From

The Principal Secretary to Govt. Haryana, Rural Development Department, Chandigarh.

To

- All the Deputy Commissioners-cum-Executive Chairmen,
 District Rural Development Agencies in Haryana State.
- All the Additional Deputy Commissionerscum-Chief Executive Officers,
 District Rural Development Agencies in Haryana State.

Memo. No.EA-I-2013/7661-7702 Chandigarh, dated the 20-11-9013

Sub:- Amendments in DRDA Employees Service Rules, 2001.

Ref:- This deptt. endst.No.POE(EA-I)-2001/2844, dated 11.7.2001, No.EA-II/2006/5132, dated 4.10.2006, No.Estt-I-2007/10302-41, dated 26.6.2007 & No.EA-I-2008/8629, dated 9.7.2008.

As per Chief Secretary, Haryana instructions issued vide letter No.42/164/2008-3GS-II, dated 11.10.2013, the following amendments in Schedule-"B" of the DRDA Employees Service Rules, 2001 have been made:-

S.	Name	DRDA Employees Service Rules, 2001 (For direct recruitment)	DRDA Employees Service Rules, 2001 (For appointment other than by direct recruitment)	Amendments		
No	of Post			(For direct recruitment)	(For appointment other than by direct recruitment)	
	Junior Scale Stenog rapher	Graduate or its equivalent recognized by the Govt. with speed of 100 W.P.M. in English and 80 W.P.M. in Hindi Shorthand and transcription speed of 20 W.P.M. and 15 W.P.M. respectively with 8% mistakes and knowledge of Hindi upto Matric standard and knowledge of Computer and Electronic Typewriter	2 years service as Steno Typist with a speed of 100 W.P.M. in English and 80 W.P.M. in Hindi shorthand and transcription speed of 20 W.P.M. and 15 W.P.M. respectively with 8% mistakes.	Graduate or its equivalent recognized by the Govt. with speed of 100 W.P.M. in English and 80 W.P.M. in Hindi Shorthand and transcription speed of 20 W.P.M. and 15 W.P.M. respectively with 8% mistakes and knowledge of Hindi upto Matric standard. The State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON shall also be qualified within the probation period of 2 years, extendable by one year. The candidate shall not be entitled to earn any increment in his/her	2 years service as Steno Typist with a speed of 100 W.P.M. in English and 80 W.P.M. in Hindi shorthand and transcription speed of 20 W.P.M. and 15 W.P.M. respectively with 8% mistakes. The State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON shall also be qualified within the probation of one year. extendable by one year failing which he/she will be reverted back. The employees possessing the qualifications mentioned in the Note	

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			(word		pay scale till he/she	below are exempted	54
	1	İ	processors)		qualifies the said test,	from taking the SETC.	
	, ,	}		.	failing which the		
		ļ			services of such		
					employees shall be		
		ĺ			dispensed with.	•	
					The employees		
						`	
					possessing the		
					qualifications		
					mentioned in the Note		
ř.			'	٠. ا	below are exempted		
					from taking the SETC.	-	
F	12.	Steno-	Graduate or	One year	Graduate or its	One year service as	
	1	Typist	its equivalent	service as	equivalent recognized	Clerk with a speed of	
•	ĺ	1 J place	recognized by	Clerk with a	by Govt. with a speed	80 W.P.M. in English	
.							
ľ			Govt. with a		of 80 W.P.M. in	and 64 W.P.M. in	
			speed of 80	W.P.M. in	English and 64	Hindi shorthand and	
		İ	W.P.M. in	English and	W.P.M: in Hindi	transcription speed of	
			English and	64 W.P.M. in	shorthand : and	15 W.P.M. and 12	
	1		64 W.P.M. in	Hindi	transcription speed of	W.P.M. respectively	
1		1	Hindi	shorthand and	15 W.P.M. and 12	with 8% mistakes.	
			shorthand and		W.P.M. respectively	The SETC	
	+		transcription	speed of 15	with 8% mistakes and	conducted by	
			speed of 15		knowledge of Hindi	HARTRON shall also	
			W.P.M. and	1	upto Matric standard.	be qualified within the	
	İ		12 W.P.M.	respectively	The SETC	probation of one year,	
		i	respectively	with 8%	conducted by	extendable by one	
	İ		with 8%	mistakes.	HARTRON shall also	year failing which	
			mistakes and		be qualified within the	he/she will be reverted	
		١.	knowledge of		probation period of 2	back.	
		`					
			Hindi upto		years, extendable by	1 -	
			Matric	•	one year. The	possessing the	
			standard.		candidate shall not be	qualifications	
					entitled to earn any	mentioned in the Note	
			1.7		increment in his/her	below are exempted	
					pay scale till he/she	from taking the SETC.	
	ł				qualifies the said test,		
					failing which the		
					services of such		
							1,
					employees shall be		- 1
					dispensed with.	i i	.
					The employees		:
	1				possessing the		
			;		qualifications		
					mentioned in the Note]	
				1	below are exempted		
	İ				from taking the SETC.		
	-13	Classic	Conducted	Class 19		Class IV amplayer	
	13.	Clerk	Graduate 1	Class IV	Graduate from	Class IV employee	
			from	employee	recognized University.	against 20% quota	
			recognized	against 20%	The SETC	who has passed 10+2	
		1	University	quota who	conducted by	examination and	
	1	1	with	has passed	HARTRON shall also	knowledge of Hindi	
			knowledge of	,	be qualified within the	upto Matric Standard	200
			English or		probation period of 2	and has complete 5	
				1	years, extendable by	years service in the	
			Hindi typing	and			
			with a speed		one year. The	agency.	
			of 30 W.P.M.		candidate shall not be	The SETC	
			Hindi upto	Matric	entitled to earn any	conducted by	
	Ì		Matric	Standard and	increment in his/her	HARTRON shall also	
			standard.	has complete	pay scale till he/she		
			Standard.	5 years	qualifies the said test,	probation of one year,	
				1 years	quantites the said test,		
					failing which the	extendable by one	
				service in the	failing which the	extendable by one	
					services of such	year failing which	
				service in the		extendable by one year failing which he/she will be reverted back.	

				The employees possessing the qualifications mentioned in the Note below are exempted from taking the SETC.	The employees possessing the qualifications mentioned in the Note below are exempted from taking the SETC.
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Ì	Entry	1			
1	Operat				
	or				

The employees possessing the following qualifications are exempted from taking Note: the SETC:-

M.Tech/B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics; (i)

Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information (ii) Technology(NIELIT) [erstwhile DOEACC Society];

Haryana State - Certificate in Information Technology (HS-CIT) from the Authorized Learning Centres (ALCs) of the HKCL; (iii)

Candidates/employees who have already passed the SETC and the same (iv) are valid at the time of joining the service.

Physically disabled candidates. (v)

You are, therefore, requested to take necessary action accordingly.

Special Secretary & Director for Principal Secretary to Govt. Haryana, Rural Development Department.