

PROSPECTUS-CUM-GUIDELINES



STATE ELIGIBILITY TEST IN
Computer Appreciation & Applications(SETC)



HARYANA STATE ELECTRONICS DEVELOPMENT
CORPORATION LIMITED 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 THE SCHEME

- 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 SHALL BE 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 allot 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 be 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 forty 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

1.6.2 Data and Information

1.6.3 Storage of Data/Information as files

Introduction to Windows

2.0 Introduction

2.1 Objective

2.2 Operating System

221 What is Operating System

222 Types of Operating System

2.3 Operating System and Basics of Windows

231 User Interface

232 Using Mouse and Moving Icons on the screen

233 My Computer

234 Starting an application using start button, minimize, maximize, restore and closing of window

235 Taskbar

236 Status Bar

237 Recycle in

2.4 Start Button and Menu selection etc.

241 Running an Application

242 Windows Explorer

243 Creating, Deleting and Renaming of files and folders

244 Opening and closing of different Windows etc.

2.5 Windows Setting

251 Control Panels

252 Wall Papers and Screen Savers

253 Setting the date and Sound etc.

254 Using Help

255 Display Properties

2.6 Advanced Windows

261 Using Right Mouse Button

262 Creating short cuts

263 Basics of window setup

264 Notepad

265 Window Accessories

- 2.7 Using Multimedia:
 - 271 Playing CD's/DVD's
 - 272 Using Media Player
 - 273 Sound Recorder

Word Processing

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 321 Opening Word Processing Package
 - 322 Menu Bar
 - 323 Toolbar
 - 324 Using Help
 - 325 Using Icons below Menu Bar
- 3.3 Opening Documents and Closing Documents
 - 331 Opening Documents
 - 332 Save and Save as
 - 333 Page Setup
 - 334 Print Preview
 - 335 Printing of Documents & Other Properties
- 3.4 Display/Hiding of Paragraph Marks
 - 341 Moving Around in a Document
 - 342 Scrolling the Document, Scrolling byline/paragraph
 - 343 Fast Scrolling and Moving Pages
 - 344 Using a Document/Help Wizard
- 3.5 Text Creation and editing
 - 351 Creating a document
 - 352 Selecting & moving text
 - 353 Spellchecking
 - 354 Text Selection
 - 355 Editing with cut, copy & paste
 - 356 Undo & Redo

- 357 Find and Replace
- 358 Thesaurus
- 359 Paragraph and Tab Setting
- 3.6 Formatting the Text
 - 361 Font and Size selection
 - 362 Bold, Italic and Underline
 - 363 Alignment of Text: Center, Left, Right and Justify etc
 - 364 Bullet and Numbering
 - 365 Border and Shading, Change Case
 - 366 Working with tabs, Indents & Spacing
 - 367 Formatting paragraphs, using columns
- 3.7 Table Manipulation
 - 371 Concept of table: Rows, Columns and Cells
 - 372 Draw Table
 - 373 Changing cell Width and Height
 - 374 Alignment of Text in Cell
 - 375 Copying of cell
 - 376 Delete/insertion of row and columns
 - 377 Borders for Table
 - 378 Deleting at able
 - 379 Splitting and merging cells
 - 37.10 Converting table to text
 - 37.11 Setting table properties
- 3.8 Mail Merge
- 3.9 Printing
 - 391 Print Preview
 - 392 Print a selected page, etc.
 - 393 Paper Orientation
 - 394 Paper setting/Margin

Spread-Sheet

- 4.0 Introduction
- 4.1 Objectives

- 4.2 Elements of Electronics Spread Sheet
 - 421 Application/usage of Electronic Spread Sheet
 - 422 Opening of Spread Sheet
 - 423 Menu bar
 - 424 Saving Work book
 - 425 Creation of cells and addressing of cells
 - 426 Inserting new rows & Columns, Worksheets
 - 427 Editing rows/columns height & width
 - 428 Renaming, Deleting and Moving a Worksheet
- 4.3 Manipulation of Cells
 - 431 Cell Addressing
 - 432 Enter texts
 - 433 Numbers and Dates
 - 434 Cell Height and Width
 - 435 Copying of cell setc.
- 4.4 Formulas
 - 441 Using Formulas
 - 442 Using basic functions & formulas a cell
 - 443 Sum function
 - 444 Average
 - 445 Percentage, Other functions.
- 4.5 Function
 - 451 Data Sorting
 - 452 Using Subtotals
 - 453 Applying filters
- 4.6 Chart
 - 461 Inserting Chart
 - 462 Formatting chart
- 4.7 Spread Sheets for Small Accountings
 - 471 Maintaining invoices/budgets
 - 472 Totaling of various transactions
 - 473 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
 - 621 Local Area Network(LAN)
 - 622 Wide Area Network(WAN)
- 6.3 Internet
 - 631 Concept of Internet
 - 632 Application of Internet
 - 633 Advantages of Internet
 - 634 Connecting Internet
- 6.4 Internet service providers(ISP)

- 641 Internet Access
- 642 Broad Band
- 643 Dial-Up
- 644 Wi-Fi
- 645 Troubleshooting

WWW and Web Browsers

- 7.0 Introduction
- 7.1 Objectives
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
 - 731 Internet Explorer
 - 732 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
 - 741 URL address
 - 742 Searching over the Web
 - 743 Moving Around in a web-site
 - 744 Printing and saving webpages
 - 745 Uploading and Downloading
 - 746 Chatting

Introduction to E-mail

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
 - 841 Email addressing
 - 842 Mailbox: Inbox and outbox
- 8.5 Sending & checking mails
 - 851 Creating an E-mail
 - 852 Viewing an E-mail

- 853 Sending an Email
- 854 Replying to an E-mail message
- 855 Forwarding an e-mail message
- 856 Sorting and searching emails
- 857 Saving mails
- 858 Sending same mail to various users etc.
- 8.6 Document Handling
 - 861 Sending soft copy as attachment
 - 862 Sending a portion of document as email
- 8.7 Visiting various sites.

For any enquiry about the SETC test, please contact

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Or

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