No.28/69-IH(7)-2016/ 17*28*

Chandigarh Administration

Department of Personnel

Chandigarh, dated the *27/1/16*

To

All the Administrative Secretaries/
Head of Departments/Offices/Institutions/
Board/Corporations,
Chandigarh Administration.

Subject: **Mandatory basic ICT skills for the officers/officials of Chandigarh Administration- regarding.**

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Sir/Madam

I am directed to refer to this Administration's letter No. 28/69-IH(7)-2015/25321 dated 11.12.2015 on the subject noted above and to state that the Secretary, Government of India, Ministry of Communications & Information Technology, Department of Electronics and Information Technology (DeitY) vide D.O. No. 43(5)/99-NIELIT (Vol.2) dated 01.01.2016 (copy enclosed) has stated that National Institute of Electronics & Information Technology (NIELIT) has some popular courses which are also in line with making one person in every family digitally literate- an integral component of the Prime Minister's vision of 'Digital India'. Recently, a component on 'Financial Inclusion' to promote Pradhan Mantri Jan Dhan Yojana has been also retrofitted in these courses for greater awareness on access to financial services. Some of the popular courses offered by the NIELIT are as under:-

a) Awareness in Computers Concepts (ACC)- 20 hours
b) Basic Computers Concepts (BCC)- 36 hours
c) Course on Computer Concepts (CCC)- 80 hours ✓ *CCC†*
d) Expert Computer Course (ECC)- 200 hours

To implement the policy decision already taken vide letter dated 11.12.2015 referred to above, it has been decided that ICT courses of National Institute of Electronics and Information Technology (NIELIT) are mandatory for all fresh recruitments and promotions of all posts in Chandigarh Administration.

You are requested to make necessary amendment in all Recruitment Rules of different service cadres (i.e. entry/promotion levels) with the approval of the competent authority at your own.

Yours faithfully,

Superintendent Personnel,
for Secretary Personnel
Chandigarh Administration.

Endst. No. 28/69-IH(7)-2016/ 17*29*   Dated: *27/1/16*

A copy is forwarded to all the Administrative Branches of the Chandigarh Administration Secretariat for similar action.

Dear Sir,

The National Institute of Electronics and Information Technology (NIELIT) is the capacity building arm of the Department of Electronics and IT (DeitY), Ministry of Communications and IT, Government of India, and is actively engaged in IT Literacy and Skill Development in the area of IECT, on pan India basis, through its network of 32 owned centres, about 900+ Accredited Training Partners and about 8000+ Facilitation Centres.

2.   NIELIT's Digital Literacy courses have the objective of equipping an individual to acquire necessary skills and attain computer literacy, which is also in line with making one person in every family digitally literate – an integral component of the Prime Minister's vision of 'Digital India'. Some of its popular courses include:

(a)   Awareness in Computers Concepts (ACC) – 20 Hours
(b)   Basic Computers Concepts (BCC) – 36 Hours
(c)   Course on Computer Concepts (CCC) – 80 Hours
(d)   CCC+ – 126 Hours
(e)   Expert Computer Course (ECC) – 200 Hours

3.   Recently, a component on 'Financial Inclusion' to promote *Pradhan Mantri Jan Dhan Yojana* has been also retrofitted into these courses for greater awareness on access to financial services. Also, concepts of e-Governance services and cyber security have been introduced in the CCC, CCC+ and ECC courses.

4.   Further, to facilitate 'anywhere-anytime' learning and to cater to the needs of masses in remote areas, CCC contents (available in 25 Indian languages) are also offered in e-Learning mode, which can be accessed from the NIELIT portal, free of cost. To ensure quality, assessment and certification of candidates is undertaken solely by NIELIT, through an independent Online Examination System, in the proctored mode, on monthly basis.

5.   The NIELIT CCC course is in existence for more than 10 years now and owing to the popularity of the CCC course, it has been recognized by the states of Gujarat, Maharashtra, Uttar Pradesh, Arunachal Pradesh and various Government organizations for recruitment.

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6.   It is therefore requested that the NIELIT Digital Literacy Courses, which certify the competency of an incumbent in using computers in day-to-day activities, may be included as an eligibility requirement for fresh recruitments and career promotions for all posts and vacancies in the State Government services. I am asking Dr. Ashwini Kumar Sharma, Director-General, NIELIT to be in contact with Secretary, Department of Personnel and Secretary, IT in your State/ UT to take this forward.

Warm regards & a Happy New Year 2016.

Yours sincerely,

(J. S. Deepak) 1/1/16

To

Chief Secretaries of all the States/UTs

No.28/69-IH(7)-2015/ *25321*
Chandigarh Administration
Department of Personnel

Chandigarh, dated the *11/12/15*

To

All the Administrative Secretaries/
Head of Departments/Offices/Institutions/
Board/Corporations,
Chandigarh Administration.

Subject: **Amendment of notified Recruitment Rules-Introduction of mandatory basic ICT skills for the officers/officials of Chandigarh Administration.**

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In the Department of Personnel letter No. 3905-IH(7)-2014/19608 dated 21.10.2014, all the Administrative Secretaries/HODs/Boards/Corporations, etc. were asked to identify/determine the posts which require ICT skills for entry, promotion or both levels. The issue has been considered and it has been decided that ICT skill should be a mandatory requirement at the entry level for all positions and promotions of government employees. The ICT skills competency level for various categories of government employees are as under:-

For Group D employees	Basic knowledge for computer operations and applications for day to day use.
For Group C employees.	• Basic knowledge for computer operations and applications for day to day use. • Create document using Word, Spread sheet & Presentation software. • Email/Internet and Data Entry works • Uses of e-Governance applications.
For Group B & A employees	• Advanced computer operations and its applications for day to day use. • Create documents using Word, Spreadsheet & Power Points etc. • Email, Internet to search relevant information. • Introduction/ Access of e-Governance applications & Services. • Uses of Project Management IT Tools & Software. • Overview of Computer Networking & Networking components, Cyber Security, IT Act, Cloud Computing etc.

The employees who attain 55 years of age, posts in which ICT skills are already defined in the Recruitment Rules and posts where ICT skill is not required (e.g. Driver, Mali, Beldar, Sweeper, Lift Operator, Guards, Mason, etc) are exempted.
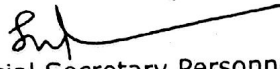
You are requested to make necessary amendment in all Recruitment Rules across different service cadres (entry / promotion levels) with the approval of the competent authority at their own.

Special Secretary Personnel,
for Secretary Personnel
Chandigarh Administration.

Endst. No. 28/69-IH(7)-2015/ *25322*   Dated:- *11/12/15*

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh for information and necessary action. He is requested to provide necessary assistance etc. to the departments for implementation of ICT skills.

Special Secretary Personnel,
for Secretary Personnel
Chandigarh Administration.