



# PROSPECTUS

STATE ELIGIBILITY TEST In Computer, Appreciation & Applications (SETC)



Price: Rs.300/- only



HARYANA STATE ELECTRONICS DEVELOPMENT  
CORPORATION LIMITED, CHANDIGARH

## **1.0 INTRODUCTION**

Computerization is the backbone of development in all the offices of the State Government. Keeping in view of this, Government of Haryana vide Gazette Notification dated 29<sup>th</sup> October, 2009 has decided that Department of Electronics & Information Technology, Haryana shall conduct the State Eligibility Test in Computer Appreciation & Applications (SETC) for recruitment to the posts such as Data Entry Operators, Office Associates, Clerks, Clerk-cum-Steno-Typist, Clerk-cum-Computer Operators etc., or promotion at the various level. Accordingly, as per recruitment rules of the concerned Department/ organization, the test would become an essential condition for recruitment or promotions to all categories mentioned above. Haryana State Electronics Development Corporation Limited (HARTRON) on behalf of Department of Electronics & Information Technology, Haryana has been authorized to conduct the said State Eligibility Test (SETC) vide letter No.KC/Admn/356/2009/1SIT/905 dated 24<sup>th</sup> December, 2009.

## **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 questions will be on the following topics:

- (a) Introduction to computer
- (b) Introduction to Windows
- (c) Basic DOS Commands
- (d) Elements of Word Processing
- (e) Spreadsheets
- (f) Computer communication and internet
- (g) WWW and web browsers

- (h) E-mail
- (i) Making small presentation

**Part-II:** Speed test in Data Punching in English and/or Hindi of five minutes duration. The Data Punching Speed in English should be 9000 key depressions per hour and for Hindi 7500 key depressions per hour. The Hindi Data Punching Test shall be conducted in either of the CHANAKYA, KRUTI DEV 010, KRUTI DEV130, KANIKA, AMAR fonts. Data Punching tests will be conducted of such candidates only, who will pass the on-line test (Part-I) and a candidate have to appear for speed test in Data Punching in English or Hindi or both the languages. The candidate should clearly specify his/her language option(s) for speed test in Data Punching in the application form at the specified column.

#### **4.0 SYLLABUS**

The detailed Syllabus is attached as Annexure-A with this Prospectus.

#### **5.0 SCHEDULE OF TEST**

The tests mentioned at 3.0 above will be held at Chandigarh. The SETC test will be conducted on last Saturday/Sunday of every month and the form will be received upto 15th of the month. The forms received after 15th of the month will be considered for test in next month. The applicants are advised to go through the HARTRON's website ([www.hartron.org](http://www.hartron.org)) for exact date, venue and other details of the test.

#### **6.0 ELIGIBILITY CRITERIA**

The Applicant should be an regular employee of State Government Departments/ Boards/Corporations.

#### **7.0 APPLICATION PROCEDURE**

The application form will be available from the office of Haryana State Electronics Development Corporation Limited (HARTRON), SCO 111-113, Sector 17-B, Chandigarh and IDDC, Staff Road, Ambala Cantt on cash payment of Rs.300/-. The forms can also be down-loaded from Websites mentioned in the prospectus and be forwarded alongwith a Demand Draft of Rs.300/- in favour of Haryana State Electronics Development Corporation Limited payable at Chandigarh.

## **8.0 ADMIT CARD**

The Admit Card to the eligible candidates will be issued after scrutiny of the documents, verification of age, identity etc. on the date of the examination. However, status of the application can be ascertained from the websites mentioned in the prospectus. The candidates must bring the original documents in proof of qualification, age etc. on the date of the examination.

## **9.0 ROLL NUMBER AND CENTRE FOR EXAMINATION**

- a) No candidate will be permitted to appear in the Centre other than he/she has opted for examination in the application form. No request for change of Centre will be entertained under any circumstances.
- b) Haryana State Electronics Development Corporation Limited will not be responsible for any postal delay/loss of Application Form. No candidate will be admitted to the examination Centre unless his/her duly completed application form alongwith all the relevant documents is received in the office of Haryana State Electronics Development Corporation Limited, Chandigarh or IDDC, Ambala Cantt. The candidates in their own interest are advised to ensure that their duly completed application form have reached the destination in time, which they can also ascertain from the websites mentioned in the prospectus ten days after the close of the last date of the submission of the application form. In case the status of the receipt of application does not appear on the websites, the candidates may personally contact alongwith proof of submission of the application form within next five days. Thereafter, no further query will be entertained and the candidature of the applicant will not be considered for the examination.

## **10.0 PASS PERCENTAGE**

The pass percentage for on-line test shall be 50%. The candidates, who will pass the on-line test will only be eligible to appear in Part-II of Data Punching and will have to pass the same at the Data Punching Speed mentioned in para 3.0 above.

## **11.0 CHANCES TO APPEAR IN SETC**

There would be no restriction on number of chances to appear and pass the test.

## **12.0 ISSUANCE OF CERTIFICATE**

Only those candidates, who pass both the tests (Paper-I & Paper-II) simultaneously against his/her application, will be awarded a certificate, which shall be issued by Haryana State Electronics Development Corporation Limited, Chandigarh on behalf of the Department of Electronics & Information Technology, Haryana. In the certificate the language (English and/or Hindi) of Data Punching speed test passed will be specified.

## **13.0 MODE OF PAYMENT OF FEE**

The Candidate shall make the payment of Rs.300/- (Rupees three hundred only) through Demand Draft drawn in favour of Haryana State Electronics Development Corporation Limited, Chandigarh payable at Chandigarh in case he/she submits his/her application form after down-loading from the website.

## **14.0 GENERAL INSTRUCTIONS**

- i. The application form must be complete in all respects. Incomplete application form or application form filled in language other than in English will be rejected.
- ii. The candidates should put his/her signature with black or blue point pen within the box provided in the application form and the signature must not over-flow or touch the border of the box provided. The candidate's signature establishes his/her identity. Hence, do not merely write your name in capital letters, which may lead to the rejection of his/her application.
- iii. 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.
- iv. The candidates must enclose one additional recent photograph alongwith the application form.
- v. The candidate should only enclose duly attested certificate showing the proof of qualification and age. In case the application form is down-loaded from the website, a demand draft for Rs.300/- in favour of Haryana State Electronics Development Corporation Limited payable at Chandigarh has to be enclosed. No other document should be attached with the application form.
- vi. The photographs attached/pasted on the form should be recent and on the

photograph attached with the application form please mention the name, father's/husband's name and form number on the back of the photograph.

- vii. The envelope containing the application form must be sent by Registered/ Speed Post on the address and schedule mentioned in the prospectus. Haryana State Electronics Development Corporation Limited, Chandigarh will not be responsible in case the application forms are sent through ordinary posts and are not received in the office as per schedule.
- viii. The application forms without payment of application fee will not be entertained.
- ix. No acknowledgment card will be sent to the candidate. However, the candidate may check the status of his/her application on the website mentioned in the prospectus.
- x. In case a candidate does not fulfill the eligibility conditions, the application form will be rejected straightway.
- xi. In case a candidate is found to have concealed any material facts/given wrong information, his/her application will be rejected.
- xii. The candidates should be present at the Examination Centre, as opted by him/her half an hour before the commencement of the examination.
- xiii. The candidates should bring all original certificates/documents in proof of his/her qualifications and age.
- xiv. The conduct of test is subject to the verification of original certificates/documents at the time of examination. If any candidate is found ineligible at a later stage, even after conduct of tests, his/her test/certificate will be cancelled automatically.
- xv. The candidates found using or attempting to use any unfair means shall be disqualified, besides other punitive measures
- xvi. No candidate shall be permitted to leave the examination Centre earlier than the time fixed for the examination.
- xvii. The use of calculating and communication aids and electronic devices like mobile phone, calculator I-Pod etc. is not permitted and are not allowed in the examination Hall.
- xviii. The candidates must read the instructions pasted in-side and out-side the examination Hall.
- xix. The examination Centre will not be changed under any circumstances.

- xx. Application fee is non-refundable.
- xxi. There is no provision for re-evaluation/re-checking of the answer sheets. Therefore, no request in this regard shall be entertained.
- xxii. This Certificate shall only entitle the candidate to apply for the posts of Data Entry Operators, Office Associates, Clerks, Clerk-cum-Steno-Typist, Clerk-cum-Computer Operators etc. as advertised by the State Government Departments/Boards/Corporations as per the Notification and shall not entitle the candidate for any employment in the State Government Departments/Boards/Corporations on the basis of this Certificate.
- xxiii. The certificate issued to the candidate shall have the validity of 5 years from the date of issue.
- xxiv. The decision of the Managing Director, Haryana State Electronics Development Corporation Limited, Chandigarh shall be final and binding in all respects.
- xxv. All legal disputes with regard to the SETC will be subject to the jurisdiction of Chandigarh only.

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**Detailed Syllabus**

1. **Introduction to Computer**

What is computer, Characteristics of Computers, Basic Applications of Computer. Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software, Classifications of computers. Representation of data/Information concepts of data processing, Definition of Information and data, Basic data types, Storage of data/Information as files.

2. **Introduction to Windows**

What is an operating system and basics of Windows, The User Interface, Using Mouse and Moving Icons on the screen, The My Computer Icon, The Recycle Bin, Status Bar, Start and Menu & Menu selection etc. Running an Application, Windows Explorer Viewing of File, Folders and Directories. Creating and Renaming of files and folders, Opening and closing of different Windows etc. Windows Setting - Control Panels, Wall Papers and Screen Savers, Setting the date and Sound etc. Concept of menu Using Help. Advanced Windows - Using Right Button of the Mouse, Creating Short cuts. Basics of window set up, Notepad, Window Accessories

3. **Basic DOS commands**

Comparison of DOS and Windows, Switching Between DOS and Windows, Basic DOS Commands - File/Directory Manipulations, Copying of files and Disks, Delete/Undelete, Formatting a floppy etc.

4. **Elements of Word Processing**

Word Processing Basic - An Introduction to Word Processing, Opening Word Processing Package, The Menu Bar, Using the Help, Using the Icons below menu bar, Opening Documents and Closing documents - Opening Documents, Save and Save AS, Page Setup, Printing of Documents, Display/ Hiding of Paragraph Marks and Inter Word Space. Moving Around in a Document- Scrolling the Document, Scrolling by line/ paragraph, Fast Scrolling and Moving Pages. Using a Document/Help Wizard. Text Creation and Manipulation -Paragraph and Tab Setting, Text Selection, Cut, copy and paste, Font and Size selection, Bold, Italics and Underline, Alignment of Text: Center, Left, right and Justify etc. Formatting the Text - Changing font, Size and Color, Paragraph Indenting, Bullets and Numbering, Use of Tab and Tab Setting, Changing case etc. Handling Multiple

Manipulation - Concept of table: Rows, Columns and Cells, Draw Table, Changing cell Width and Height, Alignment of Text in Cell, Copying of cell, Delete/insertion of row and columns, Borders for Table. Printing - Printing, Print Preview, Print a selected page, etc.

5. **Spread Sheet.**

Elements of Electronics Spread Sheet - Application/usage of Electronic Spread Sheet, Opening of Spread Sheet, The menu bar, Creation of cells and addressing of cells, Cell inputting etc. Manipulation of cells - Enter texts, numbers and dates, Creation of tables, Cell Height and Width, Copying of cells etc. Providing Formulas - Using basic functions/ formalism a cell, Sum function, Average, Percentage, Other Basic functions. Spread sheets for Small accountings - Maintaining invoices/budgets, Totaling of various transactions, Maintaining daily & monthly sales report.

6. **Computer Communication and Internet.**

Basic of Computer networks - LAN, WAN etc. Internet - Concept of Internet, application of Internet.

7. **WWW and Web Browsers**

Web Browsing software - Internet Explorer, Netscape Communicator. Surfing the Internet - Giving the URL address, Search, Moving Around in a web-site, Printing or saving portion of web pages, Downloading, Chatting on Internet etc.

8. **Email**

Basic of electronic mail - What is an Electronic mail, Email addressing, Mailbox: Inbox and outbox. Using Emails - Viewing an email, Sending an Email, Saving mails, Sending same mail to various users etc. Document handling - Sending soft copy as attachment, Enclosures to email, Sending a Portion of document as email

9. **Making Small Presentations**

Basics - Difference between presentation and document, Using Power Point, Opening a Power Point Presentation, Using Wizard for creating a presentation Creation of Presentation - Title, Text Creation, Fonts and Sizes, Bullets and indenting, Moving to Next Slide etc. Preparation of Slides - Selection of type of Slides, Importing text from word documents, Moving to next Slide, The Slide manager etc. Providing aesthetics-Slide Designs, Background and Text colors, making your own slide format, Footnotes and slide numbering etc. Slide Manipulation and Slide Show. Presentation of the Slides - Using the Slide Show, Printing the Slides and Handouts, Slide Sorter, Title sorter etc.

**For any enquiry about the SETC test, please contact**

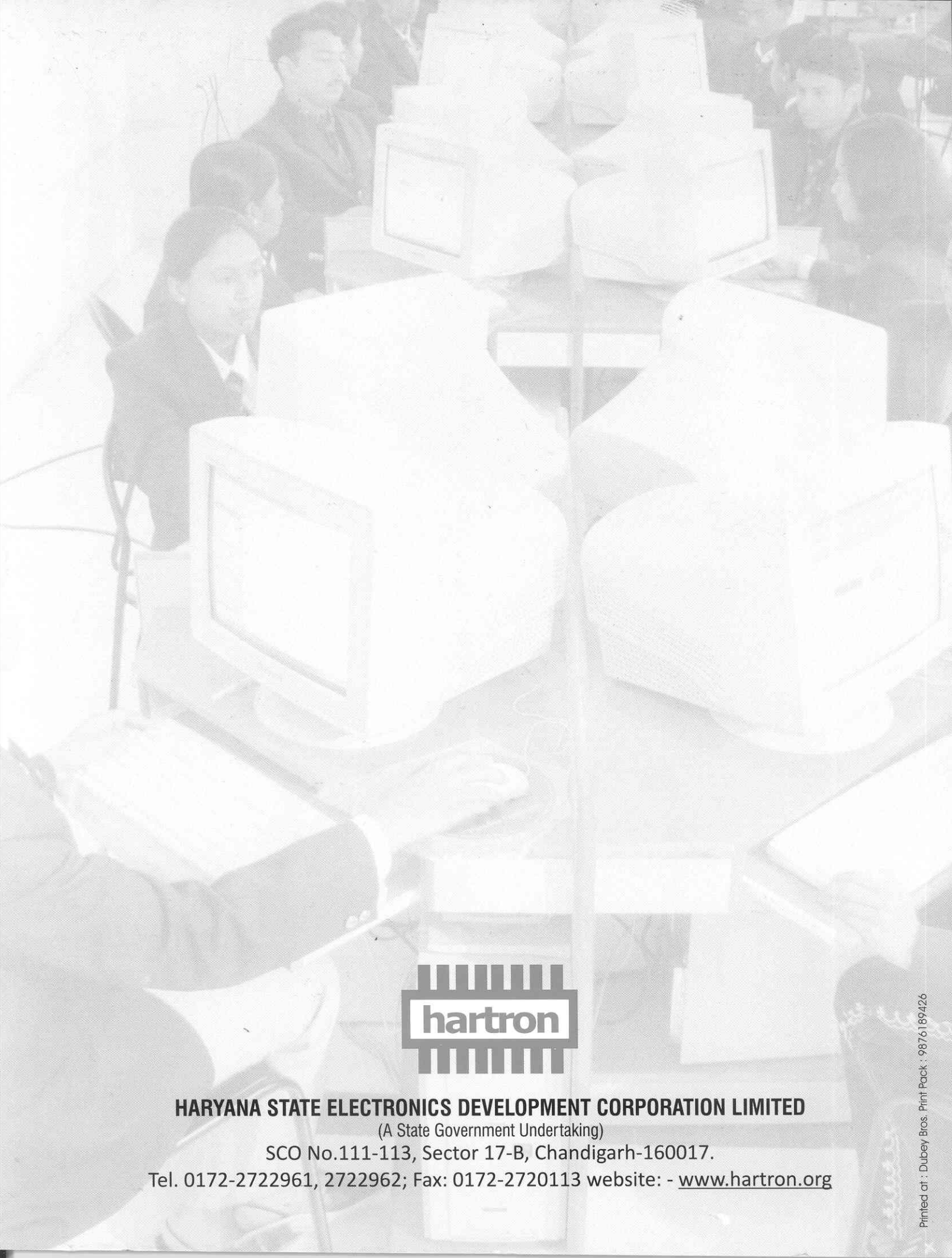
**Ph. : 0172-2540112**

**or**

**communicate with the following officers :-**

Vikram Sood,  
General Manager-cum-Secretary,  
Haryana State Electronics Development Corporation Ltd.,  
SCO No.111-113, Sector 17-B,  
Chandigarh 160 017.

Rajesh Deswal,  
Assistant General Manager,  
Haryana State Electronics Development Corporation Ltd.,  
SCO No.111-113, Sector 17-B,  
Chandigarh 160 017.



**HARYANA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED**

(A State Government Undertaking)

SCO No.111-113, Sector 17-B, Chandigarh-160017.

Tel. 0172-2722961, 2722962; Fax: 0172-2720113 website: - [www.hartron.org](http://www.hartron.org)