

Sr. No	Steno Typist	Computer Operator
1	Matric Certificate (Hindi/Sanskrit upto Matric)	Matric Certificate (Hindi/Sanskrit upto Matric)
2	10+2	10+2
3	Graduation or its equivalent from a recognized board /University	Graduation with 50 % marks (45% for SC and PWD) from any recognized University and equivalent or Ex-servicemen who are matriculate (including Ex-Servicemen who have obtained Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force) and have put in not less than 15 years' service in the Armed Forces of the Union are also eligible to apply and will be considered for posts reserved for Ex-servicemen.
4	Passed the SETC (State Eligibility Test in Computer Appreciation and Application) from HARTRON or from any other agency authorized by the Government	Any other degree/diploma
5	Any other degree/diploma	Category certificate BC-A, BC-B, SC, ST, PWD, DFF
6	Category certificate BC-A, BC-B, SC, ST, PW, DFF	Fresh Eligibility Certificate from concerned Zila Sainik Board and Attested photocopy of Identity card issued by the concerned Zila Sainik Board in case of
7	Fresh Eligibility Certificate from concerned Zila Sainik Board and Attested photocopy of Identity card issued by the concerned Zila Sainik Board in case of ESM/DESM	NOC or application through proper channel in case of in service candidates
8	NOC or application through proper channel in case of in service candidates	Domicile Certificate of the state
9	Domicile Certificate of the state	Admit card & Application form
10	Admit card & Application form	Aadhar Card or any other ID Proof
11	Aadhar Card or any other ID Proof	
	If claiming under Socio-Economic Criteria	If claiming under Socio-Economic Criteria
a	Orphan Certificate (Issued by Naib Tehsildar/Tehsildar)	Orphan Certificate (Issued by Naib Tehsildar/Tehsildar)
b	Widow Certificate (Issued by Naib Tehsildar/Tehsildar)	Widow Certificate (Issued by Naib Tehsildar/Tehsildar)
c	Certificate of de notified tribe (Vimuktjatis or Nomadic Tribe of Haryana which is neither a SC nor a BC (As prescribed by the Revenue and Disaster Management Department)	Certificate of de notified tribe (Vimuktjatis or Nomadic Tribe of Haryana which is neither a SC nor a BC (As prescribed by the Revenue and Disaster Management Department)
d	Experiece certificate of the applicant (Issued by Appointing Authority Annexure D-1)	Experiece certificate of the applicant (Issued by Appointing Authority Annexure D-1)
e	Self attested statement by applicant of non-employment	Self attested statement by applicant of non-employment