

HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT

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

From

The Chief Secretary to Government, Haryana



To

1. All the Administrative Secretaries in Haryana State.
2. All the Head of Departments in Haryana State.
3. All the MDs/CAs/CEOs of Boards/Corporations in Haryana State.
4. All the Divisional Commissioners in the Haryana State.
5. All the Deputy Commissioners in the Haryana State.
6. All the Registrars of Universities in Haryana State.

*Handwritten:*  
✓  
L.C.  
1-12-2017

Dated Chandigarh, the 27<sup>th</sup> November, 2017.

**Subject: Syllabus for State Eligibility Test in Computer Appreciation & Applications (SETC) Test.**

*Handwritten:*  
H.C.  
11/2/17  
Sir/Madam

*Handwritten:* DSE

I am directed to refer to this Department's instructions issued vide number 42/164/2008-3GS-II dated 07.11.2013 vide which type test was substituted with State Eligibility Test in Computer Appreciation & Applications (SETC) as a part of service requirements for Clerks, Steno-Typist etc. who have been appointed by direct recruitment or by promotion. HARTRON was authorized to conduct the test of the employees covered under these instructions and syllabus is introduction to Computer & Windows, Word Processing, Spread-Sheet, Power-point, Internet Browsing & E-mail. Detailed Syllabus is available at C.S. website.

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

*Handwritten signature:* Jyoti Singh  
Under Secretary  
for Chief Secretary to Government, Haryana

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

Dated:- Chandigarh, the 27.11.2017

A copy is forwarded to the Managing Director, HARTRON for information and necessary action.

**OFFICE OF THE LABOUR COMMISSIONER, HARYANA, CHANDIGARH**

Endst. No./ Estt./04/2017/

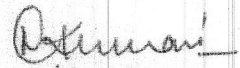
34929-35039

Dated:

19/12/12

A copy of the above instruction is forwarded to the following for information and necessary action:-

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

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