

PART I

GOVERNMENT OF KERALA

Abstract

**PUBLIC SERVICES – EQUIVALENCY OF TYPING PROFICIENCY ACQUIRED
IN THE DEFENCE FORCES WITH K.G.T.E (ENGLISH) TYPEWRITING
(LOWER) – ORDERS ISSUED**

GENERAL ADMINISTRATION (RULES) DEPARTMENT

G.O. (P) No. 35/79/GAD

Dated, Trivandrum, 6th January 1979

- Read:-
1. G.O. (Ms) No. 272/76/PD dated 7-8-1976
 2. Letters No. SB2/7483/75 dated 3-9-1996 and 5-7-1978 from the Secretary, Rajya Sainik Board, Trivandrum
 3. Letter No. AII (5) 10858/77/GW dated 21-11-1978 from the Secretary, Kerala Public Service, Commission, Trivandrum

ORDER

In the G.O cited Government had issued orders equating the Army Trade Certificate Examination in Typewriting (English) with a speed of 35 words per minute with K.G.T.E., (English) Typewriting (Lower) for purposes of appointment to public Services in the State. The Secretary. Rajya Sainik Board, Trivandrum in his letters second cited has informed that apart from the Army, clerical trades are prevalent in the Air Force and Navy and they area also trained and equally experienced like their counterparts in the Army. He has therefore requested to allow the aforesaid benefit to the Naval and Air Force Personnel also.

Government in consolation with the Kerala Public Service Commission direct that the proficiency in Typewriting with a speed of 25 words per minute and above acquired by Clerks (General Duties), Clerks (Staff Duties) and Personal Assistants in the Army. Writers in the Navy and Clerks and Personal Assistants in the Army, Writers in the Navy and Clerks (General Duties) in the Air Force be considered as equivalent to K.G.T.E., English Typewriting (Lower) for purpose of appointment to Public Services in the State.

The endorsement on the discharge certificate will be accepted as proof of proficiency in Typewriting since separate proficiency certificates are not issued in all cases.

By order of the Governor
M.S. K. RAMASWAMY
Special Secretary

To

All Heads of Departments and Offices
All Departments (all section) of the Secretariat.
The Secretary, Kerala Public Service Commission (with C.L)
The Registrar, University of Kerala, Trivandrum
The Registrar, University of Calicut, Calicut. (with C.L.)
The Registrar, University of Cochin, Cochin (with C.L.)
The Registrar, Kerala Agricultural University Trichur (with C.L)
The General Manager, Kerala State Road Transport Corporation, Trivandrum
The Secretary, Kerala State Electricity Board Trivandrum (with C.L.)
The Registrar, High Court of Kerala, Ernakulam. (with C.L.)
The Accountant General, Kerala, Trivandrum (with C.L.)
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and under Secretaries to Government
The Secretary to Governor
The Private Secretary to the Chief Minister and Other Ministers
The General Administration (Services -D)/ (Services - B)/ (S.C.) Department
The Under Secretary to the Chief Secretary