

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(IN GENERAL SERVICES-II BRANCH)
No. 17/26/2019-3GSII

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Department, Haryana.
3. Divisional Commissioner Ambala, Hisar, Rohtak, Gurugram, Karnal & Faridabad Divisions.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Managing Directors/Chief Administrators of Boards/ Corporations/ Public Undertakings in Haryana.
6. All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana.

Dated Chandigarh 19 December, 2019

Subject: Regarding SETC (State Eligibility Test in Computer Application and Applications) – compulsory for all who are working as Clerks and those want to work as Clerk on promotion or by direct recruitment.

Sir/Madam

It is informed that the State Government vide instructions No. 42/164/2008-3GSII dated 7.11.2013 has introduced State Eligibility Test in Computer Appreciation and Application as part of service requirement for Clerks, Steno-Typists, Junior Scale Stenographers and Senior Scale Stenographers and vide instructions No. 17/28/2018-3GSII dated 17.11.2018 SETC has been made compulsory for all who are working as Clerks and those want to work as Clerk on promotion or by direct recruitment.

It has come to the notice of the Government that Departments/ Boards/ Corporations/Public Undertakings etc. is not following the above instructions of the Government. Accordingly, all the Departments / Boards/ Corporations / Autonomous Bodies are hereby directed to provide the information in respect of promotion / increments, given to any employee without qualifying the State Eligibility Test in Computer Application and Applications by **25.12.2019** through special messenger or on email-d (secretarygadharyana@gmail.com).

Yours faithfully,


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