

हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

एस.सी.ओ. 111.113, सेक्टर 17-बी, चण्डीगढ़ - 160017 (भारत)

Haryana state electronics development corporation limited

(a state government undertaking)

CIN U00000CH1982SGC004963

Regd. Office: SCO 111-113, Sector 17-B, Chandigarh- 160017

Panchkula Office: HARTRON Bhawan, Boys No. 73-76, Sector 2, Panchkula Haryana

No. HARTRON:PM:2018: 773-2147

Dated: 30-05-2018

66-14/04  
07/06/18

To

1. All the Additional Chief Secretary to Government of Haryana.
2. All the Administrative Secretaries to Government of Haryana.
3. All Heads of Departments,
4. All the Divisional Commissioners,
5. The Registrar, Punjab & Haryana High Court, Chandigarh
6. All the Deputy Commissioners and Sub- Divisional Officers (Civil);
7. All the Managing Director of CAS/ Boards/Corporations/Public Undertakings etc.
8. The Registrars, all the Universities of the State.
9. The Commissioners, all Municipal Corporations of the State.

Subject: Conduct of State Eligibility Test in Computer Appreciation & Applications (SETC).

Sir/Madam,

Please refer to the subject cited above.

The State Government vide letter No. No.42/164/2008-3GS-II, dated 07.11.13 has notified the State Eligibility Test in Computer Appreciation & Applications (SETC) as a part of service requirements for Clerks, Steno-Typists, Junior Scale Stenographers & Sr. Scale Stenographers SETC which shall be post requisite condition/qualification and all the newly recruited/appointed Clerks, Steno-typists, Junior Scales Stenographers & Sr. Scale Stenographers shall have to qualify the SETC in the Government Departments/Organizations. The copy of the letter dated 07.11.2013 is attached here with for ready reference which is self-explanatory.

P.T.O

Haryana - The Home of Electronics

Phone 0172-2577570 e-mail: hartron@hartron.org Website: www.hartron.org

ALCCA,  
7-6-18  
2/8E  
Rm  
7/6/18  
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The SETC Test consists of two parts i.e. Part-I Basic Computer Knowledge test, where the passing percentage is 50% & Part-II typing speed of 30 words per minutes in English and 25 words per minutes in Hindi converted with equivalent key depressions in both cases as the typing speed would be tested on computer (the candidate can appear either in English or in Hindi or Both). As per the letter dated 07.11.2013 and dated 22.09.2017 the State Government had exempted some diplomas/courses/degrees from appearing/passing the 1<sup>st</sup> component i.e. Basic Computer Knowledge Test. However, the typing speed test is mandatory for all the candidates/employees even if they are exempted from 1<sup>st</sup> component. Hartron has been authorized by the State Government for conduct of SETC Test.


It is further to inform that the test shall be conducted two time in a month for facilitation of candidates. For all the details the candidate may visit our website i.e. [hartron.org.in](http://hartron.org.in).

You are requested to circulate this letter along with enclosure amongst the employees working under your control. Further, it is also requested that such employees, who wish to appear in the SETC test may submit their details in the prescribed form which can be downloaded from our website i.e. [hartron.org.in](http://hartron.org.in), and send the same through post/ courier/by-hand at HARTRON BHAWAN, BAYS No. 73-76, SECTOR-2, PANCHKULA-134109 alongwith fee mentioned above in form of Demand Draft in favour of Haryana State Electronics Development Corporation Limited payable at Chandigarh.

Thanking you,

Yours faithfully

  
(Rajesh Deswal)  
Project Manager

For Managing Director, HARTRON 

Encl. As above



**Haryana State Electronics Development Corporation Limited**  
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हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड  
(हरियाणा सरकार का उपक्रम)  
SCO 111-113, Sector 17-B, Chandigarh



APPLICATION FORM			
STATE ELIGIBILITY TEST In Computer Appreciation & Applications (SETC) for existing/ newly recruited Clerks, Steno-typists, Jr. scale stenographers, Sr. scale stenographers of Government Departments/Boards/Corporations/Agencies etc.			
PERSONAL PARTICULARS (Before filling the form, read the instructions carefully & from serial no. 1 to 16 to be filled by the candidate)			
SERIAL NO. (FOR OFFICE USE ONLY)			Please enclose additional recent passport size photograph along with the Application Form <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">             Paste Recent passport size photograph here           </div>
PLACE OF TEST		PANCHKULA	
1.	NAME OF APPLICANT (In Capital Letters)		
2.	FATHER'S/HUSBAND'S NAME (In Capital Letters)		
3.	COMPLETE PERMANENT ADDRESS (In Capital Letters)		_____ _____ _____ Phone : _____ Mobile: _____ E-Mail: _____
4.	COMPLETE CORRESPONDENCE ADDRESS (In Capital Letters)		_____ _____ _____ Phone : _____ Mobile: _____ E-Mail: _____
5.	DATE OF BIRTH (DD-MM-YYYY)		<div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
6.	PLACE OF BIRTH		
7.	NATIONALITY		
8.	CATEGORY		GENERAL/ SC/ ST/ BC/ OBC and Others (Specifically mentioned)
9.	SEX		Male <input type="checkbox"/> Female <input type="checkbox"/>
10.	MARITAL STATUS		Married <input type="checkbox"/> Un-Married <input type="checkbox"/>
11.	Exempted from Basic Knowledge test (part-I) (Proof of qualification/ certificate be attached)		Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	OPTION(S) FOR PAPER-II (Typing Test on Computer)		English <input type="checkbox"/> Hindi <input type="checkbox"/> Both <input type="checkbox"/> (Tick any one)



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(हरियाणा सरकार का उपक्रम)

SCO 111-113, Sector 17-B, Chandigarh



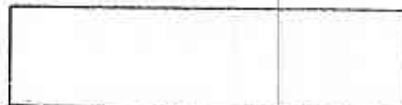
<b>13. DETAILS OF EMPLOYMENT</b>	
a) Name of the Department/ Board/ Corporation	
b) Place of Posting	
c) Designation (Please attach the proof of employment)	
d) Date Of Joining (On present post)	Date: (Joined on Promotion from Class-IV Post <input type="checkbox"/> ) (Joined on Direct Recruit After 11.10.2013 <input type="checkbox"/> ) (Joined on Regularization of Service <input type="checkbox"/> )
<b>14. DETAILS OF FEE PAID:</b>	
Bank name _____	DD No. _____ Dated _____ fee Rs. _____
(exempted/ un-exempted category).	
<b>15. ENCLOSURES:</b> Please tick as the case may be.	a.) Copy of Office ID. <input type="checkbox"/> b.) Copy of certificate for exemption only. <input type="checkbox"/>
The candidate should bring original valid office ID/ Certificate issued from the office in proof of employment otherwise candidate will not be allowed for SETC test.	
<b>16. Signature of Employee</b>	

**DECLARATION**

- I. I \_\_\_\_\_ hereby declare that all statements made in this application are true, complete and correct and in the event of any information being found false or incorrect or any ineligibility being detected before or after the test, my candidature is liable to be cancelled and legal action may be initiated against me.
- II. I am the regular employee of the Govt. Departments/ Boards/ Corporations/ Agencies etc. of State of Haryana mentioned above.
- III. I hereby declare that I have submitted only one application for appearing in SETC Test. In case more than one application is found, my candidature may be rejected straight-way.
- IV. I have gone through the terms & conditions mentioned in the prospectus & shall abide by the same.
- V. I have noted that if my application is found incomplete/defective, the same is liable to be rejected summarily and no correspondence will be entertained in this regard.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_



**Signature of Applicant**

**VERIFICATION BY THE OFFICE OF THE EMPLOYEE**

Verified that Sh./Smt. \_\_\_\_\_ appointed/ recruited/ promoted as \_\_\_\_\_ since \_\_\_\_\_ in our office and he/ she posted at \_\_\_\_\_ and his/ her ID card number is \_\_\_\_\_. He/ She is exempted under Notification dated 07.11.2013 from the Part-I on-line test (YES ☐ NO ☐). The Competent Authority may see/ read the instructions carefully before signature and if anyone found ineligible for exemption then the applicant as well as Competent Authority will be responsible.

(Signature and Stamp  
of the Competent Authority)

Yearly Calendar for the SETC test during the year 2018-19 for Government Employees.

Submission of Applications -open thought out the year.

Month	Applications received		Test date	Result
	From	to		
June	01.06.18	15.06.18	21.06.18	29.06.18
	16.06.18	30.06.18	05.07.18	13.07.18
July	01.07.18	15.07.18	19.07.18	27.07.18
	16.07.18	31.07.18	03.08.18	10.08.18
August	01.08.18	15.08.18	17.08.18	31.08.18
	16.08.18	31.08.18	06.09.18	14.09.18
September	01.09.18	15.09.18	20.09.18	28.09.18
	16.09.18	30.09.18	04.10.18	12.10.18
October	01.10.18	15.10.18	19.10.18	26.10.18
	16.10.18	31.10.18	02.11.18	08.11.18
November	01.11.18	15.11.18	22.11.18	30.11.18
	16.11.18	30.11.18	06.12.18	14.12.18
December	01.12.18	15.12.18	20.12.18	28.12.18
	16.12.18	31.12.18	03.01.19	11.01.19
January	01.01.19	15.01.19	17.01.19	25.01.19
	16.01.19	31.01.19	07.02.19	11.02.19
February	01.02.19	15.02.19	21.02.19	28.02.19
	16.02.19	28.02.19	07.03.19	11.03.19
March	01.03.19	15.03.19	21.03.19	28.03.19
	16.03.19	30.03.19	04.04.19	12.04.19

\* In case of holiday on the scheduled date, the application receipt /test/result date, as the case may be, will be next working day.



1. Lall University Sree/Pl. B.D. Sharma University of Medical & health Sciences Rohtak and Bhagal
2. Phool Singh Mahila Vishwa Vidyalaya Khanpur Kalan, Sonapat.
3. All the managing Directors/CAs of Boards/Corporations/State Public Sector undertaking.
4. The MD/HARTON
5. The Secretary Council of Ministers Haryana with reference to his U.O. No.9/288/2017-2 Cabinet dated 14.08.2017
6. The State Information Officer (NIC) Haryana Civil Secretariat, Chandigarh for uploading on the websites of the State Government and Chief Secretary's office as well. He is also requested to send this letter by e-mail to all concerned.
7. The Secretary Haryana Staff Selection Commission, Sector-2, Panchkula.

Under Secretary to Government Haryana  
Protocol Department

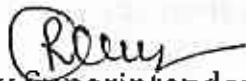
### OFFICE OF THE LABOUR COMMISSIONER, HARYANA

Endst. No. / Estt./2018/20613-814

Dated : 15.06.2018

पत्र की प्रति निम्नलिखित अधिकारियों को इस अनुरोध के साथ प्रेषित की जाती है कि आप अपने अधीनस्थ कार्यरत नव नियुक्त लिपिकों को नोट करवायें कि वह अपना आवेदन पत्र में दर्शाई गई तिथियों से पहले पूर्ण रूप से भरकर डी.डी सहित मुख्यालय भिजवाना सुनिश्चित करें ताकि समय रहते मामलों में आगामी कार्यवाही अमल में लाई जा सकें।

- 1 All the Presiding Officer Industrial Tribunal-cum-Labour Court.
- 2 Addl. Labour Commissioner (NCR),Gurgaon
- 3 All the Joint Director (IS&H) (NCR), Gurugaon.
- 4 All the Dy. Labour Commissioner in the State
- 5 All the Dy. Director (IS&H) in the State
- 6 All the Dy. Director Industrial Health in the State.
- 7 All the Assistant Labour Commissioner, in the State
- 8 All the Assistant Director, Industrial Safety and Health in the State.
- 9 All the Assistant Director, Industrial Safety and Health (Chemical) in the State.
- 10 All the Assistant Director, Industrial Health in the State.
- 11 Headquarter.

  
Deputy Superintendent (Estt.)  
for Labour Commissioner, Haryana.