

ABSTRACT

Public Services - Prescription of Computer Qualification for Typists/Steno-Typists - Orders - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (S) DEPARTMENT

G.O.Ms.No.130

Dated: 22.07.2008

Read:

- 1) From the Secretary. Personnel & Administrative Reforms Dept., D.O. Lr. No.15835/S1/07-1, dated 18.4.2007
- 2) From the Director of School Education Lr.No.R.C. No.37045/ A4/S1/2007, dated 26.04.2007.
- 3) From the Director of Technical Education, D.O.Lr.No. 15923/ W1/2007, dated 07.05.2007.
- 4) From the Chairman, Teachers Recruitment Board, D.O.Lr.No.1245/ A1/07, dated 14.05.2007
- 5) From the Secretary, Tamil Nadu Public Service Commission, Lr.No.1533/RND-D2/01, dt.10.10.2007.

A new office Management System is being introduced in all Government offices in order to prevent unnecessary paper work and to enhance productivity using "Information Technology" as a tool. Computers are replacing manual typewriters in Government offices and computer literacy skills have become essential for efficient office administration. In view of increased use of computers in the Government Offices, it has been proposed to prescribe a qualification on computer knowledge for Typists / Steno-typists in Tamil Nadu Ministerial Service, Tamil Nadu Judicial Ministerial Service and Tamil Nadu Secretariat Service.

2. in this connection views of the Director of School Education, Director of Technical Education, Chairman, Teachers Recruitment Board, and the Secretary, Tamil Nadu Public Service Commission, have been obtained and examined in greater detail and it was decided as follows:-

(i) To prescribe the "Certificate Course in Computer on Office Automation" awarded by the Technical Education Department as additional Technical Educational qualification for the posts of Typists, Steno-Typists prior to completion of probation. However, it is not a pre-requisite qualification for the recruitment of Typists and Steno-Typists, As an introductory measure, a pass in the said Certificate Course in Computer may also be prescribed along with the qualifications now prescribed for the concerned posts (as per rules in force) for direct recruitment with the note as given below.

"Candidates who do not possess the said qualification conducted by Technical Education Department may also apply. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate Course. Otherwise they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate Services".

(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education I Directorate of Technical Education (or) an equivalent body may be exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.

(iii) For the existing employees (Typists/Steno-Typists) the time frame of two years may be prescribed for acquiring Computer Knowledge. (The Certificate Course in Computer on Office Automation is being conducted by the Directorate of Technical Education since June 2002 and the examination is being held twice in a year only during January and June) If they fail to possess the above said Certificate Course within the prescribed period, viz. two years they shall not draw their subsequent increment. The same shall be restored on acquiring the above said qualification.

(iv) The persons who are aged over 50 years or have completed 25 years of qualifying service may be exempted from passing the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.

(v) In this connection necessary Special Rules of concerned services shall be amended suitably.

(BY ORDER OF THE GOVERNOR)

T S SRIDHAR
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Secretary Tamil Nadu Public Service Commission, Chennai-2
The Directorate of Technical Education, Chennai-32
The Directorate of School Education, Chennai-6
The Teachers Recruitment Board, Chennai-5
The Registrar General, High Court of Madras; Chennai-104

ABSTRACT

Public Services - Prescription of Computer Qualification for Typists - Steno-Typists - Orders issued - Further clarifications - Issued.

Personnel and Administrative Reforms (S) Department

G.O.(Ms.)No.43

Dated: 17.04.2009

Read :

G.O.Ms.No.130, Personnel and Administrative Reforms (S) Department, dated.22.07.2008.

ORDER:

In the Government Order read above, Orders have been issued prescribing qualification on computer knowledge (viz. certificate course in computer on "Office Automation" awarded by Directorate of Technical Education) for the posts of Typists, Steno-Typists prior to completion of Probation. As it is not prescribed as a pre-requisite qualification for recruitment of Typists and Steno-Typists, the new entrants to the Government Service are required to acquire the qualification within their probation period. Otherwise, they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate Services.

2. As the designation of Personal Clerks, Personal Assistants and Private Secretaries were inadvertently omitted to be mentioned in the Government Order read above, the Government Order that wherever the terms, "**Typists I Steno-Typists**" occur in the above said Government order, the following expression **shall be substituted:-**

"Typists, Steno-Typists, Personal Clerks, Personal Assistants and Private Secretaries"

3. The Government further order that the existing employees (who are in service at the time of issue of the said Government Order) shall be exempted from qualifying the certificate course in computer on Office Automation.

(BY ORDER OF THE GOVERNOR)

K.N.VENKATARAMANAN
SECRETARY TO GOVERNMENT

To

The Secretary, Tamil Nadu Public Service Commission, Chennai-2./ The Directorate of Technical Education, Chennai-32. /The Directorate of School Education, Chennai-6. / The Registrar General, High Court of Madras, Chennai-104. / Personnel and Administrative (B) (U) Reforms Department (for action with reference to amendment of respective service rules), Chennai-9. / Home (ct-v) Department, (for action to amend the Judicial Ministerial Service Rules) All Heads of Department / All District Collectors.