

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

G.O., No. 537, 27th September 1909.

Public Service Notification.

Directing the publication in the *Fort St. George Gazette* of an addition to the — prescribing the qualifications for clerks in the office of the Private Secretary to His Excellency the Governor.

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2

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O., No. 519, Public, dated 23rd July 1909.

II

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Commissioner for Government Examinations.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 30th August 1909.

No.—182/1-D.

With reference to paragraph 3 of G.O., No. 519, Public, dated the 23rd July 1909, I have the honour to submit a draft, in duplicate, of the amendments to be made in the Public Service Notification, for approval and publication in the *Fort St. George Gazette*.

ENCLOSURE.

Notification.

In the table showing the various offices in, "Superior Service," for which special, professional or technical tests are prescribed, which is appended to article 3 of the Public Service Notification, published at pages 610 to 618 of Part I-B of the *Fort St. George Gazette*, dated 22nd December 1908, add the following under "P. Miscellaneous," as items (8) and (9):—

- | | |
|--|---|
| <p>"(8) One clerk on Rs. 75 rising to Rs. 100, in the office of the Private Secretary to His Excellency the Governor.</p> <p>"(9) Other clerks (the cashier excepted) in the office of the Private Secretary to His Excellency the Governor.</p> | <p>B.A., Examination Part I—English and Government Technical Examinations in Shorthand and Typewriting in the Advanced grade.</p> <p>Government Technical Examinations in Shorthand and Typewriting."</p> |
|--|---|

Order—No. 537, Educational, dated 27th September 1909.

The following notification will be published in the *Fort St. George Gazette*:—

NOTIFICATION.

In the table showing the various offices in "superior service", for which special, professional or technical tests are prescribed, which is appended to article 3 of the Public Service Notification, published at pages 610 to 618 of Part I-B of the *Fort St. George Gazette*, dated 22nd December 1908, add the following under "P. Miscellaneous" namely:—

- | | |
|---|--|
| <p>"(8) Clerk on Rs. 75-5-100 in the office of the Private Secretary to His Excellency the Governor.</p> <p>(9) Other clerks in the office of the Private Secretary to His Excellency the Governor.</p> | <p>Part I (English Language and Literature) of the B.A. Degree examination.</p> <p>Government Technical Examinations in Shorthand and Typewriting in the Advanced grade.</p> <p>Government Technical Examinations in Shorthand and Typewriting in the Intermediate grade."</p> |
|---|--|

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Commissioner for Government Examinations.
Gazette (Notification).
Editors' Table (order only).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 537, EDUCATIONAL, DATED 27TH SEPTEMBER 1909.

[SUBJECT.—Amendments to the Public Service Notification.]

Previous paper.

G.O., No. 519, Public, dated 23rd July 1909.

From the Commissioner for Government Examinations, dated 30th August 1909, No. 182/1-D.

The draft order placed below is submitted for approval.

2. It may be sent to the Public Department for acceptance before issue. That Department may be requested to state whether the "clerks" * in the Private Secretary's office should be required to pass the Government Technical examination in Shorthand and Typewriting in the Advanced, Intermediate or Elementary grade. Paragraph 3 of G.O., No. 519, Public, dated 23rd July 1909, does not make any reference to the grade of these examinations which should be passed by them.

P.R.—4-9-09.

A blank has been left in the draft order which will be filled in after the Public Department has decided the point raised in paragraph 2 of office-note.

C. A. SOUTER—8-9-09.

To the Public Department.

PUBLIC DEPARTMENT.

G.O., No. 519, Public, dated 23rd July 1909, was based on the Hon'ble Mr. (now Sir George) Forbes' note of 2nd June 1909, at pages 8-9 of the notes connected with the Government Order. No particular grade of the typewriting and shorthand examinations was specified as the qualification for clerks other than the one on Rs. 75-5-100. The Private Secretary to His Excellency the Governor might be asked u.o. whether the elementary or the intermediate grade should be the minimum qualification. It should perhaps be made clear that these tests are not applicable to the manager and the cashier.

C. S. SIMPSON—9-9-09.

A. GALLETTI—10-9-09.

To the Private Secretary to His Excellency the Governor.

PRIVATE SECRETARY'S OFFICE.

In my opinion the intermediate grade in both typewriting and shorthand should be the minimum qualification. This qualification will not be required in the case of the manager or cashier; these however should be required to have passed Account test, higher.

H. A. B. VERNON—13-9-09.

No. 537, EDUCATIONAL, 17TH SEPTEMBER 1909.

The Private Secretary's proposal may be accepted, and the case returned to Educational.

C. S. SIMPSON—14-9-09.

A. GALLETTI—15-9-09.

A. G. CARDEW—16-9-09.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Issue.

W. FRANCIS—17-9-09.

Before this issues perhaps orders may be taken on the Private Secretary to His Excellency the Governor's suggestion at A in his notes. If the suggestion is accepted the draft may lay down that the manager and cashier shall pass the Account test, (higher). Public has not noted specifically on this point.

C. A. SOUTER—21-9-09.

I don't think the point need now be raised. I fancy it would, in fact, be a mistake to demand Account test from the men. Their chief qualification should be ability to keep their mouths shut, and if the posts are hedged about with examination rules, the Private Secretary may find himself unable to appoint any but babblers.

W. FRANCIS—22-9-09.

Public for persual.

C. A. SOUTER—22-9-09.

To the Public Department.

PUBLIC DEPARTMENT.

May be returned to Educational after perusal.

C. S. SIMPSON—23-9-09.

A. GALLETTI—24-9-09.

To the Educational Department.

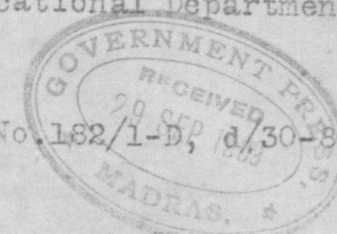
EDUCATIONAL DEPARTMENT.

Issue.

W. FRANCIS—27-9-09.

[G.O., No. 537, Educational, dated 27th September 1909.]

Educational Department.



C.No.1639, from the Commr. for Govt.Examns., No.162/1-D, d/30-8-09.

ORDER:
P.S.

537 dy 27-9-09

following
The notification as amended

will be published in the Fort St.

George Gazette:--

NOTIFICATION.

In the table showing the various offices in "superior service", for which special, professional or technical tests are prescribed, which is appended to Article 3 of the Public Service Notification, published at pages 610 to 618 of Part I-B of the Fort St. George Gazette, dated 22nd December 1908, add the following under "P.MISCELLANEOUS", namely,

"(8) Clerk on Rs.75-5-100 in the office of the Private Secretary to His Excellency the Governor.

Part I (English Language and Literature) of the B.A. Degree examination.

Government Technical Examinations in Shorthand and Typewriting in the Advanced grade.

(9) Other clerks in the office of the Private Secretary to His Excellency the Governor.

Government Technical Examinations in Shorthand and Typewriting in the Intermediate grade."

x 30 be filled in after the point is decided upon by the Public Dept.

809
7-9-09

Cal
849

Chandru
1/10/09

To the Commr. for Govt. Exams.

Gazette (Notification)

E.T. (Order only).

92-27-9-09
1524-11-11-09

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No....., dated.....19

G.O., No...537..., dated...27th September 1929.

Number of MS. pages sent { Correspondence including order or orders
(b¹)
Notes.....

Docket.....*Public Service Notification*
Directing the publication in the Fort St
George Gazette of an addition to the
prescribing the qualifications for certain
posts in the office of the Private Secretary
to His Excellency the Governor.

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are retained
in the Press).

Complete
correspondence
and orders.

Notes

FOR RECORD.*

Madras Records	...	...	...	25	15
Ooty Records	...	...	...	3	3
For filing with original	...	...	...	1	1
Total	...	...	...	28	19

FOR ISSUET

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
Signature copies.....		1			
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
Total					
Spare copies.					
The Director of Public Instruction.....					
The Comr. for Govt. Examinations.....		5			
The Superintendent, Govt. Museum.....					
The Surgeon-General.....					
The Accountant-General.....					
The Collector of.....					
The P. D. B.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
Total					

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

* Copies distributed on.....*(Press Clerk.)

† Copies distributed on.....*(Despatcher.)

TO PRESS, MADRAS.
OOTY.

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
Type may be released after usual interval.	Type may be released after usual interval.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
.....Supdt.	Supdt.	Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	30-9-09.....
First proof furnished on.....	30-9-09.....
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	30-9-09.....
Final copies supplied on.....	30-9-09.....

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	28	19	
" " " Issue.....	6		
For Volumes.....	16		
For E.T.....			
Total ...	50	19	