.
6. All Deputy Commissioners and Sub-Divisional Officer (Civil) in Haryana
7. All the Registrars of Universities in the State of Haryana

Dated Chandigarh, 14th September, 2019

Subject: State Eligibility Test in Computer Appreciation and Applications (SETC) – list of exempted courses.

Sir/Madam

I am directed to invite your attention to Haryana Government letter No. 42/164/2008-3GS-II, dated 07.11.2013 on the subject noted above and to say that State Government has decided to substitute para 9 of the said instructions and exempt the certain courses of minimum duration 6 months from State Eligibility Test in Computer Appreciation and Applications (SETC) i.e. 1st Part of SETC (Basic Computer Knowledge Test) -

- a) All Engineering Degree / Bachelor Degree / Master Degree (different nomenclature) in Computer / Computer Engineering / Computer Science / Information Technology / Computer Application e.g. B.Tech / BE / B.Sc. Engineering / BCA / B.Sc / Masters in Computer / Computer Science / Information Technology / Computer Application recognized for AICTE / UGC.
- b) One year Diploma in Computer/Computer Science/Information Technology/Computer Applications from recognized Polytechnics/Universities
- c) Diploma Course i.e. Office Management & Computer Application of Technical Education Department, Haryana (6 months)
- d) One year Diploma for Computer Operator and Programming Assistant, Desk Top Publishing Operator, Computer Hardware and Network Maintenance and **six months Diploma of Data Entry Operator** issued by Skill Development and Industrial Training Department.
- e) Certificate Courses of NIELIT
 - i) O Level and PGDCA (1 year)
- f) Certificate Course of C-DAC
 - i) Diploma in Multilingual Computer Operation (DMCO) (6 months)
- f) Certificate courses of HKCL
 - i) HS-CITA (Haryana State Certificate in IT Applications) (6 months)
 - ii) HS-CIT A +(Haryana State Certificate in IT Advanced Applications) (1 year)
- g) Certificate Courses of HARTRON
 - i) Certificate course in Computer Science/Computer Software/Computer Application (6 months).
 - ii) Diploma in Computer Application/Computer Science/Computer Software/Desktop Publishing of 1 year.
 - iii) Training Programmes of more than 6 months conducted by Hartron under various schemes of the State/Central Government covering the whole SETC syllabus.

It may please be brought to the notice of all concerned.

Yours faithfully,


Under Secretary, General Services-II,
for Chief Secretary to Government Haryana