

UPDATION OF PANEL OF COMPUTER PROFESSIONALS (APART DEO)
ON ROLLING BASIS:

Applications are invited from eligible candidates on rolling basis i.e. every month by following a standard schedule for the various posts in the state of Haryana. The details of the schedule and other terms & conditions are as under:

The tentative schedule of the process for updation of panel of Computer Professionals is as under:

Tentative Schedule	Details
1 st week of every month	Requirement will be updated on the portal and the eligible candidates can fill the online application form
2 nd week of every month	Issuance of Admit card
3 rd week of every month	Conduct of 1st test (Domain knowledge test) and scrutiny of documents who cleared the 1st test and display of list of eligible candidates on the portal for training.
4 th week of every month	Provision of payment of security deposit on the portal for the candidates who are found eligible for the training and finalization of training schedule.
Next one month	Conduct of training at IDDC, Ambala & HMSDC, Gurugram for next one month as per the decided schedule.
Result	Declaration of result based on requirement, merit and reservation roster
* The schedule is tentative and can be revised as per suitability.	

1. The panel of following categories of Computer Professionals shall be updated utilizing this process:

- ❖ Software Developer and Mobile Application Developer
- ❖ Junior Software Developer
- ❖ Sr. System Analyst
- ❖ System Analyst
- ❖ Programmer/Data Analyst
- ❖ Networking Engineer
- ❖ Web Designer
- ❖ Junior Programmers/Jr. Data Analysts/Networking Assistants
- ❖ DTP Operator

2. The advertisement for the remaining category i.e Data Entry Operator will be released separately.

3. **Updation of categories of required Computer Professionals on Hartron's website:**

Every month, the details of categories of required Computer Professionals whose panel shall be updated in that month/ cycle, shall be updated in the first week of every month tentatively on the website.

Conduct of Test & Training- Computer Professional (Apart DEO)

4. **1st test: Domain Knowledge Test**

- It is a computer based Domain Knowledge Test (MCQs) which will have questions relating to various Computer topics and some questions based on the specific domain for which the candidate has filled the application.
- **Validity of 1st Test:** If a candidate clears 1st test, the same shall be valid for a period of 1 year.

5. **Conduct of Training:**

- **Eligibility:** All those candidates who qualify 1st test & are found eligible after scrutiny of documents will have to undergo training for respective job role (1 month) before appearing in the 2nd test.
- **Payment of Security Deposit (per candidate):**
An amount of Rs.1500/- need to be deposited by the eligible candidate as a security deposit after clearing 1st test. The same will be refundable on fulfilling following terms & conditions:
 - a. Candidate has attended the training with a minimum of 75% attendance.
 - b. Candidate has cleared the 2nd test successfully for which a maximum of 2 attempts will be given. In case, the candidate is not able to clear the exam in 2 attempts, the security deposit amount shall be forfeited.
 - c. Candidate has not damaged any of the hardware/ property of the corporation.
- **Training schedule:**
 - a. Training shall be conducted only on Saturdays and Sundays.

b. The final schedule will be decided by Hartron depending on the number of candidates and availability of trainers and the same will be binding on the candidates.

- **Training Centres:** Training will be conducted at the labs available in Ambala and Gurugram offices.
- **Duration:** 50 hrs(approx.) to be covered in maximum one month/ four weeks.
- **Batches and time:** The number of batches per day/ week, duration of each batch and the number of trainers will be intimated to the candidates before the start of the training.
- **Attendance:** Attending the training will be compulsory for the candidates (minimum 75%).
- No certificate/ document shall be issued by Hartron in lieu of training attended.
- Training will be conducted as per the domain of the post and as per the requirement received from the Departments. However, the process of imparting of training can be discontinued as and when deem suitable by the competent authority.

6. 2nd test: Practical/ Project test:

- **Eligibility:** All those candidates who have undergone training with a minimum attendance of 75%, will be eligible to appear in the 2nd test.
- Those who could not clear the 2nd test in first attempt, will be allowed to undergo training again & to re-appear once again in the 2nd practical/ project test.
- **Maximum attempts:** The candidate shall be allowed to undergo training for a maximum of two times and maximum 2 attempts shall be given for appearing in 2nd test against a single advertisement.
- After that, if the same candidate applies against the same post within a period of 1 year from the date of 1st test, he/she will be eligible to take the training on submission of security deposit & need not to appear in 1st test again.

- 7. Updation of panel on merit & reservation basis:** The merit shall be prepared by giving equal weightage to 1st Domain Knowledge test and 2nd practical test/ interaction test.

Panel shall be made for each of the reserved category who shall clear the 2nd test, however, they shall be deployed as per reservation roster.

The one who is already deployed & working or available on panel against a particular post in a particular district, will not be allowed to apply again against the same post in the same district for a period of six months. In case, anyone applies/ appears against the same, he/she will not be taken on panel / deployed again. The candidate shall be responsible to ensure the same.

8. Application fees:

- i. The application fees for various categories is as under:

General (Male) of Haryana State and Candidates (Male) of all categories including reserved of other states	Female Candidates	Male and Female candidates of Haryana belonging to SC/BC/EWS/ESM category	PWD (Person with Disability) of Haryana
300/- + GST	150/- + GST	75/- + GST	NIL

- ii. The issue date of the relevant documents of the reserved category shall be prior to the date of application.