

F.C. Education

Government of Haryana  
General Administration Department  
General Services-I Branch  
No. 42/164/2008-5GSI

CSG  
Dated



Chandigarh, dated the 31<sup>st</sup> June, 2010

1. All the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government of Haryana,
2. All Heads of Departments and Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions,
3. The Registrar, Punjab and Haryana High Court, Chandigarh
4. All the Deputy Commissioners Haryana State,
5. All the Managing Director of Boards/Corporations/ Public Undertaking etc.
6. All the Registrars of the Universities of the State.

**Subject: - Conducting of State Eligibility Test in Computer Appreciation and Applications.**

Ray  
FCS  
3-6-10

Sir/Madam,

I am directed to refer to the Government instructions issued vide letter of even number dated 14.12.2009 vide which it was informed that a decision has been taken by the Government for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC) for recruitment to the post such as Data Entry Operators, Office Associate, Clerks, Clerk-cum- Steno typist, Clerk-cum Computer Operators etc. or promotion at the various level which shall be conducted by the Department of Electronics and Information Technology and the Department shall issue detailed guidelines and ensure the highest standards of secrecy and quality of the(SETC) examination.

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2. It is observed that some departments/Boards/ Corporations are contemplating the promotion of the staff working under their control without following the due procedure which is violation of the Government instructions referred to above. This action on their part has been viewed seriously.

Secondary Education Haryana	Examine process and put up	
	Acknowledge the receipt if required	
	C & D G S E, Haryana	
	A. D.	J. D. C & V
	A. D. Admn-I	Completed
	A. D. Admn-II	J. D. CCA
	J. D. Admn.	May be
	C. A. O.	D. D. CO
	D. A.	B. O.
	R. E.	
No.	Date	

I am, therefore, directed to request you to intimate whether the process of carrying out necessary amendments in the departmental service rules has been completed in compliance of the instructions mentioned above. If not, reasons thereof may please be intimated.

Yours faithfully,  
  
 Superintendent General Services-I  
 for Chief Secretary to Government of Haryana