

GOVERNMENT OF KERALA

Abstract

Public Services - Subordinate Ministerial Service - Insistence of Test Qualifications during the period of probation - Abolition of - Request - Examined - Orders issued.

Public (Services D) Department

G.O.No. (P) 30/PD

Dated, Trivandrum 5-2-1968

- Read:-1. G.O.MS.357/PD dated 10-3-1959 of the Public (Services D) Department
2. G.O.(P) 22 dated 14-1-63 of the Public (Services) Dept.
3. G.O.(P) 467/PD dt. 15-6-1965 of the Public (Services D) Dept

ORDER

In the G.O. read as second paper above Government have prescribed unified tests in Office Procedure and Account Test (Lower) for the ministerial staff. According to this G.O., a pass in the Account Test (Lower) and the test in the Manual of Office Procedure has been made obligatory for confirmation as Assistant Grade II or L.D. Clerk as the case may be, and for promotion as Assistant Grade I or as U.D. Clerk respectively. In the case of L.D.Clerk and Assistants Grade II for whom probation has been prescribed, they have also to pass the tests during the period of probation.

2. In the G.O. read as third paper above probation has been proscribed for the Ministerial Subordinate Service, according to which every person appointed to a category by direct recruitment or by recruitment by transfer from any other service shall be on probation for total period of two years on duty within a continuous period of three years. In the case of appointment by promotion, every person shall be on probation for a total period of one year on duty within a continuous period of two years. Thus as the Rules stand now, all those appointed to the entry cadres are required to acquire the two test qualification mentioned above during the period of probation within two years on duty from the date of appointment.

3. It has now been represented that Accountant Test (Lower) qualification may be insisted on only for promotion from the initial recruitment cadre in the Ministerial Subordinate service. It has also been requested that those categories of employees whose work has no relation to the procedure laid down in the manual of Office Procedure may not be required to pass the Test on the Manual of Office Procedure.

4. Government have reviewed the whole position in regard to the insistence of Test qualifications for the Ministerial Subordinate Service. Prior to the issue of the Unified Tests introduced in the G.O. read as second paper the insistence of Account Test qualification was regulated by the G.O. read as first paper by which a pass in the Account Test (Lower) was required only for promotion Government are now pleased to order that the L.D. Clerk in the Departments and Assistants Grade II for whom test qualification has been prescribed as obligatory during period of probation under the G.O. read as second paper will not be required to pass the Accountant Test (Lower) during the period of probation and that a pass in Account Test (Lower) will be insisted upon only for promotion. The G.O. read as second paper will stand modified to this extent.

5. The orders in the G.O. read as second paper insisting on a pass in the Manual of Office Procedure will, however, stand.

Sd/- Secretary to Government

To

All Heads of Departments. etc

Endt. on E3. 35050/67 dt 19.2.1968

Office of the Chief Conservator of Forests,
Trivandrum

Copy to all Conservators of Forests, Divl. Forests Officers, A.C.Fs.W.P.Os, W.L.P.O, S.R.O, F.U.O, F.V.O, and Principal, Kerala Forests School Walayar for information and attention

Copy to all Officers and sections in the office of the chief Conservator of Forests

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