



हरियाणा सरकार /HARYANA GOVERNMENT /  
सूचना प्रौद्योगिकी सचिवालय

## Secretariat for Information Technology

No. Admn./254/1SIT/3902

From

Principal Secretary to Govt., Haryana,  
Electronics & Information Technology Department.

To

- i) All the Administrative Secretaries to Govt. of Haryana.
- ii) All the Heads of Departments in Haryana.
- iii) All the Divisional Commissioners in Haryana.
- iv) Registrar, Punjab & Haryana High Court,
- v) Managing Directors/Chief Administrators/ Chief Executive Officers of all the Boards/Corporations/Public Undertakings in Haryana.
- vi) All the Deputy Commissioners cum Chairman/ Presidents of District IT Society in the State of Haryana.
- vii) Registrars of all the Universities in Haryana.

Dated Chandigarh the 16.09.2016

**Subject:** Revision of job work fee/ contract remuneration of computer professionals of various categories engaged for various Departments/Boards/Corporations through Hartron Informatics Limited (HIL) and Policy decisions governing their service conditions.

Sir/Madam,

I am directed to invite a reference to this office letter No. Admn/254/1SIT/667 dated 12.8.2013 on the subject cited above and to inform you that the State Government has decided to revise/increase the base rate of job work fee/ contract remuneration of the IT Professionals working in the State across various Departments/ Organizations as per enclosed Annexure.

2. The revised job work fee/ contract remuneration shall be applicable from 1<sup>st</sup> July, 2016.
3. The existing remuneration being drawn by IT Professionals as on 1.7.2016 shall be replaced with the revised base rate of job work fee/ contractual remuneration. In case any IT professional completes his/her one year contract period after 1.7.2016, he/she shall be entitled to annual increment @ 5% on the revised base rates.

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4. The IT Professionals shall also be entitled for 10 days Medical leave, on production of medical certificate, in addition to entitlement of 10 days casual leave in a calendar year.
5. Hartron Informatics Limited (HIL) shall charge Rs.300/- as cost of application form instead of existing cost of application form of Rs.100/-.
6. Hartron Informatics Limited (HIL) shall prepare panel of candidates of all the categories of IT Professionals including experienced categories.
7. Other terms and conditions issued by IT Department from time to time shall remain the same.

Sr. Administrative officer  
for Principal Secretary to Govt., Haryana,  
Electronics & Information Technology Department.

Endst. No. Admn/254/1SIT/3903

Dated: 16.9.2016

A copy is forwarded to the Principal Accountant General (Accounts & Audit), Haryana, Chandigarh for information and necessary action.

Sr. Administrative officer  
for Principal Secretary to Govt., Haryana,  
Electronics & Information Technology Department.

Designation/ Category of person on job work basis	Category	Qualifications/Experience	Existing remuneration per month (Amt. in Rs.)	Revised Job Work /Contract fee per month w.e.f. 1.7.2016 (Amt. in Rs.)
1. Data Entry Operator	Category (i)	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 8000 key depressions per hour or 133 key depressions per minute.	10,000/-	13,500/-
Data Entry Operator	(ii)	Qualification as per category (i) above. Up-gradation in this category is for only HIL empanelled candidates who will have 04 years successful work experience.	11,000/-	14,500/-
Data Entry Operator	(iii)	Qualification as per category (i) above. Up-gradation in this category is for only HIL empanelled candidates who will have 08 years successful work experience.	12,000/-	15,500/-
2. DTP Operator	Category (i)	a) 10+2 (50% marks) with 1 year course in Desktop Publishing/Graduation with 6 months full time certificate course in Desktop Publishing. b) One year experience in designing print media like advertisements, Brouchers, News Letters etc using Coral Draw/Page Maker and Adobe Premiere/Photoshop.	13,500/-	18,225/-
3. Junior Programmer/ Junior Data Analyst	Category (i)	Graduate (55% marks) with PGDCA/PDCA/PGDIT/APGDCA. OR BCA/B.Sc(Comp.Sc./IT)/MCA/M.Sc.(Comp.Sc./IT)/B.Tech ( in any stream) (with 55% marks). OR Three Years Diploma in Comp. Application/IT from SBTE/ University, 'A'/'B'/'C' Level course from DOE/NIELIT (with 55% marks).	15,000/-	20,250/-
Junior Programmer/ Junior Data Analyst	(ii)	Qualification as per category (i) above. Up-gradation in this category is for only HIL empanelled candidates who will have 04 years successful work experience.	17,000/-	22,250/-
Junior Programmer/ Junior Data Analyst	(iii)	Qualification as per category (i) above. Up-gradation in this category is for only HIL empanelled candidates who will have 08 years successful work experience.	18,000/-	23,250/-

Designation/ Category of person on job work basis	Category	Qualifications/Experience	Existing remuneration per month (Amt. in Rs.)	Revised Job Work /Contract fee per month w.e.f. 1.7.2016 (Amt. in Rs.)
4	Networking Assistant	Category (i)		
	Networking Assistant	(ii)		
	Networking Assistant	(iii)		
5	Web Designer	Category (i)		
	Web Designer	(ii)		
	Web Designer	(iii)		
6	Programmer/ Data Analyst	Category (i)		

Designation/ Category of person on job work basis	Category	Qualifications/Experience	Existing remuneration per month (Amt. in Rs.)	Revised Job Work /Contract fee per month w.e.f. 1.7.2016 (Amt. in Rs.)
Programmer/ Data Analyst	(ii)	Qualification as per category (i) above. Up-gradation in this category is for only HIL empanelled candidates who will have 02 years successful work experience.	20,000/-	27,200/-
7 Networking Engineer	Category (i)	a) B.E./B.Tech (in any stream)/M.Sc. (Comp.Sc./IT)/MCA/ 'B'/'C' Level course from DOE/NIELIT with 60% marks. OR M. Sc (Phy/Math/Statistics) with 60% marks and PGDCA with 60% marks. b) Certification in MCSE/CCNA/ DCNE/ Linux/Solaris/minimum 3 months Diploma in Networking/System Security. c) One year working experience of network administration/ handling of troubleshooting and resolving of operational issues of LAN/WAN/Internet/Intranet including hardware and system software.	18,000/-	25,200/-
Networking Engineer	(ii)	Qualification as per category (i) above. Up-gradation in this category is for only HIL empanelled candidates who will have 02 years successful work experience.	20,000/-	27,200/-
8 System Analyst	Category (i)	Qualification as that of Programmer/Data Analyst and Networking Engineer at serial numbers 6 and 7 with Min. 5 years experience as Programmer/Networking Engineer/Data Analyst.	27,000/-	37,800/-
9 Sr. System Analyst	Category (i)	Qualification as that of Programmer/Data Analyst and Networking Engineer at serial numbers 6 and 7 with Min. 5 years experience as System Analyst.	28,000/-	39,200/-

\* Rs. 500/- additional is given as Medical Allowance.