

Educational (1906) Department.

ORDINARY MS. ✓

G.O., No. 700

DATED 8th Oct. 1900

[Despatch Abstract.]

Typewriting Examination

Informing A. Govindarajulu Nayudu Typist, Rev. Secretariat and A. Krishnaoowamayya, Typist Chief Secretariat, that the old Intermediate Examination in Typewriting cannot be ~~accepted~~ accepted as equivalent to the present Advanced test and that the possession of a Technical Teachers' Certificate in type-writing cannot entitle the holder to exemption from the Advanced examination in typewriting.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

[E.]

EDUCATIONAL DEPARTMENT.

[E. & L.]
30
400-15-3-00.

D.O.No.



EDUCATIONAL DEPARTMENT,
OOTACAMUND,

2nd September 1910. 700

Dear Sir,

With reference to your letter No.882,dated 31st August 1910, I am sending you the original of G.O. No.700 Educational, dated 8th October 1908 page 6 of which contains extracts from the syllabus relating to the old Intermediate and the present Advanced Grades of the Typewriting test.

2. I request that the G.O. may be returned as soon as you have done with it.

Returned with Thanks

A. V. S. S. S.

Yours truly,

T. Kanakasundaram

To the Manager,
Office of the Private Secretary to His Excellency
the Governor, with G.O.No.700, dated
8th October 1908.

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

Number.	Date.	Original (=O.) or spare copy (=S. C.).	Remarks. (In this column such of the papers as have been removed —for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.
216 Finl	18-5-08	SC		
168 Finl	4-4-08	SC		
464 Finl	23-7-06	SC		
444 SdL	17-6-05	SC		
419 Finl	2-7-04	SC		
608 Finl	27-6-00	SC		
432 SdL	7-9-00	SC		
228 SdL	22-4-99	socket		
1037 Res	10-12-97	SC		
336 SdL	1-7-97	SC		
87	11-2-97	SC		
Papers of other departments.				

Department.	Number.	Date.	Original (=O.) or spare copy (=S. C.).	Despatcher to note the return of the papers to the departments concerned.

Ootacamund,

13th August 1908.

To

F. Noyce Esq., I.C.S.,

Ag. Assistant Secretary to the Government of
Madras, Revenue Department.

Through

The Superintendent.

Respected Sir,

I respectfully beg permission to approach your honour
with the following representation in the hope that it may re-
ceive your honour's kind sympathetic consideration.

2. I am a type-writing clerk in your honour's office and
have passed the OLD INTERMEDIATE EXAMINATION in TYPEWRITING.
The following statement exhibits the comparative merits of the
OLD INTERMEDIATE EXAMINATION I have passed and the present
ADVANCED EXAMINATION in TYPEWRITING. It contains the syllabuses
of the present INTERMEDIATE, the present ADVANCED and the OLD
INTERMEDIATE grades of the TYPEWRITING Examination:--

Present Intermediate.

1. Speed Test.- To type-write a narrative of a speech or 900 words. Special attention must be paid to accuracy and speed of execution. Time - half an hour.

2. A paper to test the candidate of copying a rough manuscript, of a business letter (lithographed), and his power of spacing and display, of statistical tables, invoices and such documents, filling forms, and manifesting such portions as may be specified in more than three carbon copies. Time

3. A practical examination on the manipulation and mechanism of the typewriter including a knowledge of the uses and adjustment of the various parts.

Note.- Candidates will have to provide their own machines and carbon paper. Candidates will be examined in the theoretical and practical examination only on Remington, Yost, New Century, Smith Premier, Densmore or Empire machine or such machines as may be adopted by Governor for use in public offices or as may be approved by the Commissioner for Examinations. Only one type of machine shall be used by each candidate throughout all sections of the examination.

Present Intermediate.

1. Speed Test.- To type-write a narrative of a speech or 900 words. Special attention must be paid to accuracy and neatness of execution. Time - half an hour.
2. A paper to test the candidate's power of copying a rough manuscript, official or business letter (lithographed), and ~~then~~ his power of spacing and display, copying statistical tables, invoices and similar documents, filling forms, and manifolding such portions as may be specified with not more than three carbon copies. Time - 2 hrs.
3. A practical examination on the uses, manipulation and mechanism of the machine, including a knowledge of the uses and adjustment of the various parts.

Note.- Candidates will have to provide their own machines and carbon papers. Candidates will be examined in the oral and practical examination only on the Remington, Yost, New Century, Smith Premier, Densmore or Empire machine or such other machines as may be adopted by Government for use in public offices or as may be approved by the Commissioner for Govt. Examinations. Only one type of machine shall be used by each candidate throughout all sections of the examination.

Present Advanced.

1. Speed Test- To typewrite a message of 1,200 words. Special attention must be paid to accuracy and neatness of execution. Time - half an hour.
2. Manifolding, and tabular and display work. To type-write in proper form confused and abbreviated rough ~~manuscripts~~ manuscripts (lithographed). (This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and abbreviations) To type-write advanced tabular or other matter, such as invoices, balance sheets and statistical tables, from manuscripts (lithographed), to display and rule up where necessary. Time two and half hours.
3. Mechanism. A practical examination which may include questions on the manipulation and care of the machine; construction of the machine; possible defects and temporary derangements, their causes and their rectification; removal and replacement of detachable parts of the machine; adjustment, alignment tension, inking devices marginal stops, the methods of spacing; and stencil duplicating.

Note.- Candidates will have to provide their own machines and carbon papers. They may also be examined on machines provided by the examiners. They will be examined only on Remington, Yost, New Century, Smith Premier, Densmore or Empire machine or such other machines as may be adopted by Government for use in public offices or as may be approved by the Commissioner for Government Examinations.

Old Intermediate.

1. Dictation.- To type-write to dictation, a narrative or speech of 1,200 words and a letter of 600 words, containing official and business terms and phrases dictated at the rate of 40 words a minute. Marks allowed for accuracy, cleanliness and regularity of spacing and alignment. *1/2 an hour*
2. A paper to test power of ~~at~~ spacing and display. To copy statistical tables, invoices and similar documents to fill in blank forms, and to manifold with carbon - paper. Time two hours.
3. A practical examination on the general manipulation of the machine, including a knowledge of the uses and adjustments of two ordinary machines of different types to be selected by the candidate (e.g. one of Remington and one of Hammond Type).

3. In addition to the subjects prescribed for the OLD INTERMEDIATE the candidates for that grade used to be examined also in a practical test which consisted of typewriting in proper form from confused and rough lithographed manuscripts although this was not expressly laid down in the syllabus. This was done in the examination held in the year 1902 when I passed the INTERMEDIATE Grade.

There were the following two distinct features about the OLD INTERMEDIATE Grade:--

- (1) the candidate had to typewrite a passage to dictation at the rate of 40 words per minute for $\frac{3}{4}$ of an hour; and
- (2) as this examination was then the highest grade the candidate had to understand thoroughly not superficially, the construction of two machines of DIFFERENT PATTERNS.

Whereas in the present ADVANCED GRADE a candidate

- (1) has to typewrite a passage of 1,200 words in half an hour by COPYING at the rate of 40 words per minute; and
- (2) is examined on only one pattern of a typewriter, the machine which the candidate takes with him for examination being used for SPEED TEST and a machine of the SAME KIND which is brought by the Examiner being utilized for the practical test.

In this connection I may be permitted to submit that typing to dictation for $\frac{3}{4}$ of an hour at the rate of 40 words per minute among half a dozen candidates in an examination hall is a harder test than typing a passage of 1,200 words for half an hour by COPYING. In the former case the candidate's knowledge of spelling and punctuation which is admittedly the essential requisite of a typist in a Government Office was tested while in the --

latter case the only thing tested is the candidate's ability to go through the mechanical process of producing a "COPY".

As regards (2) the knowledge of mechanism of a typewriting machine. As all Government Offices are not provided with machines of the same pattern, it is of a greater advantage for a typist in Government service to understand the construction of more than one pattern. Thus it will be seen that the OLD INTERMEDIATE EXAMINATION both as a test of the candidate's speed in typewriting, his knowledge of the English language and his technical capability to handle machines was superior to the present ADVANCED EXAMINATION.

4. I may thus claim that I have already passed a test now called "ADVANCED" although when I appeared for the examination it was called the "INTERMEDIATE EXAMINATION". I have now 7 years and 4 months service in the Secretariat and may venture to state that my qualification and knowledge of typewriting must have considerably improved during that period. I therefore beg your honour will kindly take into consideration the standard of the OLD INTERMEDIATE EXAMINATION, which was practically the same as and in some respects even superior to the present ADVANCED test, and be pleased to obtain the sanction of Government to regard these examinations as equivalent to the present ADVANCED EXAMINATION and thus exempt me from passing the latter test so that I may at once be made eligible for the rate of pay -- (Rs.35-1-50) recently fixed by Government for the candidates, who have passed the ADVANCED GRADE.

I beg to add that the concession will be very greatly appreciated by me and that it shall always be my endeavour to discharge my duties in the office in such a way as to fully deserve it.

I beg to remain,
Respected Sir,
Your most obedient servant,

A. Govindarajulu Nayudu.

5
Ootacamund,

13th August 1908.

To

The Honourable Mr. M. Hammick, C.S.I., C.I.E., I.C.S.,
Chief Secretary to the Government of Madras.

THROUGH the Registrar,
Chief Secretariat.

Honourable Sir,

I respectfully beg permission to approach your
honour with the following representation in the hope that
it may receive your honour's kind & sympathetic consideration.

2. I am a type-writing clerk in your honour's office
and have passed the OLD INTERMEDIATE EXAMINATION in TYPE -
WRITING. The following statement exhibits the comparative
merits of the OLD INTERMEDIATE EXAMINATION I have passed and
the present ADVANCED EXAMINATION in TYPE-WRITING. It con-
tains the syllabuses of the present INTERMEDIATE, the present
ADVANCED and the OLD INTERMEDIATE grades of the TYPE-WRITING
Examination:-

Present ADVANCED EXAMINATION.

1. *Speed Test*.—To type-write a passage of 1,200 words. Special attention must be paid to accuracy and neatness of execution. Time—half an hour.

2. *Manifolding, and Tabular and Display work*.—To type-write in proper form from confused and abbreviated rough manuscripts (lithographed). (This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and abbreviations.) To type-write advanced tabular or other matter, such as invoices, balance sheets and statistical tables, from manuscripts (lithographed), to display and rule up where necessary. Time—two and a half hours.

3. *Mechanism*.—A practical examination which may include questions on the manipulation and care of the machine; construction of the machine; possible defects and temporary derangements, their causes and their rectification; removal and replacement of detachable parts of the machine; adjustment, alignment tension, inking devices, marginal stops, the methods of spacing; and stencil duplicating.

The distribution of marks and the minima required for passing shall be as follows:—

	Max.	Min. for passing.	
		1st class.	2nd class.
First paper	25	15	10
Second paper	50	35	25
Oral and practical examination	25	15	10
Total	100	65	45

Note.—Candidates will have to provide their own machines and carbon papers. They may also be examined on machines provided by the examiners. They will be examined only on the Remington or the Yost, or such other machines as may be adopted by Government for use in public offices and approved by the Commissioner for Government Examinations.

Test-books recommended.—The same as for the Intermediate Examination.

8th February 1896.

Old INTERMEDIATE EXAMINATION.

1. *Dictation*.—To type-write to dictation, a narrative or speech of 1,200 words and a letter of 600 words, containing official and business terms and phrases, dictated at the rate of 40 words a minute. Marks allowed for accuracy, cleanliness, and regularity of spacing and alignment.

2. A paper to test power of spacing and display. To copy statistical tables, invoices and similar documents, to fill in blank forms, and to manifold with carbon paper. Time—two hours.

3. A practical examination on the general manipulation of the machine, including a knowledge of the uses and adjustments of two ordinary machines of different types to be selected by the candidate (*e.g.*, one of Remington type and one of Hammond type).

The distribution of marks and the minima required for passing shall be as follows:—

	Max.	Min. for passing.	
		1st class.	2nd class.
1st paper	50	30	20
2nd paper	60	35	25
3rd paper	40	25	15
Total	150	90	60

Note.—Candidates will have to provide their own machines and carbon papers.

3. In addition to the subjects prescribed for the OLD INTERMEDIATE the candidates for that grade used to be examined also in a practical test which consisted of type-writing in proper form from confused and rough lithographed manuscripts although this was not expressly laid down in the syllabus. This was done in the examination held in the year 1897 when I passed the INTERMEDIATE Grade.

There were the following two distinct features about the OLD INTERMEDIATE GRADE:-

- (1) the candidate had to type-write a passage to dictation at the rate of 40 words per minute for $\frac{3}{4}$ of an hour; and
- (2) as this examination was then the highest grade the candidate had to understand thoroughly not superficially, the construction of two machines of DIFFERENT PATTERNS.

Whereas in the present ADVANCED GRADE a candidate

- (1) has to typewrite a passage of 1,200 words in half an hour by COPYING at the rate of 40 words per minute; and
- (2) is examined on only one pattern of a typewriter, the machine which the candidate takes with him for examination being used for SPEED TEST and a machine of the SAME KIND which is brought by the Examiner being utilized for the practical test.

In this connection I may be permitted to submit that typing to dictation for $\frac{3}{4}$ of an hour at the rate of 40 words per minute among half a dozen candidates in an examination hall is a harder test than typing a passage of 1,200 words for

48 10

for half an hour by COPYING. In the former case the candidate's knowledge of spelling and punctuation which is admittedly the essential requisite of a typist in a Government Office was tested while in the latter case the only thing tested is the candidate's ability to go through the mechanical process of producing a "COPY".

As regards (2) the knowledge of mechanism of type-writing machine. As all Government Offices are not provided with machines of the same pattern, it is of a greater advantage for a typist in Government service to understand the construction of more than one pattern. Thus it will be seen that the OLD INTERMEDIATE EXAMINATION both as a test of the candidate's speed in typewriting, his knowledge of the English language and his technical capability to handle machines was superior to the present ADVANCED EXAMINATION.

4. I beg further to submit that besides the OLD INTERMEDIATE, I have passed also another and a really very searching examination viz. the TECHNICAL TEACHERS' CERTIFICATE EXAMINATION in TYPE-WRITING of the OLD INTERMEDIATE GRADE. For this examination the candidates are examined in a class containing 20 pupils and in the immediate presence of two Members of the Board of Examiners. The candidates have to teach the class giving instruction about the mechanism of two machines of different patterns - the method of handling the machines, exposition, developing, questioning, explanation and illustration &c. This examination certifies to the qualification of the candidates' ability to instruct others and to their knowledge of the mechanism of different patterns.

5. I may thus claim that I have already passed by a test now called "ADVANCED", although when I appeared for the examination it was called the INTERMEDIATE EXAMINATION. I have now 10 years and 8 months service in the Secretariat and may venture to state that my qualification and knowledge of

6/ 11

type-writing must have considerably improved during that period. I therefore beg your honour will kindly take into consideration the standard of the OLD INTERMEDIATE EXAMINATION which was practically the same as, and in some respects even superior to, the present ADVANCED test, and of the TECHNICAL TEACHERS' CERTIFICATE EXAMINATION I have passed, and be pleased to obtain the sanction of Government to regard these examinations as equivalent to the present ADVANCED EXAMINATION and thus exempt me from passing the latter test so that I may at once be made eligible for the rate of pay (Rs. 35-1-50) recently fixed by Government for the candidates, who have passed the ADVANCED GRADE.

I beg to add that the concession will be very greatly appreciated by me and that it shall always be my endeavour to discharge my duties in the office in such a way as to fully deserve it.

I beg to remain,

Honourable Sir,

Your most obedient servant,

Shri Krishna Gopal

10 12
PUBLIC INSTRUCTION,
MADRAS.

TECHNICAL TEACHERS' CERTIFICATE.

No. 32 of 1898-99.

This is to certify that A. Krishnaswamayya, having passed the Government INTERMEDIATE Technical Examination in TYPE-WRITING held in April 1897 and the Practical Test in the above subject held by the Board of Examiners for Teachers' Certificates in August 1898 is hereby declared qualified to teach the above-mentioned subject and is granted a Technical Teachers' Certificate of the Second Class.

(Signed) E. MARSDEN

President, Board of Examiners
for Teachers' Certificates.

(Signed) D. DUNCAN, M.A., D.Sc., LL.D.

Director of Public Instruction

Madras, 12th January 1899.

(True Copy)

Thomas Munich

NOTES.

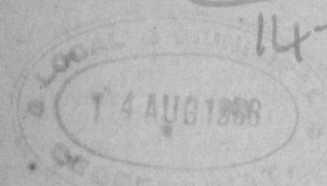
Petitioner from A. Goundarajulu Nayudu, Typist in the Revenue
 Secretariat praying for exemption from the advanced test
 in Typewriting that the present advanced test
 old intermediate test may be treated as equal to the advanced test
 REVENUE DEPARTMENT
 To Under Secy

The question whether the old "Inter-
 mediate" Examination may be regarded
 as equivalent to the present "Advanced"
 is one for consideration in the Educational
 It is submitted that typists in this
 Office have fairly a large amount
 of practice and they can successfully
 compete with the men who come
 out successful in the present "Advanced"
 Examination. It seems unnecessary
 to require them to appear for the
 present "advanced" to obtain the
 higher incremental salary.

2. Subject to the above remarks
 the application may it is submitted
 be forwarded to the Educational
 Deptⁿ for consideration

Rw no 1904/13 508

Educational 14.8.08



Edl no 1794
 14.8.08

HM
 16.8.08

Educational Deptⁿ

It is submitted that this petition
 may be forwarded up to the Commission
 for Govt examinations for remarks.

AD
 1.9.08

Chd
 2.9.8.

Edl no 1794
 2.9.08

A. G. S. no

Chief Secretariat

Petition from Typist ^A Krishnamayya
praying that the old Intermediate test in typewriting
may be declared equal to the present advanced test.

The Ed. Dept. may be requested to
be so good as to offer their opinion on
the comparative merits of the present
Advanced Test & the old Intermediate
Test. There appears to be some force
in the Typists' contention that the old
Intermediate was as stiff, if not stiffer,
than the new Advanced Test. if the practical
test mentioned in the first clause of
para 3 of the petition forms part of the
former.

2. Will Ed. also state whether the
Old Intermediate plus the Technical
Teachers' Certificate can be taken as
equivalent to the present Advanced

Cms
31.8.08

Ed. memo 1950

Ed. no

Educational Department

Ed. no 1950-1
2.7.08

To the C.E.S. no. of remarks

Ad.
19.08

I append a note from Mr Maddox
which seems to hit the nail upon
the head

Ad. 9.9.8

W. S. S.

Reference on R. R. No. of 190
R.

Typewriting. Advanced

SUBJECT.

*Petitions of certain
Typist Clerks begging
to be exempted from
passing the Advanced
Examⁿ. 9th*

NOTE FOR ORDERS OF THE *Chf*

Both Clerks have
passed the old Inter-
mediate grade in Typewriting, which they
contend is equal in
difficulty (if not more
difficult) ~~than~~ ^{to} the present
Advanced Grade; and
yet it is significant
that one of them (Gounder
-rajulu, Typist. Res. Sect.)
forgot to mention
that he went up for
this very Examination
in 1906 and failed
badly obtaining
less than the minimum
viz. 5 + 9 respectively
out of 10 + 25.

24
16
After going carefully into a comparison of the tests (the O I and the Advanced), I have come to the conclusion that the tests are not equivalent - that the Advanced is in every respect the more difficult test. In the opinion of the petitioner, it is not so, a pass in it should not be sufficient to the experienced men they are represented to be.

of 35 Candidates appeared for and passed who passed the Old Intermediate, only two passed (having once failed) Advanced

There seems no reason therefore to accede to the request of the Clerk.

The possession of a Teachers Cert. does not affect the case.

no. 11
8.9.08.

This is incorrect. The Chief Secretariat who entered into no ~~formal~~ remarks of this sort - no did it represent the type as anything but a type with a request which appeared to be prima facie reasonable. Curb
8.9.08

Curto 1794 and 1950.

For the U.S.

Please see Mr. Maddox's note on pages 3 & 4 Supra.

It is for consideration whether the petitioners may be informed that the Govt are unable to declare the old "Intermediate Examination" in typewriting as equivalent to the new Advanced Examination and the possession of a Technical Teachers' Certificate in typewriting cannot entitle the holder ^{to} exemption from the Advanced Examination in typewriting.

2. A draft is placed below for approval.
22.9.08

Sec.

Mr. Maddox's note clearly shows that the old Intermediate is not equivalent to the Advanced test. The Draft may issue.

Chd

22.9.8.

As pointed out by Mr. Maddox of the new 'Advanced Test' is not, as alleged by the petitioners, more difficult than the old Intermediate Test. They should have no difficulty in passing it. It is merely a question of paying the fee for the examination. It would be absurd to exempt a man from a test for what he has appeared & failed, on the ground that he has passed a test of equal difficulty.

pages 3 & 4 Supra.

for same

CIRCULATED IN
LOCAL & MUNICIPAL DEPT.

1st
25.9.08

22.9.08

Draft aff
877 AM

The file may be sent to the Rev. and Public Departments for perusal, before issue, with reference to the Secretary's remarks on the previous page.

RD
28.9.08

Cal
28.9.8.

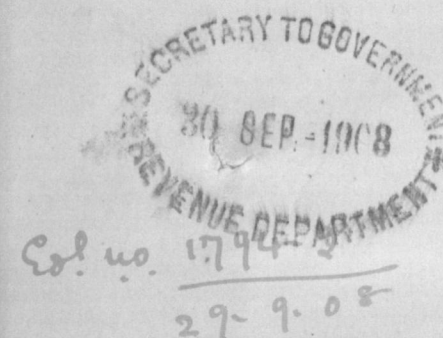
Rev. {
Pub. {

Accepted in Revenue.

Alf
30.9.08.

CHIEF SECRETARIAT.

Office Paper No. 766
14.9.30.9.08



Col. no. 179
29.9.08

Op 30778
Rev no 190 0/8-2 Public 110
30.9.08



C. S.

It is not for us to go behind the findings of Educational in the matter; but Mr. Maddox might have given some further reasons for his opinion. It would appear that the majority of examinees would rather typewrite from copy than typewrite from dictation and this is one of the main differences between the present Advanced and the old Intermediate. Mr. Maddox's note misses the point that compliance with the petitioners' request spells hard cash to them - even if they passed at the next examination their transfer to the higher scale of pay would be deferred for so many months. He is also

quite

quite incorrect in insinuating that the representation from the typist in this office was supported on grounds connected with the typist's experience, as nothing whatever was said on this point in the former note of 31-8-08 in the Chief Secretariat. The question referred to Educational was the comparative merits of two tests, not the merits of a particular typist.

C. M. S.
3-10-08

We cannot object to the 2d order.
The two exams are clearly not
the same. Accept

h
6. x

Educational Dept.

In use
102
8-10-08

Ed. no.



O.P. & S. 766-1
6. x. 08

Papers to be read in Proceedings :—

Again G.O., No. _____, dated _____ 190_____

Again G.O., No. _____, dated _____ 190_____

Current No. 1794 From the Rev Sept, No. 1900, dated 14. 8. 1908

1950 Chief Secretariat 31-8-58

77 77 ————— 77 ————— 77 ————— 77 ————— 77

ORDER. No. 700, dated 8-10-1908.
mace

The petitioners will be informed that the Government are unable to declare the old "Intermediate Examination" in typewriting ^{cannot be accepted} as equivalent to the present "Advanced" test. Nor do they ^{not} consider that ^{will} the possession of a Technical Teacher's certificate in typewriting entitle the holder to exemption from the Advanced Examination in typewriting.

$\begin{array}{r} 10 \\ 22.9.08 \end{array}$

DESPATCHED
10 OCT 1908
JR

70 All departments of the Secy.
(except Pers. & Legat.)
A. G. Sundarapala Nayudu
Typist, Revenue Secy. 220
A. Krishnaswami, Chief Secy.
The C.S. 11

When given for copying _____
When copied _____
When examined _____
When signed _____

190 .

READ AGAIN G.O., No.
190 .

, DATED

CURRENT No.

ENCLOSURES TO C. No

ORDER OF GOVERNMENT.

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

N.B.—

- A = Copy in full.
- B = Not to be copied.
- P = Copy abstract only.
- Q = Copy heading only.