PROSPECTUS-CUM-GUIDELINES

STATE ELIGIBILITY TEST IN
Computer Appreciation & Applications(SETC)

HARYANA STATE ELECTRONICS DEVELOPMENT
CORPORATIONLIMITED HARTRON BHAWAN, Bays No.73-76,

Sector-2, Panchkula-134109, Phone: 0172-2563076

1.0 INTRODUCTION

Government of Haryana vide Notification No. 42/164/2008-3GS-II dated 7th November, 2013 has decided that Haryana State Electronics Development Corporation Limited (HARTRON) shall conduct the State Eligibility Test in Computer Appreciation & Applications (SETC) for clerks. As per instruction dated 17.11.18, SETC shall be mandatory for all the currently working clerks (whether regular or contractual) for grant of increment in his/her pay scale. The definition of Clerk includes Clerk-cum Computer operator, Office Associate, Clerk-cum-Data Entry Operator, Steno-typists, Data Entry Operator and Clerk-cum-Typist. Further, the State Govt. vide notification no. 16-71-2021-3GS-II dated 19.01.2022, the post of Clerk/Cashier, Data Entry Operators and Assistant has also included for SETC test.

2.0 OBJECTS OF THESCHEME

a) To achieve 100% IT literacy in Government offices. IT literacy will have a minimum level of defined proficiency which will include word processing, e-mail, data entry and access etc.

b) To give impetus to e-Governance projects and its applications in Government offices.

c) Up gradation of the standard and quality of administration.

3.0 SCHEME OF TEST

The SETC would consist of two papers:

Part-I: An objective type on-line test comprising of 50 questions with four options of answers in English language only. The pass percentage for on-line test shall be 50%. The questions will be on the following topics:

(i)   Introduction to Computer
(ii)   Introduction to Windows
(iii)   Word Processing
(iv)   Spread-Sheet
(v)   Power Point
(vi)   Internet
(vii)   WWW and Web Browsers
(viii) Introduction to E-mail

Part-II: Typing Speed 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases, as the typing speed would be tested on computer. Speed test in typing in English and/or Hindi of five minutes duration. A candidate has to appear for speed test in typing in English or Hindi or both the languages. The candidate should select specify his/her language option(s) for speed test in typing in the online application form. The Hindi typing test shall be conducted in the KRUTIDEV010 font. Typing test will be conducted of such candidates only, who will pass the on-line test (Part-I) or who is exempted under notification dated 19.09.2019.

The formula is to be used for calculating of typing speed is as follows: -

> 1 word = 5 Strokes

> Total Strokes/ 5 (five) = Total Words typed,

> Total Words Typed / 5 (time)= Gross Speed in WPM

>> Mistakes = Total Mistake / 5

> Net typing speed = Gross Speed –Mistakes

> Ex. If a candidate typed 1200 Strokes in five minutes with 10 mistakes, then the typing speed will be calculated as:

>> 1200 / 5 = 240 words,

> Gross Typing Speed = 240 / 5 = 48 gross speed wpm

> Mistakes done = 10 / 5 = 2

> Hence Net Typing Speed = 48 – 2 = 46 wpm.

>> Or

> (240 – 10) / 5 = 46 wpm

4.0 SYLLABUS

The detailed Syllabus is placed below as Annexure 'A'.

5.0 SCHEDULE OF TEST/E-ADMITCARD

The tests mentioned at 3.0 above will be held at HARTRON Multi Skill Development Center (HMSDC), Udyog Vihar- I, Gurugram, Haryana and IDDC, HARTRON, Near IOCL Depot, Ambala Cantt., Haryana. The Candidates can inform his preference for venue. However, HARTRON can allot any venue depending upon the capacity/availability of seats. The date, time and venue of the test will be mentioned on e-Admit card. NO INDIVIDUAL COMMUNICATION SHALLBE SENT TO THE CANDIDATES. All the communication with regard to conduct of SETC Test shall be displayed through HARTRON website. Thus, the candidates are advised to check the website i.e. https://hartronservices.com/ on regular basis.

6.0 ELIGIBILITY CRITERIA

The candidates should be existing/ newly recruited Clerks, Clerk-cum Computer Operator, Office Associate, Clerk-cum-Data Entry Operator, Steno-typists, Data Entry Operator and Clerk-cum-Typist, Assistant (whether regular or contractual) Government Departments/Boards/Corporations/Agencies etc. of State of Haryana for appearing in SETC test.

7.0 APPLICATION PROCEDURE

- Applicant is required to apply online through HARTRON Website https://hartronservices.com/.

- Applicant should fill up all required information in the online form correctly.

- Every application will be allotted a unique Registration Number.

- Applicant will see his/her application form summary when click on save & preview button.

- Before submission of fee, applicant should check his/her all details and make necessary corrections, under option Edit/Update. After this no amendment is allowed in application form.

- After ensuring the correctness of the particulars of the application form, applicant is required to pay fee of ₹590/- (five hundred ninety Rupees) for not-exempted applicant and ₹354 (three hundred fifty-four) for exempted applicant plus Bank Charges* through the payment gateway integrated with application.

8.0 Verification of Documents/e-Admit card

The candidates are allowed to enter in examination lab after verification of identity card, proof of employment and if any employee wants exemption from Computer Knowledge Test, he/ she must also bring the original certificate/document for claiming exemption. For this, the candidates must bring all the original as well as photocopy of documents and aadhar-card at the time of test. HARTRON reserves the right for use of biometric attendance system for identification of the actual candidate(s) to increase the transparency in the SETC exam.

9.0 ROLL NUMBER AND CENTRE FOREXAMINATION

a) The appearance in the test shall only be after verification of the Identity Card/ Proof of employment of the employee.

b) SETC test will be held at HARTRON Multi Skill Development Center (HMSDC), Udyog Vihar- I, Gurugram, Haryana and IDDC, HARTRON Near IOCL Depot, Ambala Cantt., Haryana. The candidates can inform his preference for venue. However, HARTRON can alot any venue depending upon the capacity/availability of seats. No request for change of examination center will be entertained at any stage.

c) Do not send the Application Form printout by post/courier or any other source. Please bring the printouts of Application Form and e-admit card with duly filled section "Verification Section by the office of the employee" in application form duly signed & stamped of competent authority of your office at the time of appearing of test. The office endorsement/DAK/Dispatch No. along with date should filed in Application form.

d) The exam date of the candidate cannot be changed under any circumstance.

10.0 ISSUANCE OF CERTIFICATE

Only those candidates/ employees, who pass both the tests (Paper-I & Paper-II)

and for exempted category who will pass typing test on computer (Paper-II only) will be awarded a certificate, which shall be issued by Haryana State Electronics Development Corporation Limited on behalf of State Government. In the certificate the language (English and/or Hindi) of typing test (on computer) passed will be specified.

11.0   MODE OF PAYMENT OFFEE

The Candidates/ Employees shall make the payment of Rs.590/- for both test (Part-I & Part-II) and Rs.354/- for typing test Part-II only (on computer) i.e. for exempted category plus Bank Charges* through online mode only.

*Bank charges: debit card NIL, Credit card NIL, internet banking ranging between Rs. 10 to 12/-(Approx).

12.0   EXEMPTION FROM ON LINE TEST

The employee who are having the qualification/certificate mentioned at point no. 9 in the notification dated 07.11.2013 and as per order dated 19.09.2019 is exempted from Computer Knowledge Test i.e. 1st part of SETC test. Any other instruction issued by State Government time to time is also be applicable.

13.0   GENERAL INSTRUCTIONS:

i. The SETC test shall be conducted only for existing/ newly recruited Clerk includes Clerk-cum Computer operator, Office Associate, Clerk-cum-Data Entry Operator, Steno-typists, Data Entry Operator, Clerk-cum-Typist, Assistant (whether regular or contractual) of Government Departments/ Boards/ Corporations/ Agencies etc. of State of Haryana.

ii. If the Signature/Photograph of the Applicant did not match at the time of test, then the form will be rejected straightaway.

iii. In case the applicant fails to deposit the fee, his/her application shall stand automatically cancelled/ rejected and shall not be considered for further processing.

iv. A candidate is allowed to submit only one application form. If a candidate submits more than one application form, the candidature of the applicant will be rejected.

v. Benchmark Disable candidates (disability more than fourty percentage) must submit their recent Disability Certificate issued by competent authority at the time of test. In case his/her fails to submit Disability certificate then application form will be rejected straightaway.

vi. Please bring the print outs of Application Form and e-admit card with duly filled section "Verification Section by the office of the employee" in application form duly signed & stamped by competent authority and in case of claiming exemption from On- line test then he/she may also attach the duly self-attested copy of passed course/certificate/degree with the application form. The printed photo (latest) on the application form of the candidates should

also be duly attested by his/her Departments/Organizations competent authority. The complete application form should also be having the endorsement no. and date of the his/her Departments/Organizations.

vii. No acknowledgement card will be sent to the candidate. Applicant should download the e-admit card on scheduled date mention on Hartron website and bring the same at the time of appearing of test.

viii. The application system is not checking your eligibility while submission. Hence you are required to ensure your eligibility w.r.t. our notifications/letters before applying. Mere submission of application will not guarantee the candidature for further process.

ix. In case a candidate/ employee does not fulfill the eligibility conditions, the application form will be rejected straight way.

x. In case a candidate/ employee is found to have concealed any material facts/given wrong information, his/her application will be rejected.

xi. The candidates/employees should be present at the Examination Centre, as mention on e-admit card half an hour before the commencement of the test.

xii. At the time of test, the candidates/ employees should bring original identity card/ certificate issued from the employer in proof of employment and the certificate/ documents claiming exemption from Basic Computer Knowledge Test i.e. 1st part of SETC Test for eligibility.

xiii. The conduct of test is subject to the verification of original documents/ certificates mentioned at point no. xii at the time of test. if any candidate/employee is found ineligible at a later stage, even after conduct of test, his/ her test/ certificate will be cancelled automatically.

xiv. The candidates/ employees found using or attempting to use any unfair means shall be disqualified, besides other punitive measures.

xv. No candidate/ employee shall be permitted to leave the examination Centre earlier than the time fixed for the test.

xvi. The use of calculating and communication aids and electronic devices like mobile phone, calculator & I-Pad etc. are not permitted and are not allowed in the examination hall.

xvii. The candidates/ employees must read the instructions pasted in- side and out-side the examination hall.

xviii. Application fee is non-refundable.

xix. The decision of the Managing Director/Chairman, Haryana State Electronics Development Corporation Limited, Chandigarh shall be final and binding in all respects.

xx. All legal disputes with regard to the SETC will be subject to the jurisdiction of Chandigarh only.

SYLLABUS

Introduction to Computer

1.0   Introduction

1.1   Objective

1.2   What is Computer

    1.2.1   Advantage/Disadvantage of Computer

    1.2.2   History of Computer

    1.2.3   Generation of Computer

    1.2.4   Basic applications of computer

    1.2.5   Entertainment

    1.2.6   e-governance

1.3   Components of Computer System

    1.3.1   Central Processing Unit(CPU)

    1.3.2   VDU

    1.3.3   Keyboard and Mouse

    1.3.4   Other input/output Devices

    1.3.5   Computer Organization

    1.3.6   Computer Memory – Primary & Secondary, Ram & Rom, units of memory

1.4   Introduction to Computer Peripherals

    1.4.1   Connecting keyboard, mouse, monitor and printer to CPU

    1.4.2   Use of Mouse

    1.4.3   Working with left Mouse Button

    1.4.4   Working with right Mouse Button

    1.4.5   Checking Power Supply

1.5   Concepts of Hardware and Software

    1.5.1   Hardware

    1.5.2   Software

        1.5.2.1   Application software

        1.5.2.2   Systems software

1.6   Classifications of Computers

    1.6.1   Representation of data/Information concepts of data Processing

Introduction to Windows

Word Processing

Spread-Sheet

4.2 Elements of Electronics Spread Sheet

    4.2.1 Application/usage of Electronic Spread Sheet

    4.2.2 Opening of Spread Sheet

    4.2.3 Menu bar

    4.2.4 Saving Work book

    4.2.5 Creation of cells and addressing of cells

    4.2.6 Inserting new rows & Columns, Worksheets

    4.2.7 Editing rows/columns height &width

    4.2.8 Renaming, Deleting and Moving a Worksheet

4.3 Manipulation of Cells

    4.3.1 Cell Addressing

    4.3.2 Enter texts

    4.3.3 Numbers and Dates

    4.3.4 Cell Height and Width

    4.3.5 Copying of cell setc.

4.4 Formulas

    4.4.1 Using Formulas

    4.4.2 Using basic functions & formulas a cell

    4.4.3 Sum function

    4.4.4 Average

    4.4.5 Percentage, Other functions.

4.5 Function

    4.5.1 Data Sorting

    4.5.2 Using Subtotals

    4.5.3 Applying filters

4.6 Chart

    4.6.1 Inserting Chart

    4.6.2 Formatting chart

4.7 Spread Sheets for Small Accountings

    4.7.1 Maintaining invoices/budgets

    4.7.2 Totaling of various transactions

    4.7.3 Maintaining daily & monthly sales report

Power-point

5.0   Introduction   to   Power Point,   What   is   Power Point,   starting
        Power Point, creating and opening a presentation,

5.1   Power Point views, moving between slides, saving/ closing a presentation,
        exiting Power Point,

5.2   Creating a new presentation using the auto content wizard and slide layout.
        Creating a new presentation using different layouts,

5.3   Customizing Presentation: - changing the text formats, adding bullets, aligning
        text.

5.4   Formatting Slides: - Using Color Schemes, background Color and Designs,
        Adding Pictures/ Graphics on Slide,

5.5   Adding Header and Footer, changing slide layouts,

5.6   Adding charts of different types to slide, organization chart, Slide show,

5.7   Using   slide   transition: -   giving   timing,   sound   and   adding
        animations to slides and using preset animations,

5.8   Using Drawing Toolbar,

5.9   Slide Master View,

5.10   Using Custom Animation: - Animating pictures and Text with Sound effects

5.11   Using Page Setup and printing

Internet

6.0   Introduction

6.1   Objectives

6.2   Basic of Computer networks

        6.2.1   Local Area Network(LAN)

        6.2.2   Wide Area Network(WAN)

6.3   Internet

        6.3.1   Concept of Internet

        6.3.2   Application of Internet

        6.3.3   Advantages of Internet

        6.3.4   Connecting Internet

6.4   Internet service providers(ISP)

WWW and Web Browsers

Introduction to E-mail

For any enquiry about the SETC test, please contact

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Or

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