

From

The Chief Secretary to Government of Haryana

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Departments, Haryana
3. All the Commissioners, Ambala/Hisar/Rohtak, Karnal, Gurugram and Faridabad Divisions.
4. The Registrar, Punjab and Haryana High Court, Chandigarh
5. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 12 June, 2020

- Subject:
1. Change of nomenclature of the post of 'Data Entry Operator', 'Office Associates', 'Clerk-cum-Computer Operator', 'Clerk-cum-Typist' etc. to a uniform nomenclature of 'Clerk'.
  2. Upgradation of minimum educational qualifications for the post of Clerks Steno-typists, Junior Scale Stenographers and Sr. Scale Stenographers in the Government Departments.
  3. Introduction of State Eligibility Test in Computer Appreciation and Application as part of the Service requirements for Clerks, Steno-typists Junior Scale Stenographers & Sr. Scale Stenographers.

Sir / Madam

I am directed to invite your kind attention to the Govt. instructions of even number dated 7.11.2013 vide which Government had decided that: -

- i) nomenclature of the post of 'Data Entry Operator', 'Office Associates', 'Clerk-cum-Computer Operator', 'Clerk-cum-Typist' etc. is changed to a single and uniform nomenclature of 'Clerk' in all the Government departments.
- ii) Minimum educational qualifications for the post of Clerk, Steno-typist, Junior Scale Stenographers & Sr. Scale Stenographers in the Government Departments is upgraded from matriculation to 10+2 level for direct recruitment as well as promotion from Group-D employees and Restorer etc. However, in five departments i.e. Haryana Civil Secretariat, Haryana Vidhan Sabha Secretariat, Haryana Law & Legislative, Haryana Financial Revenue & Disaster Management Department and Haryana Public Service Commission and any other departments where the qualification of Clerk, Steno-typist, Junior Scale Stenographers and Senior Scale Stenographers is already higher than other departments and they are getting higher pay

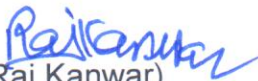
scale / special pay / grade pay their minimum educational qualification shall be 10+2 with 1<sup>st</sup> Division or above as the case may be.

2. Vide instructions dated 7.11.2013, all the departments were directed to adopt and incorporate the above provisions in their Service Rules within a period of one month at the level of concerned Administrative Secretaries without obtaining the approval of CMM, General Administration Department, Finance Department and HSSC. However, the departments should get the rules vetted from the Law Department before getting the same notified in accordance with these instructions.

3. It has come to the notice of the Government that some departments have not incorporated these provisions in their Service Rules till date. So, it is therefore, requested to furnish the status report in this regard in the enclosed proforma to the General Administration Department (GS-II Branch) within 15 days.

This may be treated as 'Most Urgent'.

Yours faithfully,

  
(Raj Kanwar)

Under Secretary, General Services-II

Proforma

**Nomenclature of posts**

| Name of the Department | Nomenclature of posts | Departmental Service Rules Amended (Yes/Not) | If yes, copy may be attached | If not, give reasons thereof |
|------------------------|-----------------------|----------------------------------------------|------------------------------|------------------------------|
|                        |                       |                                              |                              |                              |

**Minimum Educational Qualifications:**

| Name of the Department | Name of the post | Departmental Service Rules Amended (Yes/Not) | If yes, copy may be attached | If not, give reasons thereof |
|------------------------|------------------|----------------------------------------------|------------------------------|------------------------------|
|                        | Clerk            |                                              |                              |                              |
|                        | Steno-typist     |                                              |                              |                              |
|                        | JSS              |                                              |                              |                              |
|                        | SSS              |                                              |                              |                              |