

**GOVERNMENT OF KERALA**

**Abstract**

Secretariat Establishment- appointment of typists and Stenographers as Clerks- Revised sanction- orders pa issued.

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Public Department (Services A)

G.O. (MS) No. 1046

Dated Trivandrum 14-12-1959

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Read :- 1. G.O.(MS) NO. 49(Public Department- Services A) dated 20-1-58  
2. G.O(MS) NO.181 (Public Department- Services A) dated 25-2-59

**ORDER**

In the G.O. read as 1<sup>st</sup> paper above orders were issued that in deserving and exceptional cases suitable and qualified typists and Stenographers in the Secretariat who are graduates and who possess the prescribed twist qualification may be promoted as Upper Division Clerks on the advice of the public service Commission about their suitability for promotion after conducting a test therefore. It was also ordered in the G.O, read as second paper above that the persons who wore so promoted as Upper Division Clerks will take rank below the junior most Upper Division Clerk at a time of their Promotion.

2. With a view to further liberalizing the conditions of recruitment to the Secretariat, information regarding the methods prevalent in other States for promoting typist and Stenographers as Upper Division Clerks was obtained and the whole question was considered by Government in consultation with the whole question was considered by Government in consultation with the Kerala Public service commissions. As a result government are pleased to pass the following orders in super session o f the G.Os read as 1<sup>st</sup> and 2<sup>nd</sup> paper above.

i. Typists: 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 irrespective of graduation qualification will be allowed to compete in the written test of th3e Commission for selection as lower Division Clerks in the Secretariat, the Public Service Commissions office and in such other officers where the scale of pay of lower Divisional clerks is RS.50-125. The Age limit for recruitment in the case of the above persons will be 32 years on the 1<sup>st</sup> July of the years in which appoint tins are invited by the Commission, with the usual relaxation for scheduled castes and tribes and Backward classe4s, They will take their chance for appointment purely on the basis of merit and considered against upon composition vacancies and not against appointments in reserved turns.

ii. Stenographers: Every 15<sup>th</sup> vacancy of Upper Division Clerks in the Secretariat will be reserved for the Stenographers of the Secretariat, suitability of the Stenographers for appointment as upper Division Clerks will be tasted by the Commission by a written test. Stenographers with 8 years total service and with Accountant test (Lower) qualification will be allowed to appear for the

test. A minimum of 50% of the total marks should be secured by a candidate to be successful in the test from among those who pass; such number as is adequate for the vacancies of Upper Division Clerks arising from time to time will be selected for appointment in the order of merits. Rules of reservation will not be applied in those appointments, and there will be no age restriction.

- iii. Persons appointed as lower Division clerks adapting the principles conceived above will take rank below the junior most lower Division Clerk at the time of their joining duty and persons appointed as Upper Division Clerks, below the junior most upper division Clerk at the time of their joining duty.

BY Order of the Government.  
Sd. Addl. Secretary to Government.

Endt on E3- 6466/59 dated 10-12-59  
Copy to all sub Offices. E1 to E5 Sections, Financial Assistant and Supdt.  
Establishment and Account.

V.Sukumaran Nair

Chief Conservator's for Chief Conservator of Forests

Superintendent