

Copy of Government order No. (P) 117 dated 19th May, 1964 from the Public (Services B) Department, Trivandrum to the All Heads of Department

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PUBLIC SERVICES – MINISTERIAL SERVICE – TYPISTS AND STENOGRAPHERS – APPOINTMENT AS CLERKS – ORDERS ISSUED

- Read: 1. G.O. MS.No. 1046/PD dated 14-12-1959
2. Correspondence resting with letter No. A6-4077/61 dated 8-11-62 from the Secretary, Kerala Public Service Commission

ORDER

The Government have been receiving repeated requests from the All Kerala Typists & Stenographers Association and other for improving the Prospects of Typists and Stenographers in Government service. The Government have considered the, after in consultation with the Kerala Public Service Commission and they are pleased to issue the Following orders.

(i) According to the G.O. read above, Typists with four years aggregate service in the Secretariat and Office of the Public Service Commission and Typists and clerks in all Departments with 4 years aggregate service are eligible to complete for the written test conducted by the Public Service Commission for appointment as Lower Division Clerk in the Secretariat and in such other offices where the scale of pay of Lower Division Clerks in Rs. 50-125 subject to certain conditions. Government desire to extend this concession for selection to the posts of Lower Division clerks in other Departments as well and they order that Typists with 4 years aggregate service in all Departments, including the Secretariat for appointment s Lower Division clerks in 40-120. The age limit for recruitment of the above persons will be 32 years in the first of July of the year in which applications are invited by the Commission with the usual relaxation to the candidates belonging to Backward classes Scheduled castes and scheduled tribes. They will take their chance purely vacancies and not against appointments in reserved turns.

(ii) According to the existing orders, Lower Division Typist in most of the Departments are in the scale of Rs. 40-120 whereas Lower Division Typists in certain Departments like the Secretariat, office of the Public Service Commission, Local Fund Audit Departments, etc. are in the scale of Rs.50-125. Qualifications fixed for the former category are S.S.L.C. and Typewriting (Lower) while those for the latter are S.S.L.C. and Typewriting (Higher) Government order that Typists on Rs. 40-120 with 4 years Aggregate service will be eligible to appear for the written test of the Public Service Commission for appointment as Typists on Rs. 50-125, even though they do not possess Typewriting (Higher) qualification. The age limit for recruitment in their case also will be 32 years on the first of July for recruitment in their case also will be 32 years on the first of the usual relaxation to the scheduled castes, scheduled tribes and Backward classes. They will take their chance purely on the basis of merit and be considered against open completion vacancies and not against appointment in reserved turns.

(iii) In G.O.MS.No.647/PD dated 5-10-1960, the Government have issued orders making Stenographers in the Secretariat eligible for appointment as Superintendents subject to certain conditions. Similarly, Stenographers in the Office of the Public Service Commission can also become Superintendents in that office subject to certain conditions. But in offices other than the Secretariat and the Office of the Public Service Commission, the Stenographers are not eligible for appointment as Superintendents. Since the posts of Superintendents in those offices are very few, it will not be expedient to follow the procedure adopted in the Secretariat and office of the Public Service Commission for appointment of Stenographers as Superintendents in those offices. Government have considered the above difficulty and they the office of the Public Service Commission who have put in a service of not less than 10 years as Stenographers and have passed the prescribed tests, will be appointed as Upper Division Clerks, if they pass a test to be conducted by the Public Service Commission. But a Stenographer will not be appointed as Upper Division Clerk in preference to a Lower Division Clerk who has the next chance for promotion as Upper Division Clerk and whose total length of service as clerk is equal to or greater than that of the Stenographers.

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Endt. On E3-21854/64/ (F.Dis) dated 14-8-1964

Copy to all sub offices for information and attention, E1 to E6 section, E Superintendent and Administrative Officer, Personal Assistant and Financial Assistant and all Sections.

Chief Conservator's
Office, Trivandrum

SD/-
For Chief Conservator of Forests

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Endt. On F. Dis. 18247/64 dated 2-9-1964

Copy to stock file

For Conservator of Forests

KKV/30/9/-