

GOVERNMENT OF KERALA

ABSTRACT

**PUBLIC SERVICES-MINISTERIAL SERVICE-TYPISTS&STENOGRAPHERS
INTERCHANGEABILITY AS CLERKS-ORDERS ISSUED**

PUBLIC (SERVICE –D) DEPARTMENT

G.O. (MS) NO. 301/68/PD,

Dated, Trivandrum, 26th September 1968

Read: Correspondence resting with Letter No. AI (1) 14088/66 dated 13.11.1967 from the Kerala Public Service Commission.

ORDER

The question of liberalizing the chances of promotion for the Typists and Stenographers in the Secretariat and Non-Secretariat Departments has been under consideration of Government. Government are pleased to issue the following orders, in consultation with the Public Service Commission:-

- (i) Lower Division Typists, who are approved probationers or full members will be allowed to appear for the competitive examination conducted by the Public Service Commission for selection of Lower Division Clerks, in the Kerala Ministerial Subordinate Service and for selection of Lower Division Clerks/assistants Grade II in the Secretariat, Public Service Commission's Office etc., Provided they have the prescribed educational for admission to the test. Those who get not less than 40% marks in the test will be declared eligible for appointment as Lower Division Clerks/ Assistants Grade II in every sixth vacancy in the concerned Department according to their seniority among Typists in the Department. If no qualified candidate is available at the time of occurrence of vacancy, the same will be filled up by direct recruitment.
- (ii) Upper Division Typist and Stenographers who have the prescribed qualifications and have put in 10 years of service will be eligible for appointment as Upper Division Clerks/ Assistants Grade-I, in every sixth vacancy arising in the concerned Department. If eligible candidates are not available at the time of occurrence of the vacancy, the vacancies will be fixed up by the promotion of Lower Division Clerks/ Assistants Grade II.

The following conditions will be observed in implementing the above orders:-

- (i) The seniority of the Typists-Stenographers who got appointed as Clerks/Assistants will be fixed with reference to the date of order of their appointment as Clerks/Assistants as laid down in Rule 27 of the Kerala General Rules.
- (ii) An Upper Division Typist/Stenographer will not be eligible for appointment as Upper Division Clerk/Assistant Grade –I unless he has put in as much services as the senior most Lower Division Clerk awaiting promotion.

- (iii) The appointment of Typists/Stenographers will not less than 10 years of service as Upper Division Clerks/Assistants Grade I will be on the basis of total length of service as Typist/Stenographer subject to the condition that a Typist & Stenographer subject to the condition that a Typist with longer service should not be superseded by a Stenographer with less service.

By order of the Governor,

C.P. RAMAKRISHNA PILLAI

Joint Secretary

To,

All Heads of Departments and Officers,

All Sections of the Secretariat including Law, Legislature & Finance Departments.

All Officers of the Secretariat of and above the rank of Assistant Secretary.

The Secretary, Kerala Public Service Commission (with C.L)

The Secretary, Vigilance Commission (with C.L)

The Registrar, University of Kerala (with C.L)

The Registrar High Court, Ernakulam (with C.L)

The Secretary, Kerala State Electricity Board (with C.L)

The General Manager, Kerala State Road Transport Corporation (with C.L)

The advocate General, Ernakulam (with C.L)

The Accountant General, Trivandrum

The Private Secretaries to the Chief Minister and other Ministers.

The Stenographer to the Chief Secretary

The Secretary to the Governor

The Secretary, Kerala Secretariat Association.

The Secretary, Kerala Secretariat Non-Gazetted Officers Association

The General Secretary, All Kerala Typists & Stenographers Association, Trivandrum

The Secretary, Kerala Secretariat Stenographer's Association