Haryana State Electronics Dev. Corpn. Ltd.
SCO 111-113, Sector 17-B, Chandigarh. 160017
Ph. 0172-2563076, 0171-2610496

Hartron/ICTET/2026-27/04
Updation of panel of Computer Professionals

Hartron invites online applications for updation of panel of **Data Entry Operators** on Job Work Basis for the following districts as per State Reservation Policy:

#	Location	No.
Category - Data Entry Operator		
1	Gurugram, Jhajjar, Karnal, Palwal, Rewari & Sonepat	10 in each district
2	Panchkula	50
*	An Individual can apply only for one district and the candidate who are already on the panel of any district, if applies & taken on panel against this advertisement, the candidate has to inform his/her preferred district, thereafter his/her name shall be removed from panel of other district.	

For more details and updates, please visit our website **hartron.org.in.** Interested candidates can apply online **from 13.11.2026 to 22.11.2026** on Hartron's website. The test will be held at IDDC, Ambala & HMSDC, Gurugram centres only. The panel shall be valid for a period of two years from the date of publishing of result on Hartron's website. Hartron reserves the right to extend the panel, if required.

Merely clearing the test & making it to the panel, doesn't guarantee deployment. The Candidate shall be deployed on receipt of confirmed requirement from indenting organization.

Candidates may download the admit card from the website **01.12.2026 onwards**. No communication will be sent to individuals separately.

MD, **HARTRON** reserves the right to vary/cancel any or all the positions based on the requirement, without assigning any reason.

Managing Director

Roster															
#	Position	District	Total positions	GEN	GEN (ESM)	EWS	DSC	OSC	DSC (ESM)	OSC (ESM)	BCA	BCA (ESM)	BCB	BCB (ESM)	Grand Total	PWD
1	Data Entry Operator	Gurugram	10	0	3	0	0	4	1	0	1	0	0	1	10	2
2	Data Entry Operator	Karnal	10	1	2	2	2	0	1	0	0	1	0	1	10	1
3	Data Entry Operator	Palwal	10	5	1	2	0	1	0	0	1	0	0	0	10	1
4	Data Entry Operator	Panchkula	50	1	0	10	11	6	0	1	8	2	7	4	50	4
5	Data Entry Operator	Rewari	10	2	1	1	1	0	1	0	1	1	2	0	10	1
6	Data Entry Operator	Sonepat	10	0	2	1	2	1	0	0	0	2	2	0	10	2
7	Data Entry Operator	Jhajjar	10	3	0	1	1	1	1	0	1	1	0	1	10	1

Eligibility Criteria for Computer Professionals on Job Work Basis

Sr. No.	Category	Qualification/Experience	Remuneration (Rs.)
1.	Data Entry Operator	a) 10+2 (with 50% marks) or Graduation and 'O' Level or One year Computer Course. **Or** Three years Diploma in any stream/BCA/B.Sc.(Comp/Sc./IT) **Or** Matric (50% marks) with Two years Diploma in Office Management and Computer Applications. **Or** Post Matric One Year ITI Course in Stenography/ NCVT in stenography (with 60% marks). b) Data Punching speed of 9000 key depressions per hour or 150 key depressions per minute (30 words per minute).	23,400/-

Reservation:

1. Benefit of reservation to the persons of reserved category will be as per Haryana Government instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014 and thereafter issued from time to time upto the date of advertisement shall be applicable.
2. The short listing of candidates shall be done on the basis of particulars and reservation category filled in online application form for which the candidate has the supporting documents as on last date of submission of application. In absence of documentary evidence or mismatch in claimed category, candidature of candidate shall be considered under General category/Parent category, subject to his/her fulfilling eligibility in General category/Parent category.
3. The benefit of reservation will be given only to those SC/BCA/BCB/EWS/PwD and ESM candidates who are bonafide resident of Haryana State and submit the application against reserved category posts and have the documents in support thereof as on last date of submission of application.
4. The DSC/OSC/BCA/BCB/EWS/ESM/ESP and PwD (Person with Disabilities) candidates are required to submit DSC/OSC/BCA/BCB/EWS/ESP and PwD (Person with Disabilities) Certificate duly issued by the competent authority (before the last date of submission of application) when called upon to do so by the Corporation.
5. As per Govt. instructions issued vide no. 22/163/2024-5HRIII, dated 13.11.2024, for the purpose of reservation in services, the Scheduled Castes in Haryana have been sub-categorized in two categories i.e. Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC) and candidate should possess the certificate clearly mentioning the sub-category of DSC or OSC.
6. EWS certificate which is as per the conditions laid down by Haryana Government and applicable for jobs in Haryana Government issued on or before cut-off date shall only be considered. EWS certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.
7. Qualifications and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.
8. If on verification at any stage, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
9. No Individual information at any stage shall be sent and hence all candidates should regularly visit the Hartron's Website & Public Notices in different Newspapers.

10. Benefit of reservation to Ex-Serviceman & their family members will be as per Government Instructions bearing No. 12/15/2019-4GS-II dated 09.03.2022 and 13.04.2022 or as amended from time to time upto the date of advertisement.
    A. An ex-serviceman who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government with availing the benefit of reservation –
        i. he/she himself/herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/Board/Corporation/University etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continue and
        ii. his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.
    B. An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government without availing the benefit of reservation in such case he/she himself/herself or one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation:
        i. where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want re-employment in civil service in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation.
    C. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.
    D. The family members of martyr military personnel shall be entitled to exercise an option either –
        i. to avail the benefit of reservation up to two family members; or
        ii. to avail the benefit of compassionate appointment to one of the family members under the Ex-gratia Policy namely Compassionate Appointment to family member of Martyr Armed Forces Personnel Policy notified by Government from time to time.

E. The priority list for recruiting agency for preparation of final list of selection/appointment of ex-servicemen or their family members against the posts reserved for ex-servicemen shall be as under:-
   i. disabled ex-servicemen, the post(s) for which they are physically fit;
   ii. failing (i), family member of disabled ex-servicemen;
   iii. failing (ii), other ex-servicemen who are eligible to get the benefit of reservation under these instructions:
   iv. failing (iii), family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.

F. Disabled ex-serviceman means a person who has been released from military service due to disability attributable or aggravated due to military service. An exserviceman shall not be treated disabled one who has been released from military service not on account of his/her disability but has been released in the normal course after the completion of his/her term or retired from military service voluntarily.

G. Both the reservations are horizontal, therefore, a disabled ex-serviceman who is selected against the post reserved for ex-serviceman will not be counted against the post reserved for PwD.

H. In all circumstances the benefit of reservation against the posts reserved for Exservicemen shall be admissible at the time of final selection list only and not at the time of preliminary test, main test or interview.

I. An ex-serviceman who have been discharged from military service by way of dismissal, misconduct or inefficiency neither he/she himself/herself nor his/her family members shall be entitled to avail the benefit of reservation in civil service.

11. As per Instruction No.12/15/2019-4GS-II dated 13 April 2022 of Haryana Government Human Resource Department (General Services-II Branch), if an Ex-servicemen applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.

    In the above said instructions the benefit of reservation has been allowed either to the Ex-serviceman himself/herself or one of his family members (son/daughter/spouse) therefore the provision of selection of any one post out of the posts for which application(s) was/were submitted before joining service shall also be applicable to the family members where they are eligible to avail the benefit of reservation under the above said instructions. In other

words, above shall also be applicable to the family members of Ex-servicemen also.

12. Family member of ESM candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application and shall produce the valid Eligibility Certificate from the concerned Zila Sainik Board at the time of test. ESM candidates should also produce attested photo copy of Identity Card issued by concerned Zila Sainik Board & Discharge certificate/Book. Disabled ESM shall produce disability certificate and family member of Martyr produce relevant certificate/Battle Casualty certificate which proves the Martyr status.
13. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.21 and 26.04.2022. Children/Grand Children of Freedom Fighter shall be required to have the Certificate duly issued by the respective competent authority.
14. Hartron can direct the ESM candidates to provide suitable information along with the affidavit to avail the benefits.
15. If for any post, reserved category of post is not advertised then the candidate of reserved category can apply for general category post and he/she will be shortlisted in General category only on the basis of merit.

Provision of Compensatory Time to Persons with Benchmark Disabilities:

As per the guidelines issued by the Department of Empowerment of Persons with Disabilities under Ministry of Social Justice & Empowerment, following facilities will be made available to Persons with Benchmark Disabilities:

1. In case of Data Entry Operators, compensatory time of 5 minutes may be given who are eligible for getting scribe and for rest of the positions; 20 minutes per hour may be given to the candidates who are eligible for getting scribe.
2. The PwD candidates who have availed the facility of compensatory time shall be deemed to have availed benefit of relaxation and must produce relevant documents for the eligibility of compensatory time when called upon to do so by the Corporation. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

Special Instructions:

1. HARTRON can increase or decrease the number or break up of already advertised posts anytime till the date of recommendation on the basis of change of requirement.
2. A person with disability selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category and he/she has not availed any benefit of relaxation.
3. Success in the examination confers no right of deployment unless the Corporation/ concerned Department is satisfied after such enquiry/ interaction as may be considered necessary that the candidate is suitable in all respects for deployment.

4. Candidates will be considered in Open/General or parent vertical category on the basis of merit in the final result only and not at any preliminary stage provided they have not taken any benefit/relaxation.
5. Read the complete advertisement very carefully as all the applicants are bound by the terms and conditions mentioned wherein after submission of application.
6. All rules/instructions prevailing on cut-off date shall be applicable.
7. All candidates are given sufficient time to go through the advertisement and all relevant rules/instructions before filling-up form and submitting the same so that no dispute arises thereafter.
8. Any candidate who applies and claims under horizontal reservation but cannot provide documentary evidence to prove the same shall be considered under his main reserved/general category, as the case may be, subject to fulfilment of eligibility conditions under the main category.
9. All notice pertaining to empanelment of Computer Professionals shall be displayed on Hartron's website. Therefore, all applicants are advised to visit the website for information and updation as no individual information shall be given to a candidate.
10. All candidates should fulfill the qualifications on cut-off date i.e. all candidates should possess the certificates issued by the competent authorities prior to cut-off date. If a candidate claim eligibility on account of equivalent qualification, he should provide equivalency certificate from the competent authority of university etc. at the time of test. The equivalency certificate shall be considered by the officials and the decision so taken shall be binding on the candidates.
11. Candidates are advised to go through terms and conditions mentioned on the admit card carefully before they appear in test.

Topics for Data Entry Operator (For Online Computerized Test)	
Sr. No.	**Topics**
1.	MS Office
2.	Internet, HTML/DHTML
3.	Windows & Computer Fundamentals
4.	Networking

Sample paper for Typing Test of Data Entry Operator
[Time 5 Minutes]

With a view to widen the scope of the activities of the Corporation in the field of e-Governance and defining the role of the Corporation more clearly and sharply, a further change was incorporated in the Object Clause of the Memorandum of Articles of Association of the Corporation in the year 2005. The objectives now include; to be a solution provided for e-Governance Projects in the State of Haryana and elsewhere in part or in too, covering whole gamut of services, such as IT Turn Key Consultancy, Software Development, Networking solution including LAN/WAN, Connectivity, IT Training, Web Enabled Services, Portal, Kiosks, Data Processing, Data Warehousing, Quality Audit, other consultancies and It related activities. To develop and promote IT Infrastructure/Software Technology Park and marketing thereof in any model what-so-ever. To provide a forum for interaction with the IT industry.

It is a matter of pride for the Corporation that it has attained International Quality Certification for providing quality services. However, with a passage of time, the roles and activities of the Corporation have grown significantly and HARTRON today is a sole Nodal Agency for providing consultancy support solutions to various Government Departments/Boards/Corporations in the field of Governance. The Corporation with its limited manpower resources has been trying to grapple with the changing needs of the hour but to put a new lease of life in to the Corporation, both administrative and functional restructuring of the Corporation is urgently required.