



NOTIFICATION

On the recommendations of the Committee made in its Meeting held on 08.08.2024, 03.03.2025 and 17.07.2025 regarding SETC (State Eligibility Test in Computer Appreciation & Applications) duly approved by the Executive Council vide Resolution No. 20 in its Meeting held on 29.09.2025, the following has been adopted by the University:-

- (a) The condition for passing of SETC shall not be imposed upon the Clerks/Steno Typists, who were initially appointed/ recruited as such **on or before 07.11.2013**.
- (b) The Clerks/ Steno-Typists initially appointed/ recruited on or before 07.11.2013 shall pass the Type Test as prescribed in their Services Rules and they shall be allowed all benefits including pending increments, promotions on seniority-cum-merit basis and ACP benefits.
- (c) That all those persons who have been appointed and promoted to the post of Clerk after 07.11.2013 shall have to clear SETC test.
- (d) 10 (Ten) chances to qualify the SETC exam shall be provided to all those who have been promoted after 07.11.2013, during maximum duration of two years irrespective of the chances availed earlier. The ten chances (irrespective of any chances availed earlier) shall also be allowed to all the persons who have been reverted due to non passing of SETC.
- (e) As per provision contained in General Administration Department instruction dated 17.11.2018, 30.03.2021 and 30.04.2025 and as SETC adopted by the University vide Executive Council Resolution No. 20 dated 29.09.2025, **no further increment or promotion (where applicable) will be allowed to the Clerks without passing both the components of SETC i.e Part I (Knowledge Test) and Part II (Typing Test).**
- (f) Following courses of minimum duration 6 months from 1st Part of SETC (State Eligibility Test in Computer Appreciation & Applications) as mentioned in the letter No. 42/164/2008-3GSII dated 19th September 2019 and letter No. 42/164/2008-3GS-II dated 2nd September 2020, may be exempted from the 1st Part of SETC (Basic Computer Knowledge Test):
 - i *All Engineering Degree/ Bachelor Degree/ Master Degree (different nomenclature) in Computer/ Computer Engineering/ Computer Science/ Information Technology/ Computer Application e.g. B.Tech/ B.E/ B.Sc. Engineering/ BCA/ B.Sc./ Masters in Computer/ Computer Science/ Information Technology/ Computer Application recognized for AICTE/ UGC.*
 - ii *One year Diploma in Computer/ Computer Science/ Information Technology/ Computer Application from recognized Polytechnics/ Universities.*
 - iii *Diploma Course i.e. Office Management & Computer Application of Technical Education Department, Haryana (6 Months).*
 - iv *One year Diploma for Computer Operator and Programming Assistant, Desk Top Publishing Operator, Computer Hardware and Network Maintenance and Six Months Diploma of Data Entry Operator issued by Skill Development and Industrial Training Department.*

- v *Certificate Courses of NIELIT*
 - a. *O-Level and PGDCA (1 year)*
 - b. *Certificate Course in Computer Applications (CCA) for 6 months duration*
 - c. *Expert Computer Course (ECC), 200 hrs course for 6 months duration*
- vi *Certificate Course of C-DAC*
 - a. *Diploma in Multilingual Computer Operation (DMCO) (6 Months)*
- vii *Certificate Courses of HKCL*
 - a. *HS-CITA (Haryana State Certificate in IT Application) (6 Months)*
 - b. *HS-CITA+ (Haryana State Certificate in IT Advanced Applications) (1 Year)*
- viii *Certificate Courses of HARTRON*
 - a. *Certificate Course in Computer Science/ Computer Software/ Computer Application (6 Months).*
 - b. *Diploma in Computer Application/ Computer Science/ Computer Software/ Desktop Publishing of 1 Year.*
 - c. *Training Programmes of more than 6 months conducted by HARTRON under various schemes of the State/Central Government covering the whole SETC syllabus.*
 - d. *All Diploma/ Certificate Courses/ Training Programmes of State Governments/ GOI conducted by HARTRON for duration of six months or more covering SETC syllabus.*

REGISTRAR

Endst. No. EN-05/2025/SETC/ 12353-473

Dated: 24/10/25

Copy of the above is forwarded to the following for information and necessary action:-

1. **All the Heads/Branch Officers, Departments/ Branches/Offices, M.D.University, Rohtak** – with request to kindly circulate this Notification amongst all concerned officials, who are serving in their offices and signatures of the official concerned be obtained in token of having noted the same.
2. **The Director/ Incharge, MDU-CPAS, Sector – 40, Opp. Police Station, Sector – 40, Gurugram (Haryana)** - with request to kindly circulate this Notification amongst all concerned officials, who are serving in MDU-CPAS and their signatures be obtained in token of having noted the same.
3. **Director, University Computer Centre, M.D.University, Rohtak** - with the request to upload the above Notification on the University Website.
4. **The Finance Officer, Accounts Branch, M.D.University, Rohtak**
5. **All Set Incharge, Establishment Branch(N.T), M.D.University, Rohtak**
6. **OSD to Vice-Chancellor/ Registrar (for kind information of the Vice-Chancellor/ Registrar), M.D.University, Rohtak**

Sunil
24/10/2025
**Deputy Registrar (Estt. N.T)
for Registrar**