



GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES—INCLUSION OF COMPUTER WORD PROCESSING AS AN ESSENTIAL QUALIFICATION FOR THE POSTS OF TYPIST, CONFIDENTIAL ASSISTANT ETC. IN PUBLIC SERVICE APPOINTMENTS—REVISED ORDERS ISSUED

PERSONNEL AND ADMINISTRATIVE REFORMS (R.I.I.S) DEPARTMENT

G. O. (P) No. 17/2005/P&ARD.

Dated, Thiruvananthapuram, 9th May, 2005.

- Read:—1. G. O. (P) No. 19/2004/P&ARD. dated 8-12-2004.
2. Lt. No. Av (1) 17429/04/GW dated 16-2-2005 from the Secretary, Kerala Public Service Commission, Pattom, Thiruvananthapuram.

ORDER

In supersession of the G. O. read as first paper above, Government are pleased to issue the following orders prescribing Computer Word Processing as an essential qualification and lay down the qualifications for the posts of Typist in various departments, Typist Grade II in offices like Secretariat, Typist-Clerk and Confidential Assistant Grade II/Steno Typist in various departments as given below:

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|--------------------------|---|
| 1. Lower Division Typist | 1. S. S. L. C. or its equivalent. |
| | 2. Lower Grade Certificate in typewriting Malayalam (KGTE). |
| | 3. Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent |

Note:—Those who have passed the KGTE Typewriting before January, 2002 should produce separate certificate in "Computer Word Processing or its equivalent".

2. Typist Grade II
(Secretariat, PSC etc.)

1. S. S. L. C. or its equivalent.
2. Higher Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent

Note—Those who have passed the KGTE Typewriting before January, 2002 should produce separate certificate in "Computer Word Processing or its equivalent".

3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent

3. Typist-Clerk

1. S. S. L. C. or its equivalent.
2. Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent

Note—Those who have passed the KGTE Typewriting before January, 2002 should produce separate certificate in "Computer Word Processing or its equivalent".

3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent

4. Confidential Assistant Gr. II/
Steno-Typist (All Departments)

1. S. S. L. C. or its equivalent.
2. Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent

Note—Those who have passed the KGTE Typewriting before January, 2002 should produce separate certificate in "Computer Word Processing or its equivalent".

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3. Lower Grade Certificate in Typewri Malayalam (KGTE) or its equivalent
4. Lower Grade Certificate in Shorth English (KGTE) or its equivalent.
5. Lower Grade Certificate in Shorth Malayalam (KGTE) or its equivalent

By order of the Governor,

V. ANANDASIVAN,

Joint Secretary to Government.

To

All Heads of Departments and Offices.
All Departments (All Sections of the Secretariat).
All Principal Secretaries, Secretaries, Special Secretaries, Additi
Secretaries, Joint Secretaries, Deputy Secretaries and Under Secret
to Government.
The Secretary, Kerala Public Service Commission.
Personnel and Administrative Reforms (Advice A,B,C) Sections.
The General Administration (Services) Department.
The Higher Education Department.
The General Education Department.
The Director, Public Relations Department.
Stock File.