

22

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Reqd.

} 1910.

Enclosures

Spare copies

16

G.O., No. 110-A, 8th March 1910.

N. P.

Public Service Notification.

Directing the publication in the *Fort St. George Gazette* of the — revised up to date.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 66, Educational, dated 9th February 1910.

II

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

To—the Secretary to Government, Educational Department.

Dated—the 14th February 1910.

No.—36/1-D.

As directed in paragraph 2 of G.O., No. 66, Educational, dated the 9th instant, I have the honour to submit, for approval and publication in the *Fort St. George Gazette*, a draft in duplicate of the addition to be made to article 1 of the Public Service Notification.

ENCLOSURE.

Notification.

In the note to article 1 of the Public Service Notification, published on pages 610 to 618 of Part I-B of the *Fort St. George Gazette*, dated the 22nd December 1908—

Add the following as item (11):

“(11) The Matriculation Examination of the Bombay University.”

Order—No. 110-A, Educational, dated 8th March 1910.

The Public Service notification, as revised up to date, will be published in the *Fort St. George Gazette*:—

NOTIFICATION.

PUBLIC SERVICE NOTIFICATION.

(REVISED UP TO 8TH MARCH 1910.)

Educational Qualifications for Admission to the Public Service.

NOTE (1).—The rules contained in this notification shall in no wise affect the promotion of persons who held permanent appointments before they first came into force on the 1st July 1894, provided that their promotion was not already barred by any rules previously in force, nor shall they apply to persons acting in appointments for which, though qualified under the rules in force on the 30th June 1894, they may not be qualified under the present notification, such persons being eligible for confirmation in the appointments in which they are officiating if they fall permanently vacant before termination of the acting incumbency, and for promotion after such confirmation, provided that they have passed the Middle School examination in the first class and are otherwise deemed fit for such further promotion.

NOTE (2).—Expressions such as “ministerial officer,” “pay,” “salary,” “superior service” and “inferior service” which occur in the Civil Service Regulations are used in this notification in the sense in which they are used in the Civil Service Regulations.

NOTE (3).—For the purposes of this notification progressive salaries shall be calculated at the maximum pay of the appointment.

NOTE (4).—These rules apply, unless otherwise expressly provided, to all appointments, whether pensionable or non-pensionable, temporary or acting.

GENERAL EDUCATIONAL QUALIFICATIONS.

1. Subject to the provisions of Articles 2 and 4 no person shall be eligible, on or after the 1st April 1911, for appointment to any post in the superior service the sanctioned pay of which exceeds Rs. 20 per mensem (the maximum pay being taken as the standard in the case of appointments on progressive scale as required by note 3 *supra*), unless—

(1) he is a graduate, or

(2) he has obtained a completed Secondary School Leaving certificate issued under the authority of Government showing that the candidate possesses sufficient knowledge in the ordinary subjects and in two optional subjects other than Shorthand and Type-writing, or

(3) he passed the Matriculation Examination of the University of Madras prior to 1910 or the Madras Upper Secondary Examination with English as his first language, or

(4) he produces evidence that he has attended for three years a High School situated outside the jurisdiction of the Department of Public Instruction in Madras but recognized by the University of Madras and has passed the Matriculation Examination of the University of Madras, or

(5) he has passed any of the examinations accepted by Government for the purpose of this notification, namely,—

(1) The late Higher Examination for Women.

(2) The Oxford or Cambridge Senior Local Examinations (in the case of students who pass those examinations outside the limits of India and Ceylon).

(3) The Matriculation Examination of the London University.

(4) The School Final Examination of the Allahabad University.

(5) The Entrance Examination of the Calcutta University.

(6) The Senior Commercial Examination of the London Chamber of Commerce.

(7) The School Final Examination of the Bombay Presidency.

(8) The High School Examination for Europeans under the Code of Regulations for European Schools.

(9) The Matriculation Examination of the Allahabad University.

(10) The Matriculation Examination of the Punjab University.

(11) The Matriculation Examination of the Bombay University.

The cases of persons who have passed other examinations of a similar character may be referred for the special orders of Government.

Persons not being natives of India who have passed no public examination and natives of India who have not attended any secondary school will be eligible if they satisfy Government that they have received an education at least up to the standard of the late Upper Secondary Examination or the Matriculation Examination.

In the case of candidates presenting School Leaving certificates, heads of departments and others making appointments are expected to see that preference is given to those who hold the best certificates.

2. (1) The persons specified in column A of the table below in respect of the appointments therein specified are exempted, and

(2) the posts specified in column B of the table are excluded from the operation of article 1 :—

A	B
Persons exempted.	Appointments excluded.
(1) Pensioned native officers of the rank of jamadar or subadar, and other military pensioners and soldiers who have been retired or discharged and possess (a) certificates of education granted by the Presidents of half-yearly Garrison Boards, (b) certificates under article 237 of volume XIII of the Army Regulations (1900), or (c) certificates as army schoolmasters, for appointment to the following posts, viz. :— (i) the posts of Inspector, Sub-Inspector, and Inspector-General's office storekeeper in the Police department ; (ii) the posts of bailiff and court-keeper ; (iii) the post of storekeeper in Government hospitals and lunatic asylums ; (iv) the post of sub-inspector in the Salt and Abkari department ; (v) the posts of chief, deputy chief, and assistant chief warder and of executive assistant jailor in district jails in the Jail department ; (vi) the post of draftsman in the Survey department ; (vii) the post of clerk in the Marine department ; (viii) the posts of storekeeper, lock superintendent, channel superintendent, wharf superintendent, and, in the case of native officers and non-commissioned officers in the corps of sappers and miners, the post of temporary lower subordinate, in the Public Works department ; (ix) the post of amin in courts ; (x) the posts of quit-rent kanakapillai in the town of Madras and gunastah for stamping weights and measures in taluk offices, in the Revenue department ; (xi) the posts of forester and of temporary subordinates not being clerks, on pay exceeding Rs. 20 per mensem but below the grade of deputy ranger, in the Forest department ; (xii) superior appointments in district presses ; (xiii) appointments to the Presidency Light-house service. (2) Passed students of the Imperial Forest school, Dehra Dun, for appointment to the Forest department. (3) Persons possessing a draftsman's certificate of the College of Engineering or the draftsman's group certificate in mechanical drawing awarded under the notification regulating the Government Technical Examinations, for appointment as traacers in the Public Works department. (4) Candidates possessing the draftsman's group certificate in mechanical drawing awarded under the notification regulating the Government Technical Examinations for appointment as draftsmen in any department. (5) Candidates for the posts of draftsman and surveyor in all departments, except the Madras Survey department, who can produce a certificate of a suitable grade from the College of Engineering, Madras, when such posts carry pay exceeding Rs. 20 per mensem.	GENERAL. I. Appointments in the Agency tracts of Ganjam, Vizagapatam and Godavari. II. Appointments of copyists and of type-writers in all departments except the appointments of copyist-and-type-writer in Collectors' offices. NOTE.—In the case of the appointment of copyist in Divisional and Taluk offices, preference should be given to candidates who have qualified according to article 1 and have passed the elementary examination in type-writing. DEPARTMENTAL. <i>Revenue Department—</i> (1) Village offices. (2) Minor irrigation sub-overseers. (3) Minor irrigation maistries. Preference shall be given to candidates who have passed the examination prescribed for the sub-overseer and surveyor class in the College of Engineering, to agricultural students who have passed in agricultural engineering and surveying and to those who have passed the Government Technical examinations in mensuration (elementary), building construction (intermediate), plan drawing and estimating (elementary) and surveying and levelling (intermediate). (4) Shroffs, clerk-shroffs and assistant shroffs. <i>Survey Department—</i> (1) Lithographers, field surveyors and deputy surveyors. (2) Temporary appointments in the Survey department. <i>Settlement Department—</i> (1) Classifiers and head classifiers on the field establishments of Settlement Parties (subject, however, to the condition that the sanction of the Commissioner is obtained). (2) Extra and temporary hands in the Revenue Settlement department. <i>Forest Department—</i> (1) Appointments which are of a temporary character and of which the pay is chargeable to "Conservancy and Works." (2) Direct appointments on probation to the class of Deputy Rangers whether in acting, temporary or permanent vacancies. Candidates for these should have been educated up to a standard not lower than that of the Matriculation examination of the Madras University. <i>Jails—</i> Head warders. <i>Police—</i> (1) Head constables and Sergeants. (2) Persons who held permanent appointments as head constables on the 7th August 1905 on promotion to the grade of Sub-Inspectors. (3) Reserve Inspectors appointed by promotion from among Sergeants. <i>Marine Department—</i> (1) Godown-keepers, boat overseers, signallers, light-keepers and catamaran grade of head maistries. (2) Temporary appointments. <i>Educational Department—</i> Sewing mistresses and sewing masters, pandits and munshis, gymnastic instructors and industrial teachers. <i>Medical Department—</i> (1) Hospital assistants and head-keepers in lunatic asylums. (2) Deputy inspectors of vaccination who are required to possess such qualifications only as are mentioned in the Vaccination Code.

A	B
Persons exempted.	Appointments excluded.
	DEPARTMENTAL—cont. <i>Political Department—</i> Appointments of mustering women attached to stipend pay offices. <i>Presses—</i> In the Government Press, Madras— (i) appointments, except those of clerks, in the composing, the press and machine, and the binding departments ; (ii) appointments in the type foundry ; (iii) the appointment of warehouseman in the store and stock department ; (iv) appointments, except those of storekeeper and proof-reader in the Penitentiary Branch ; and (v) appointments in the examining department. <i>Public Works Department—</i> (1) Sub-Overseers and River Conservancy Inspectors. (2) Appointments the pay of which is chargeable to "Works." <i>Railways—</i> (1) Appointments of all persons employed on Railway Surveys. (2) Appointments in the offices of the (a) Senior Government Inspector of Railways and Secretary to Government, Public Works Department (Railways), Madras ; (b) Junior Government Inspector of Railways, Madras and Dharwar ; and (c) Government Examiner of Railway Accounts.

SPECIAL TESTS.

3. In addition to the general education qualification mentioned in article 1, candidates before appointment to particular posts, or before promotion to or confirmation in such, shall be required to pass such tests of a special, professional, or technical nature as may, from time to time, be declared by Government to be applicable. A list of these particular posts and of the qualifying tests required for each is given in the appended table.

Table showing the various offices in 'Superior Service' for which Special, Professional or Technical Tests are prescribed.

Offices or Appointments.	Tests.	Remarks.
A. GENERAL.		
Type-writing Clerks...	Government Technical Examination in Type-writing.	Those who have passed the elementary examination will be granted a pay of Rs. 20—1—25; those who have passed the intermediate examination, Rs. 25—1—35; and those who have passed the advanced examination, Rs. 35—1—50.
B. GOVERNMENT SECRETARIAT.		
(1) Registrar	in the Revenue Secretariat.	Revenue Test, Higher Grade.
(2) Deputy Registrar		
(3) Superintendent		
(4) Head Clerk		
(5) Clerks on Rs. 70 and upwards in the Revenue Secretariat.	Revenue Test, Higher Grade.	
(6) Superintendent, Budget section, in the Chief Secretariat.	Account Test, Higher Grade.	
(7) Clerks on Rs. 75 and upwards in the Local and Municipal and Educational and Legislative Secretariat.	Do. do.	
(8) Clerks on Rs. 50 and upwards in the Revenue Secretariat.	Translation Test, Lower Grade.	
(9) Accountant in the Government Press.	Account Test, Higher Grade.	
(10) All clerks on Rs. 100 and upwards in the Chief Secretariat.	Revenue Test, Higher Grade. Account Test, Higher Grade. Criminal Judicial Test, Lower Grade.* Translation Test, Lower Grade.	

* Or the Pleaders' Test, Second Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Lower Grade, or with the High Court Apprentices' Examination.

Table showing the various offices in 'Superior Service', etc.—cont.

Offices or Appointments.	Tests.	Remarks.
C. REVENUE DEPARTMENT.		
(1) Unconvenanted Assistants in the Office of the Board of Revenue.	Précis-writing Test. Revenue Test, Higher Grade. Account Test do. Translation Test, Lower Grade.	
(2) Deputy Collectors	Précis-writing Test Revenue Test, Higher Grade. Account Test do. Criminal Judicial Test, Higher Grade*	Deputy Collectors are also required to pass the Third-class Vernacular Test before appointment and the Compulsory Vernacular Test in two languages afterwards.
(3) Huzur Saristadars	Revenue Test, Lower Grade. Account Test do. Translation Test do.	
(4) English Head Clerks } in Collectors' Offices. (5) Vernacular Head Clerks. } (6) Record-keepers } Do. (7) Translators } (8) Head Accountants in Collectors' Offices.	Revenue Test, Lower Grade. Account Test do. Translation Test do. Translation Test, Lower Grade. Account Test, Higher Grade.	
(9) The Second Accountant on Rs. 50 in the Nilgiri Collector's Office.	Do. do.	
(10) Head Clerks in the Offices of Revenue Divisional Officers.	Revenue Test, Lower Grade. Account Test do. Translation Test do.	
(11) Tahsildars (including Land Records Tahsildars) and Deputy Tahsildars (including Stationary and Town Sub-Magistrates).	Revenue Test, Lower Grade. Account Test do. Criminal Judicial Test, Lower Grade† Translation Test, Lower Grade.	
(12) Taluk Saristadars and Taluk Head Accountants (except in Madras).	Revenue Test, Lower Grade Account Test do. Translation Test do.	Taluk Saristadars when they are also Magistrates are required to have passed the Criminal Judicial Test, Lower Grade.
(13) Revenue Inspectors (including Land Records Inspectors).	Revenue Test, Lower Grade Account Test do.	See article 5, clause (4).
(14) Accountants on Rs. 50 and upwards in the Office of the Board of Revenue (except in the Revenue Settlement, Land Records and Agriculture department, where the inferior limit of pay is Rs. 100).	Account Test, Higher Grade	Accountants in the Separate Revenue department of the Office of the Board of Revenue who are required to pass Salt and Abkari Test C are not required to pass the Account Test, Higher Grade.
(15) All appointments (not being Secretariat appointments) to which salaries of Rs. 50 and upwards are attached in the Office of the Board of Revenue.	Translation Test, Lower Grade.	Officers in the Separate Revenue Branch of the Office of the Board of Revenue who have to pass Salt Test E are not required to pass the Translation Test, Lower Grade.
(16) Translators in the Office of the Board of Revenue.	Do. do.	
(17) Accountants on Rs. 50 and upwards in the Office of the Superintendent of Stamps and Stationery.	Account Test, Higher Grade.	
(18) Minor Irrigation Supervisors and Overseers.	Examinations prescribed for the Engineer Subordinate (Overseer) Class, College of Engineering. (i) Examinations prescribed for the Sub-Overseer and Surveyor Class, College of Engineering, or (ii) Examinations in Agricultural Engineering and Surveying and Levelling prescribed for the Diploma in Agriculture under the notification regulating the Government Technical Examinations, or (iii) Examinations in the Intermediate Grade in— (a) Building-Drawing and Estimating, (b) Surveying and Levelling, (c) Building Materials and Construction, (d) Hydraulics and Irrigation Works, and (e) Earth-work and Road-making under the notification regulating the Government Technical Examinations.	Preference will be given to persons qualified under clause (i).
(19) Minor Irrigation Sub-Overseers		
(20) Assistant Directors of Agriculture.	Diploma in Agriculture conferred by the College of Agriculture and Research Institute, Coimbatore.	
(21) Teaching Assistants at the College of Agriculture, Coimbatore.		
(22) Managers of Agricultural stations.		

* Or the Pleaders' Test, First Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Higher Grade, or with the High Court Apprentices' Examination.

† Or the Pleaders' Test, Second Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Lower Grade, or with the High Court Apprentices' Examination.

Table showing the various offices in 'Superior Service', etc.—cont.

Offices or Appointments.	Tests.	Remarks.
C. REVENUE DEPARTMENT—cont.		
(23) Village karnams, assistant karnams, munsifs and monegars.	Village Officers' Special Test	See article 5, clause (6).
(24) Clerks in the Offices of the Director of Land Records and Land Records Superintendents	Revenue Draftsman's Test	(a) Candidates wishing to qualify only for these posts are not required to answer questions on process No. 12 of the subjects prescribed for the test. (b) Men newly appointed to these posts will be given two years in which to pass the test. (c) The test is also open to all clerks in the Land Records department.
(25) Draftsmen in the Offices of Land Records Tahsildars.	Do.	Men newly appointed will be given two years in which to pass the test.
D. SURVEY DEPARTMENT.		
(1) Draftsmen	Revenue Draftsman's Test	(a) Men newly appointed will be given two years in which to pass the test. (b) The test is also open to all clerks in the Survey department.
(2) Field Surveyors	The Departmental Test entitled the Field Surveyor's Test.	
(3) Deputy Surveyors	The Departmental Test entitled the Deputy Surveyor's Test.	
E. FOREST DEPARTMENT.		
(1) Forest Officers		The qualifications prescribed for Forest Officers not belonging to the Indian Forest Service are set out in the Forest Code.
(2) Head Clerks of District Forest Offices	* Translation Test, Lower Grade; Account Test, Higher Grade; Departmental Test prescribed in sections 68 and 70 of the Forest Code, third edition.	
(3) Managers and second clerks of Conservators' Offices.	Account Test, Higher Grade; Departmental Test prescribed in sections 68 and 70 of the Forest Code, third edition.	
(4) Accountants	Account Test, Higher Grade; Departmental Test prescribed in sections 68 and 70 of the Forest Code, third edition.	
(5) Clerks on Rs. 50 and upwards	* Translation Test, Lower Grade.	
F. SALT, ABKARI AND CUSTOMS DEPARTMENT.		
(1) Inspectors and Assistant Inspectors, first grade.	All the tests by the Higher Grade (including Test E in two languages) before promotion to the rank of Assistant Inspector, first grade.	Any officer who is specially promoted or appointed to the class of Inspector or Assistant Inspector, first grade, in advance of his having passed the prescribed tests, will be allowed two years within which to complete the tests other than Test E. For the completion of this test in two languages, a further period of two years will be allowed.
(2) Assistant Inspectors, second and third grades.	Tests A, B and F by the Lower Grade and Test E in one vernacular other than the officer's own vernacular, before promotion to the post of Assistant-Inspector, third grade, and Tests C, D and G, Lower Grade, within two years of their appointment to the rank of Assistant Inspector, third grade, and Test E in a second language.	Any officer who is specially promoted or appointed to the third grade of Assistant Inspector in advance of his having passed the prescribed tests will be allowed two years within which to pass Tests A, B and F by the Lower Grade and Test E in one vernacular other than his own vernacular and a further period of two years within which to pass Tests C, D and G, Lower Grade, and Test E in a second language.
(3) Clerks and Accountants drawing Rs. 100 and upwards.	Tests A, B and F by the Lower Grade and Tests C and E before promotion to the grades of Clerks and Accountants drawing Rs. 100 and upwards; and Tests D and G, Lower Grade, within two years thereafter.	Officers and others newly appointed to these posts will be allowed two years within which to pass Tests A, B and F by the Lower Grade and Tests C and E and a further period of two years within which to pass Tests D and G, Lower Grade.
(4) Sub-Inspectors drawing Rs. 60 and upwards.	Tests A, B and F by the Lower Grade, and Test E before promotion to the post of Sub-Inspector on Rs. 60 and upwards.	Officers and others newly appointed as such will be allowed two years within which to pass these tests.

* Candidates for the offices for which Translation Test, Lower Grade, is prescribed must have passed in the recognised language of any district in the circle in which they seek employment; but preference will be given to those who have passed the test in all or more than one of such languages.

Table showing the various offices in 'Superior Service,' etc.—cont.

Offices or Appointments.	Tests.	Remarks.
F. SALT, ABKARI AND CUSTOMS DEPARTMENT—cont.		
(5) Clerks drawing Rs. 50 and upwards.	Tests B and F by the Lower Grade and Tests C and E before promotion to the post of Clerk or Accountant on Rs. 50 and upwards.	Officers and others newly appointed in this grade will be allowed two years within which to pass these tests.
(6) Officers in the Customs branch drawing a salary of more than Rs. 30, but less than Rs. 80 per mensem.	Test G by the Lower Grade in addition to the tests mentioned against item (4) or item (5) which they have to pass according to their rank.	(1) No officer will be posted to independent charge of a port before he has passed Test C and Test G by the Lower Grade.
(7) Clerks in the Customs branch drawing a salary of Rs. 80 and above.	Test G by the Higher Grade in addition to the tests mentioned against item (3) or item (5) which they have to pass according to their rank.	(2) Any officer who is specially promoted or appointed to any of these posts in advance of his having passed the prescribed tests will be allowed one year within which to pass them.
(8) Acting and permanent Assistant Inspectors employed in the Customs branch.	Test C and Test G by the Higher Grade in addition to the tests mentioned against item (2) or item (4) which they have to pass according to their rank.	(3) Appraisers are not required to pass any test other than the one mentioned in item (9).
(9) Appraisers in the Madras Customs House.	Test G by the Higher Grade	(4) Officers who, on the 14th May 1909, may have put in ten years' service in the Madras Customs House are exempt from passing tests prescribed for appointments in the Salt, Abkari and Customs department.
G. JUDICIAL DEPARTMENT.*		
(1) Translators in the High Court ..	Translation Test, Higher Grade.	Translators in certain District Courts are required to have passed the Translation Test, Lower Grade, in a second language.
(2) Sarishtadars in District Courts ..	{ Civil Judicial Test.† Criminal Judicial Test, Lower Grade.‡ Translation Test, Lower Grade.	
(3) Translators in District Courts ..	Translation Test, Higher Grade.	
(4) Head Clerks in District Courts ..	{ Civil Judicial Test.† Criminal Judicial Test, Lower Grade.‡ Translation Test, Lower Grade.	
(5) Translators in the Court of Small Causes, Madras.	Do. do.	The qualifications prescribed for the posts of Subordinate Judge and District Munsif are set out in the Provincial Civil Service Rules.
(6) Translators in the City Civil Court.	{ Civil Judicial Test.† Translation Test, Lower Grade.	
(7) Head Clerk in the Court of Small Causes, Madras.	{ Civil Judicial Test.† Translation Test, Lower Grade.	
(8) Head Clerk, City Civil Court ..	{ Civil Judicial Test.† Translation Test, Lower Grade.	
(9) Subordinate Judges and District Munsifs.	Précis-writing Test	
(10) Sarishtadars, Subordinate Judges' Courts.	{ Civil Judicial Test.† Translation Test, Lower Grade.	
(11) Head Clerks, Subordinate Judges' Courts and District Munsifs' Courts.	{ Civil Judicial Test.† Translation Test, Lower Grade.	
(12) Chief Clerk or Manager in the Presidency Magistrates' Courts.	{ Précis-writing Test. Criminal Judicial Test, Higher Grade.§ Translation Test, Lower Grade.	
(13) Accountants in the Presidency Magistrates' Courts.	{ Criminal Judicial Test, Higher Grade.§ Account Test, Higher Grade.	
(14) Translators in the Presidency Magistrates' Courts.	Translation Test, Higher Grade.	
(15) Appeal Examiner in the High Court.	Civil Judicial Test.†	
(16) Criminal Appeals Clerk } in the High Court.	{ Criminal Judicial Test, Lower Grade.†	
(17) Criminal Revision Cases } Clerk		
(18) Registrar, Deputy Registrar, Examiner, Record-keeper or Clerk in the Correspondence Department in any Court other than the High Court drawing salaries of Rs. 50 and upwards.	Translation Test, Lower Grade.	
(19) Accountant, Appellate Side, High Court.	Account Test, Higher Grade.	
(20) Central Nazirs and the Nazir in the City Civil Court.	{ Civil Judicial Test.† Translation Test, Lower Grade.	

* Officers of the Judicial department who have passed the old Civil Higher or Civil Lower Grade Test or the Pleaders' Test are exempted from passing the Civil Judicial Test.

† Or the Pleaders' Test.

‡ Or the Pleaders' Test, Second Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Lower Grade, or with the High Court Apprentices' Examination.

§ Or the Pleaders' Test, First Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Higher Grade, or with the High Court Apprentices' Examination.

Table showing the various offices in 'Superior Service,' etc.—cont.

Offices or Appointments.	Tests.	Remarks.
H. REGISTRATION DEPARTMENT.		
(1) District Registrars	{ Civil Judicial Test * .. Account Test, Higher Grade ..	{ Registrars are not required to pass in Civil Rules of Practice or in the Provincial Insolvency Act III of 1907. Sub-Registrar's who have passed the old Civil Higher or Civil Lower Grade Test or the Pleaders' Test are exempted from passing the Civil Judicial Test for promotion to District Registrarships.
(2) The Manager and Accountants on Rs. 50 and upwards in the Office of the Inspector-General of Registration.	Account Test, Higher Grade.	
I. JAIL DEPARTMENT.		
(1) Jailors	{ Jail Test .. Account Test, Lower Grade ..	{ Candidates who have passed the Criminal Judicial Test, Lower Grade, will not be required to pass the Jail Test to qualify for the posts for which it is prescribed.
(2) Deputy Jailors	{ Jail Test. Account Test, Lower Grade.	
J. POLICE DEPARTMENT.		
(1) Police Inspectors (except Reserve Inspectors).	Criminal Judicial Test, Lower Grade. †	{ Police Inspectors are required to pass after appointment a test in Police Departmental Orders and Practice.
(2) The Managers in the Offices of the Inspector-General of Police and the Commissioner of Police, Madras.	{ Précis-writing Test. Criminal Judicial Test, Higher Grade. ‡ Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	
(3) Head Clerk in the Office of the Inspector-General of Police.	{ Précis-writing Test. Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	
(4) All Clerks and others on Rs. 50 and upwards in the Offices of the Inspector-General of Police, the Commissioner of Police, Madras, and the Deputy Inspector-General of Police for Criminal Intelligence and Railways including the Finger Print Bureau except Storekeeper in the Office of the Inspector-General of Police.	Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	
(5) Managers and Accountants in District Police Offices.	{ Criminal Judicial Test, Lower Grade. † Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	
(6) The Manager in the Office of the Deputy Inspector-General of Police for Criminal Intelligence and Railways, including the Finger Print Bureau.	{ Criminal Judicial Test, Higher Grade. ‡ Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	
Account-Clerks on Rs. 50 and upwards.	Account Test, Higher Grade.	
L. EDUCATIONAL DEPARTMENT.		
(1) Sub-Assistant Inspectors and Inspectresses of Schools.	The Sub-Assistants' Test	{ Upper Secondary passed candidates who are Europeans or Eurasians are exempted, from passing the compulsory test prescribed in the notification issued under G.O., No. 573, Educational, dated 15th September 1896, if their second language at the Upper Secondary Examination was a Vernacular.
(2) Clerks in receipt of Rs. 50 and upwards except clerks in Colleges.	The Sub-Assistants' Test.	
(3) Teachers in Government Colleges and Schools.	L.T. Degree Examination or Teachers' Certificate Examination of the grade corresponding to their general educational attainments.	
(4) Gymnastic Instructors	Gymnastic Instructor's Certificate Examination.	
(5) Teachers of agriculture (for classes of the intermediate standard.)	The examination prescribed for the Diploma in Agriculture under the notification regulating the Government Technical Examinations.	

* Or the Pleaders' Test.

† Or the Pleaders' Test, Second Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Lower Grade, or with the High Court Apprentices' Examination.

‡ Or the Pleaders' Test, First Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Higher Grade, or with the High Court Apprentices' Examination.

Table showing the various offices in 'Superior Service,' etc.—cont.

Offices or Appointments.	Tests.	Remarks.
M. MEDICAL DEPARTMENT.		
(1) Civil Assistant Surgeons ..	Examinations for the Degree of M.D., M.B. & C.M. or L.M. & S. of the Madras or other University.	
(2) Civil Hospital Assistants ..	Examination prescribed for the Students of the Civil Hospital Assistant grade.	
N. PUBLIC WORKS DEPARTMENT.		
<i>(Executive Branch).</i>		
(1) Assistant Engineers ..	Examinations prescribed for the Civil and Mechanical Engineer Classes, College of Engineering, Madras, and also the B.E. Degree Examination.	
(2) Engineer Subordinates ..	Examinations prescribed for the Engineer Subordinate (Overseer) Class, College of Engineering, Madras.	Candidates must be certified to have completed both the Theoretical and the Practical course prescribed.
(3) Sub-Overseers	Examination prescribed for the Sub-Overseer and Surveyor Class, College of Engineering, Madras.	Candidates must be certified to have completed the prescribed course and to have passed the final examination before the Board appointed for the purpose.
(4) Surveyors		
(5) River Conservancy Inspectors		
(6) Draftsmen ..	Examinations prescribed for the Engineer Subordinate (Overseer) Class or the Draftsman Class, College of Engineering, Madras, or the special examination for a group certificate in Mechanical Drawing which has been prescribed for draftsmen in the notification regulating the Government Technical Examinations.	Candidates who have passed the examination prescribed for the old Surveyor class of the College of Engineering, Madras, are qualified for appointment as Sub-Overseers and Surveyors in the Public Works department.
O. MISCELLANEOUS.		
(1) The Assistant to the Hindustani Translator to Government.	Translation Test, Higher Grade.	
(2) Munshis in the Offices of the Translators to Government.	Do. do.	
(3) The two Senior Clerks in the Offices of the Translators to Government.	Translation Test, Lower Grade.	
(4) The Manager and Treasury Officer and the Head Accountant in the Office of the Resident in Travancore and Cochin.	Account Test, Higher Grade.	
(5) Clerks in the Office of the Consular Agent, Pondicherry.	Account Test, Lower Grade.	
(6) Proof-readers including the Gazette Indexer in the Government Press.	The examination in Proof-readers' work, elementary grade, under the notification regulating the Government Technical Examinations.	
(7) Examiners in the Government Press.	The examination in Proof-readers' work, intermediate grade, under the notification regulating the Government Technical Examinations.	
(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 Type-writing 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 Type-writing in the Intermediate Grade.	

POWERS OF EXEMPTION.

4. The following authorities and officers may sanction exemption from the provisions of article 1 to the extent specified in each case:—

- (1) Government may sanction the employment of unpassed candidates in any appointment or class of appointments such orders issuing in the Educational Department.
- (2) The Members of the Board of Revenue may sanction the employment in acting and sub. *pro tem.* vacancies and in temporary posts in the departments severally or jointly administered by them of unpassed candidates without limit of time or salary.

(3) The Honourable the Judges of the High Court, the Chief Engineer, Public Works Department, the Director of Public Instruction, the Surgeon-General, the Inspector-General of Police, the Inspector-General of Prisons, the Presidency Port Officer, and the Inspector-General of Registration as regards the departments administered by them, the Secretaries to Government in regard to the establishments in their own offices, and the Chief Secretary to Government as regards also the appointments in the Government Press, Madras, may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts without limit of time when the sanctioned pay of the appointment is not more than Rs. 30 *per mensem*, and for a period not exceeding twelve months when the sanctioned pay of the appointment is not more than Rs. 50 *per mensem*.

Provided that *bonâ fide* efforts have been made without success to obtain passed candidates.

(4) Collectors of districts may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts in the Revenue and Magisterial departments—

- (a) when the vacancy does not exceed twelve months in duration;
- (b) when the sanctioned pay of the appointment is not more than Rs. 30 *per mensem*.

Provided that *bonâ fide* efforts have been made without success to obtain passed candidates.

(5) District Judges, Superintending Engineers, the Examiner of Public Works Accounts, Madras, Conservators of Forests, the Director of Industries, the Directors of Survey, Land Records and Agriculture, and Deputy Commissioners of the Salt, Abkari and Customs Department may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts—

- (a) when the vacancy does not exceed twelve months in duration;
- (b) when the sanctioned pay of the appointment is not more than Rs. 25 *per mensem*.

Provided that *bonâ fide* efforts have been made without success to obtain passed candidates.

(6) Assistant Commissioners of Salt, Abkari and Customs Department, as regards appointments under them, may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts—

- (a) when the vacancy does not exceed three months in duration;
- (b) when the sanctioned pay of the appointment is not more than Rs. 25 *per mensem*.

Provided that *bonâ fide* efforts have been made without success to obtain passed candidates.

(7) Revenue Divisional Officers may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts in the Revenue and Magisterial departments—

- (a) when the vacancy does not exceed twelve months in duration;
- (b) when the sanctioned pay of the appointment is not more than Rs. 30 *per mensem*.

Provided that *bonâ fide* efforts have been made without success to obtain passed candidates.

(8) Special Settlement Officers may sanction the employment of unpassed candidates as acting and sub. *pro tem.* classifiers without limit of time.

Provided that *bonâ fide* efforts have been made without success to obtain passed candidates.

Note.—The powers of exemption granted in clauses (2) to (8) above may be exercised in respect also of acting or sub. *pro tem.* appointments in permanent vacancies.

5. The following authorities and officers may sanction exemption from the provisions of article 3 to the extent specified in each case:—

(1) Government may sanction the exemption of any person or any class of persons, such orders issuing in the Educational Department.

(2) The Members of the Board of Revenue may sanction the exemption of persons in the departments severally or jointly administered by them until the publication of the results of the next examination, provided that the total period of such exemption shall not exceed one year.

(3) The Honourable the Judges of the High Court, the Director of Public Instruction, the Directors of Survey, Land Records and Agriculture and the Inspector-General of Police may sanction the exemption of subordinates in their respective departments until the publication of the results of the next examination, provided that the total period of such exemption shall not exceed one year.

(4) The Collectors and Agents to the Governor in Ganjam and Vizagapatam, the Collectors of Kurnool and South Canara and the Agent to the Governor in Godavari may sanction the exemption of persons who have not passed the Revenue and Account Tests, Lower Grade, for employment in acting vacancies in the grade of Revenue Inspector.

(5) Collectors of districts may sanction the exemption of persons who have not passed the Revenue and Account Tests, Lower Grade, for employment in acting or sub. *pro tem.* vacancies in the grade of Revenue Inspector up to a period of six months.

(6) Collectors and Revenue Divisional Officers may sanction the exemption from the Village Officers' Special Test of candidates for appointment to the offices of karnam, assistant karnam, village munshif and monegar.

(7) The Superintendent, Government Press, may sanction the exemption from the examination in Proof-readers' Work, elementary grade, under the Government Technical Examination Scheme, of proof-readers and examiners employed by him until the publication of the results of the next examination, provided that the total period of such exemption shall not exceed one year.

(8) The Deputy Inspectors-General of Police may sanction the temporary exemption from the Criminal Judicial Test, Lower Grade, of persons in the Police department for employment as Inspectors of Police in acting vacancies for a period not exceeding three months.

(9) Collectors of districts may sanction the exemption from the Special Tests of Special Revenue Inspectors whose pay does not exceed Rs. 50 per mensem, employed under Special Settlement Officers, until the publication of the results of the next examination, provided that the total period of such exemption shall not exceed one year.

(True Extract.)

L. M. WYNCH,
Ag. Secretary to Government.

To the Commissioner for Government Examinations.
„ Superintendent, Government Press.
Editors' Table.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 110-A, EDUCATIONAL, DATED
8TH MARCH 1910.

[SUBJECT.—Amendment to note to article 1 of the Public Service Notification.]

Previous papers.

G.O., No. 60,	Educational,	dated	2nd February	1910.
„ „ 66	„	„	9th	„
„ „ 82	„	„	19th	„

From the Commissioner for Government Examinations, dated 14th February 1910,
No. 36/1-D.

In G.O., No. 66, Educational, dated 9th February 1910, the Government resolved to accept the Matriculation Examination of the Bombay University as a qualification for entrance to the Public Service and requested the Commissioner for Government Examinations to submit a draft of the necessary alterations in the Public Service Notification.

2. The draft notification now submitted by the Commissioner requires some slight modification with reference to G.O., No. 60, Educational, dated 2nd February 1910, and to Notification No. 21 published on the 8th February 1910. The following words have accordingly been added in the draft notification submitted by the Commissioner :—

“as modified by Notification No. 21 published on page 72 of Part I-B of the *Fort St. George Gazette*, dated 8th February 1910.”

The notification as thus altered may, it is submitted, be approved.

3. The draft order placed below is submitted for approval.

P.R.—17-2-10.

A revised article was substituted by the notification issued under G.O., No. 60, Educational, dated 2nd February 1910, for the original article 1 of the Public Service Notification, as published in the *Fort St. George Gazette* in December 1908.

K. RANGASWAMI AIYANGAR—17-2-10.

This piecemeal amendment of notifications by continual new partial notifications is open to many and grave objections. Please put up copy of the whole Public Service Notification as it now stands, carry out the last proposed amendment, and resubmit.

A. GALLETTI—18-2-10.

A copy of the Public Service Notification corrected up to date is submitted below. The proposed amendment has been carried out in red ink in article 1.

2. Under paragraph 2 of G.O., No. 88-A, Educational, dated 4th February 1895, the Public Service and the Special Tests Notifications are published in the *Fort St. George Gazette* by the Commissioner for Government Examinations annually in April, corrections up to the end of March being noted.

3. The revised draft order placed below is submitted for approval.

P.R.—22-2-10.

K. RANGASWAMI AIYANGAR—23-2-10.

Why should you have a note at all? Surely the proper place for the list is at the end of clause (5) of article 1, a "viz." being added and the list of examinations being added then.

A. GALLETTI—23-2-10.

The alterations suggested by the Under Secretary have been carried out in red ink in the Public Service Notification.

P.R.--24-2-10.

K. RANGASWAMI AIYANGAR—26-2-10.

Issue.

A. GALLETTI—28-2-10.

[G.O., No. 110-A, Educational, dated 8th March 1910.]

READ AGAIN G.O., No. 66, dated 9-2-1960

” ” ” ” ” 19

READ ALSO:—

C. No. 307, From the C. G. E., No. 36/1.2., dated 14-2-1960.

21 22 ; 23 24 ; 25 ; 26 ; 27 19

" " " " " "

19

110A dated 8-3-10

No. 48, dated 1-3 1911

ORDER.

RS

The Public Service Notification, as revised up to date, will be published in the Port St George Gazette.

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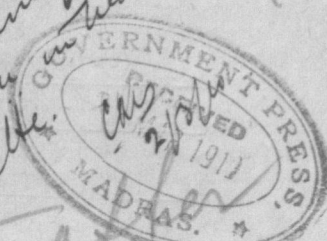
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EDUCATIONAL DEPARTMENT.

NOTIFICATION.

February - 1910
Fort St. George, December 19, 1908.

No. 169.

PUBLIC SERVICE NOTIFICATION.

(Revised up to the 22nd December 1908.)

EDUCATIONAL QUALIFICATIONS FOR ADMISSION TO THE PUBLIC SERVICE.

NOTE (1).—The rules contained in this notification shall in no wise affect the promotion of persons who held permanent appointments before they first came into force on the 1st July 1894, provided that their promotion was not already barred by any rules previously in force, nor shall they apply to persons acting in appointments for which, though qualified under the rules in force on the 30th June 1894, they may not be qualified under the present notification, such persons being eligible for confirmation in the appointments in which they are officiating if they fall permanently vacant before termination of the acting incumbency, and for promotion after such confirmation, provided that they have passed the Middle School Examination in the first class and are otherwise deemed fit for such further promotion.

NOTE (2).—Expressions such as "ministerial officer," "pay," "salary," "superior service" and "inferior service" which occur in the Civil Service Regulations are used in this notification in the sense in which they are used in the Civil Service Regulations.

NOTE (3).—For the purposes of this notification progressive salaries shall be calculated at the maximum pay of the appointment.

NOTE (4).—These rules apply, unless otherwise expressly provided, to all appointments, whether pensionable or non-pensionable, temporary or acting.

GENERAL EDUCATIONAL QUALIFICATIONS. I.—PUBLIC SERVICE NOTIFICATION.

(1) Substitute the following for Article 1:—

"ARTICLE 1.—Subject to the provisions of Articles 2 and 4 no person shall be eligible, on or after the 1st April 1911, for appointment to any post in the superior service the sanctioned pay of which exceeds Rs. 20 per mensem (the maximum pay being taken as the standard in the case of appointments on progressive scale as required by note 3 *supra*), unless

"(1) he is a graduate, or

"(2) he has obtained a completed Secondary School Leaving certificate issued under the authority of Government showing that the candidate possesses sufficient knowledge in the ordinary subjects and in two optional subjects other than Shorthand and Type-writing, or

"(3) he passed the Matriculation Examination of the University of Madras prior to 1910 or the Madras Upper Secondary Examination with English as his first language, or

"(4) he produces evidence that he has attended for three years a High School situated outside the jurisdiction of the Department of Public Instruction in Madras but recognized by the University of Madras and has passed the Matriculation Examination of the University of Madras, or

"(5) he has passed any of the examinations accepted by Government for the purpose of this notification, *namely*,

"Persons not being natives of India who have passed no public examination and natives of India who have not attended any secondary school will be eligible if they satisfy Government that they have received an education at least up to the standard of the late Upper Secondary Examination or the Matriculation Examination.

"In the case of candidates presenting School Leaving certificates, heads of departments and others making appointments are expected to see that preference is given to those who hold the best, therein certificates.

"NOTE.—A pass in any of the following examinations shall be accepted as sufficient qualification for entering the public service:—

"(1) The late Higher Examination for Women.

"(2) The Oxford or Cambridge Senior Local Examinations.

"(3) The Matriculation Examination of the London University.

"(4) The School Final Examination of the Allahabad University.

"(5) The Entrance Examination of the Calcutta University.

"(6) The Senior Commercial Examination of the London Chamber of Commerce.

"(7) The School Final Examination of the Bombay Presidency.

"(8) The High School Examination for Europeans under the Code of Regulations for European Schools.

"(9) The Matriculation Examination of the Allahabad University.

(in the case of students who pass more examinations outside the limits of India and Ceylon).

(2) the posts specified in column B of the table are excluded from the operation of article 1 :—

A	B
Persons exempted.	Appointments excluded.
	GENERAL.
(1) Pensioned native officers of the rank of jamadar or subadar, and other military pensioners and soldiers who have been retired or discharged and possess (a) certificates of education granted by the Presidents of half-yearly Garrison Boards, (b) certificates under article 237 of volume XIII of the Army Regulations (1900), or (c) certificates as army schoolmasters, for appointment to the following posts, viz. :— (i) the posts of inspector, sub-inspector, and Inspector-General's office storekeeper in the Police department;	I. Appointments in the Agency tracts of Ganjam, Vizagapatam and Godavari. II. Appointments of copyists and of typewriters in all departments except the appointments of copyist-and-typewriter in Collectors' offices. NOTE.—In the case of the appointment of copyist in Divisional and Taluk offices, preference should be given to candidates who have qualified according to article 1 and have passed the Elementary examination in typewriting.
(ii) the posts of bailiff and court-keeper; (iii) the post of storekeeper in Government hospitals and lunatic asylums; (iv) the post of sub-inspector in the Salt and Abkari department; (v) the posts of chief, deputy chief, and assistant chief warder and of executive assistant jailor in district jails in the Jail department; (vi) the post of draftsman in the Survey department; (vii) the post of clerk in the Marine department; (viii) the posts of storekeeper, lock superintendent, channel superintendent, wharf superintendent, and, in the case of native officers and non-commissioned officers in the corps of sappers and miners, the post of temporary lower subordinate, in the Public Works department; (ix) the post of amin in courts; (x) the posts of quit-rent kanakkapillai in the town of Madras and gumastah for stamping weights and measures in taluk offices, in the Revenue department; (xi) the posts of forester and of temporary subordinates not being clerks, on pay exceeding Rs. 20 per mensem but below the grade of deputy ranger, in the Forest department; (xii) superior appointments in district presses; (xiii) appointments to the Presidency Light-house service.	DEPARTMENTAL.
(2) Passed students of the Imperial Forest School, Dehra Dun, for appointment to the Forest department.	Revenue Department— (1) Village offices. (2) Minor irrigation sub-overseers. (3) Minor irrigation maistries. Preference shall be given to candidates who have passed the examination prescribed for the sub-overseer and surveyor class in the College of Engineering, to agricultural students who have passed in agricultural engineering and surveying and to those who have passed the Government technical examinations in mensuration (elementary), building construction (intermediate), plan drawing and estimating (elementary) and surveying and levelling (intermediate). (4) Shroffs, clerk-shroffs and assistant shroffs.
(3) Persons possessing a draftsman's certificate of the College of Engineering or the draftsman's group certificate in mechanical drawing awarded under the notification regulating the Government Technical Examinations, for appointment as tracors in the Public Works department.	Survey Department— (1) Lithographers, field surveyors and deputy surveyors. (2) Temporary appointments in the Survey department.
(4) Candidates possessing the draftsman's group certificate in mechanical drawing awarded under the notification regulating the Government Technical Examinations for appointment as draftsmen in any department.	Settlement Department— (1) Classifiers and head classifiers on the field establishments of Settlement Parties (subject, however, to the condition that the sanction of the Commissioner is obtained). (2) Extra and temporary hands in the Revenue Settlement department.
(5) Candidates for the posts of draftsman and surveyor in all departments, except the Madras Survey department, who can produce a certificate of a suitable grade from the College of Engineering, Madras, when such posts carry pay exceeding Rs. 20 per mensem.	Forest Department— (1) Appointments which are of a temporary character and of which the pay is chargeable to "Conservancy and Works." Jails— Head warders. Police— (1) Head constables and Sergeants. (2) Persons who held permanent appointments as head constables on the 7th August 1905 on promotion to the grade of Sub-Inspectors. (3) Reserve Inspectors appointed by promotion from among Sergeants.
	Marine Department— (1) Godown-keepers, boat overseers, signallers, light-keepers and catamaran grade of head maistries. (2) Temporary appointments.
	Educational Department— Sewing mistresses and sewing masters, pandits and munshis, gymnastic instructors and industrial teachers.
	Medical Department— (1) Hospital assistants and head-keepers in lunatic asylums. (2) Deputy inspectors of vaccination who are required to possess such qualifications only as are mentioned in the Vaccination Code.
	Political Department— Appointments of mustering women attached to stipend pay offices.
	Presses— In the Government Press, Madras— (i) appointments, except those of clerks, in the composing, the press and machine, and the binding departments; (ii) appointments in the type foundry. (iii) the appointment of warehouseman in the store and stock department; (iv) appointments except those of storekeeper and proof-reader in the Penitentiary Branch; and (v) appointments in the examining department.
	Public Works Department— (1) Sub-Overseers and River Conservancy Inspectors. (2) Appointments the pay of which is chargeable to "Works."
	Railways— (1) Appointments of all persons employed on Railway Surveys. (2) Appointments in the offices of the (a) Senior Government Inspector of Railways and Secretary to Government, Public Works Department (Railways), Madras; (b) Junior Government Inspector of Railways, Madras and Dharwar; and (c) Government Examiner of Railway Accounts.

SPECIAL TESTS.

3. In addition to the general education qualification mentioned in article 1, candidates before appointment to particular posts, or before promotion to or confirmation in such, shall be required to pass such tests of a special, professional, or technical nature as may, from time to time, be declared by Government to be applicable. A list of these particular posts and of the qualifying tests required for each is given in the appended table.

Table showing the various offices in 'Superior Service' for which Special, Professional or Technical Tests are prescribed.

Offices or Appointments.	Tests.	Remarks.
A. GENERAL.		
Type-writing clerks	Government Technical Examination in Type-writing.	Those who have passed the elementary examination will be granted a pay of Rs. 20-1-25; those who have passed the intermediate examination, Rs. 25-1-35; and those who have passed the advanced examination, Rs. 35-1-50.
B. GOVERNMENT SECRETARIAT.		
(1) Registrar	in the Revenue Secretariat.	Revenue Test, Higher Grade.
(2) Deputy Registrar		Account Test do.
(3) Superintendent		Revenue Test, Higher Grade.
(4) Head Clerk		Account Test, Higher Grade.
(5) Clerks on Rs. 70 and upwards in the Revenue Secretariat.		Do. do.
(6) Superintendent, Budget section, in the Chief Secretariat.		Translation Test, Lower Grade.
(7) Clerks on Rs. 75 and upwards in the Local and Municipal and Educational and Legislative Secretariat.		Account Test, Higher Grade.
(8) Clerks on Rs. 50 and upwards in the Revenue Secretariat.		Revenue Test, Higher Grade.
(9) Accountant in the Government Press.		Account Test, Higher Grade.
(10) All clerks on Rs. 100 and upwards in the Chief Secretariat.		Criminal Judicial Test, Lower Grade. Translation Test, Lower Grade.
C. REVENUE DEPARTMENT.		
(1) Uncovenanted Assistants in the Office of the Board of Revenue.		Précis-writing Test. Revenue Test, Higher Grade. Account Test do. Translation Test, Lower Grade.
(2) Deputy Collectors		Précis-writing Test Revenue Test, Higher Grade Account Test do. Criminal Judicial Test, Higher Grade* Revenue Test, Lower Grade. Account Test do. Translation Test do. Revenue Test, Lower Grade. Account Test do. Translation Test do.
(3) Huzur Saristadars		Account Test, Higher Grade.
(4) English Head Clerks in Collectors' Offices.		Do. do.
(5) Vernacular Head Clerks in Collectors' Offices.		Revenue Test, Lower Grade. Account Test do. Translation Test do.
(6) Record-keepers		Do.
(7) Translators		Account Test, Higher Grade.
(8) Head Accountants in Collectors' Offices.		Do. do.
(9) The Second Accountant on Rs. 50 in the Nilgiri Collector's Office.		Revenue Test, Lower Grade. Account Test do. Translation Test do.
(10) Head Clerks in the Offices of Revenue Divisional Officers.		Revenue Test, Lower Grade. Account Test do. Criminal Judicial Test, Lower Grade.† Translation Test, Lower Grade.
(11) Tahsildars (including Land Records Tahsildars) and Deputy Tahsildars (including Stationary and Town Sub-Magistrates).		Revenue Test, Lower Grade Account Test do. Translation Test do.
(12) Taluk Saristadars and Taluk Head Accountants (except in Madras).		Revenue Test, Lower Grade Account Test do. Translation Test do.
(13) Revenue Inspectors (including Land Records Inspectors).		Revenue Test, Lower Grade Account Test do.
(14) Accountants on Rs. 50 and upwards in the Office of the Board of Revenue (except in the Revenue Settlement, Land Records and Agriculture Department, where the inferior limit of pay is Rs. 100).		Account Test, Higher Grade

* Or the Pleaders' Test, First Grade, or the B.L. Degri Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Higher Grade, or with the High Court Apprentices' Examination.
† Or the Pleaders' Test, Second Grade, or the B.L. Degri Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Lower Grade, or with the High Court Apprentices' Examination.

Deputy Collectors are also required to pass the Third-class Vernacular Test before appointment and the Compulsory Vernacular Test in two languages afterwards.
Taluk Saristadars when they are also Magistrates are required to have passed the Criminal Judicial Test, Lower Grade.
See article 5, clause (4).
Accountants in the Separate Revenue Department of the Office of the Board of Revenue who are required to pass Salt and Abkari Test C are not required to pass the Account Test, Higher.

Table showing the various offices in 'Superior Service,' etc.—cont.

Offices or Appointments.	Tests.	Remarks.
C. REVENUE DEPARTMENT—cont.		
(15) All ^{transients (not being Secretaries)} against entries (15) in the "remarks" column E are in the Board of Revenue w Lower grade".	Translation Test, Lower Grade.	
(18) Minor Overseers and Supervisors and money.	Do. do.	
	Account Test, Higher Grade.	
	Examinations prescribed for the Engineer Subordinate (Overseer) Class, College of Engineering.	
	(i) Examinations prescribed for the Sub-Overseer and Surveyor Class, College of Engineering, or	
	(ii) Examinations in Agricultural Engineering and Surveying and Levelling prescribed for the Diploma in Agriculture under the notification regulating the Government Technical Examinations, or	Preference will be given to persons qualified under clause (i).
	(iii) Examinations in the Intermediate Grade in—	
	(a) Building-Drawing and Estimating,	
	(b) Surveying and Levelling,	
	(c) Building Materials and Construction,	
	(d) Hydraulics and Irrigation works, and	
	(e) Earthwork and Road-making under the notification regulating the Government Technical Examinations.	
	The examination prescribed for the Diploma in Agriculture under the notification regulating the Government Technical Examinations.	
	Village Officers' Special Test	See article 5, clause (5).
	Revenue Draftsman's test	(a) Candidates wishing to qualify only for these posts are not required to answer questions on process No. 12 of the subjects prescribed for the test. (b) Men newly appointed to these posts will be given two years in which to pass the test. (c) The test is also open to all clerks in the Land Records Department. (d) Men newly appointed will be given two years in which to pass the test.
D. SURVEY DEPARTMENT.		
(1) Draftsmen	Revenue Draftsman's test	(a) Men newly appointed will be given two years in which to pass the test. (b) The test is also open to all clerks in the Survey Department.
(2) Field Surveyors	The departmental test entitled the Field Surveyor's Test.	
(3) Deputy Surveyors	The departmental test entitled the Deputy Surveyor's Test.	
E. FOREST DEPARTMENT.		
(1) Forest Officers	Translation Test, Lower Grade	The qualifications prescribed for Forest Officers not belonging to the Indian Forest Service are set out in the Forest Code.
	Account Test, Lower Grade	Candidates for these offices must have passed in the recognized language of any district in the circle in which they seek employment; but preference will be given to those who have passed the test in all or more than one of such languages.
	Translation Test, Lower Grade	
	Test, Higher Grade.	

Table showing the various offices in 'Superior Service,' etc.—cont.

(ii) Under "F. Salt, Abkari and Customs department" add the following, namely,		
(6) Officers in the Customs branch drawing a salary of more than Rs. 30, but less than Rs. 80 per mensem.	Test G by the Lower grade in addition to the tests mentioned against item (4) or item (5) which they have to pass according to their rank.	(1) No officer will be posted to independent charge of a port before he has passed Test C and Test G by the Lower grade.
(7) Clerks in the Customs branch drawing a salary of Rs. 80 and above.	Test G by the Higher grade in addition to the tests mentioned against item (3) or item (5) which they have to pass according to their rank.	(2) Any officer who is specially promoted or appointed to any of these posts in advance of his having passed the prescribed tests will be allowed one year within which to pass them.
(8) Acting and permanent Assistant Inspectors employed in the Customs branch.	Test C and Test G by the Higher grade in addition to the tests mentioned against item (2) or item (4) which they have to pass according to their rank.	(3) Appraisers are not required to pass any test other than the one mentioned in item (9).
(9) Appraisers in the Madras Customs House.	Test G by the Higher grade.	(4) Officers who on the 14th May 1909 may have put in ten years' service in the Madras Customs House are exempt from passing the tests prescribed for appointments in the Salt, Abkari and Customs department.
(5) Clerks drawing Rs. 50 and upwards.	Tests B and F by the Lower grade and Tests C and E before promotion to the post of Clerk or Accountant on Rs. 50 and upwards.	Officers and others newly appointed in this grade will be allowed two years within which to pass these tests.
G. CUSTOMS DEPARTMENT.		
(iii) Omitt "G. Customs" letters prefixed to the salaries of the Sea Customs hold appointments of Rs. 50 and upwards Office.	Salt, Abkari and Customs Test G, Higher Grade. Translation Test, Lower Grade. Account Test, Higher Grade.	
H. JUDICIAL DEPARTMENT.*		
(1) Trial Judges in the High Court	Translation Test, Higher Grade.	
(2) Judges in District Courts	Civil Judicial Test.† Criminal Judicial Test, Lower Grade. Translation Test, Lower Grade.	
(3) Judges in District Courts	Translation Test, Higher Grade	Translators in certain District Courts are required to have passed the Translation Test, Lower Grade, in a second language.
(4) Clerks in District Courts	Civil Judicial Test.† Criminal Judicial Test, Lower Grade.† Translation Test, Lower Grade.	
(5) Translators in the Court of Small Causes, Madras.	Translation Test, Higher Grade.	
(6) Translators in the City Civil Court.	Do. do.	
(7) Head Clerk in the Court of Small Causes, Madras.	Civil Judicial Test.† Translation Test, Lower Grade.	
(8) Head Clerk, City Civil Court	Civil Judicial Test.† Translation Test, Lower Grade.	
(9) Subordinate Judges and District Munsifs.	Précis-writing Test ..	
(10) Sarishtadars, Subordinate Judges' Courts.	Civil Judicial Test.† Translation Test, Lower Grade.	
(11) Head Clerks, Subordinate Judges' Courts and District Munsifs' Courts.	Civil Judicial Test.† Translation Test, Lower Grade.	
(12) Chief Clerk or Manager in the Presidency Magistrates' Courts.	Précis-writing Test. Criminal Judicial Test, Higher Grade.‡ Translation Test, Lower Grade.	The qualifications prescribed for the posts of Subordinate Judge and District Munsif are set out in the Provincial Civil Service Rules.

* Officers of the Judicial Department who have passed the old Civil Higher or Civil Lower Grade Test or the Pleaders' Test are exempted from passing the Civil Judicial Test.

† Or the Pleaders' Test, Second Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Lower Grade, or with the High Court Apprentices' Examination.

‡ Or the Pleaders' Test, First Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Higher Grade, or with the High Court Apprentices' Examination.

Table showing the various offices in 'Superior Service,' etc.—cont.

Offices or Appointments.	Tests.	Remarks.
H. JUDICIAL DEPARTMENT *—cont.		
(18) Accountants in the Presidency Magistrates' Courts.	Criminal Judicial Test, Higher Grade.	
(14) Translators in the Presidency Magistrates' Courts.	Account Test, Higher Grade.	
(15) Appeal Examiner in the High Court	Translation Test, Higher Grade.	
(16) Criminal Appeals Clerk in the High Court.	Civil Judicial Test.†	
(17) Criminal Revision Cases } Clerk	{ Criminal Judicial Test, Lower Grade.‡	
(18) Registrar, Deputy Registrar, Examiner, Record-keeper or Clerk in the Correspondence Department in any Court other than the High Court drawing salaries of Rs. 50 and upwards.	Translation Test, Lower Grade.	
(19) Accountant, Appellate Side, High Court.	Account Test, Higher Grade.	
(20) Central Nazirs and the Nazir in the City Civil Court.	{ Civil Judicial Test.† Translation Test, Lower Grade.	
I. REGISTRATION DEPARTMENT.		
(1) District Registrars	{ Civil Judicial Test † Account Test, Higher Grade ..	Registrars are not required to pass in Civil Rules of Practice, or in the Sub-Registrars who have passed the old Civil Higher or Civil Lower Grade Test or the Pleaders' Test are exempted from passing the Civil Judicial Test for promotion to District Registrarships.
(2) The Manager and Accountants on Rs. 50 and upwards in the Office of the Inspector-General of Registration.	Account Test, Higher Grade.	
J. JAIL DEPARTMENT.		
(1) Jailors	{ Jail Test Account Test, Lower Grade ..	Candidates who have passed the Criminal Judicial Test, Lower Grade, will not be required to pass the Jail Test to qualify for the posts for which it is prescribed.
(2) Deputy Jailors	{ Jail Test Account Test, Lower Grade.	
K. POLICE DEPARTMENT.		
(1) Police Inspectors (except Reserve Inspectors).	Criminal Judicial Test, Lower Grade. ‡	Police Inspectors are required to pass after appointment a test in Police Departmental Orders and Practice.
(2) The Managers in the offices of the Inspector-General of Police and the Commissioner of Police, Madras.	{ Précis-writing Test. Criminal Test, Higher Grade. Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	
(3) Head clerk in the office of the Inspector-General of Police.	{ Précis-writing Test. Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	
(4) All Clerks and others on Rs. 50 and upwards in the offices of the Inspector-General of Police, the Commissioner of Police, Madras, and the Deputy Inspector-General of Police for Criminal Intelligence and Railways including the finger Print Bureau except Storekeeper in the office of the Inspector-General of Police.	Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	
(5) Managers and Accountants in District Police Offices.	{ Criminal Judicial Test, Lower Grade.‡ Account Test, Higher Grade. Departmental Test, in Police Orders and Practice.	
(6) The Manager in the office of the Deputy Inspector-General of Police for Criminal Intelligence and Railways, including the Finger Print Bureau.	{ Criminal Judicial Test, Higher Grade.§ Account Test, Higher Grade. Departmental Test in Police Orders and Practice.	

* Officers of the Judicial Department who have passed the old Civil Higher or Civil Lower Grade Test or the Pleaders' Test are exempted from passing the Civil Judicial Test.

† Or the Pleaders' Test.

‡ Or the Pleaders' Test, Second Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Lower Grade, or with the High Court Apprentices' Examination.

§ Or the Pleaders' Test, First Grade, or the B.L. Degree Examination with Criminal Procedure Code as prescribed for the Criminal Judicial Test, Higher Grade, or with the High Court Apprentices' Examination.

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

9) Other clerks 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 Short-hand and Typewriting in the Advanced grade.
Government Technical Examinations in Short-hand and Typewriting in the Intermediate grade."

Table showing the various offices in 'Superior Service,' etc.—cont.

Offices or Appointments.	Tests.	Remarks.
L. MARINE DEPARTMENT.		
Account-Clerks on Rs. 50 and upwards.	Account Test, Higher Grade.	
M. EDUCATIONAL DEPARTMENT.		
(1) Sub-Assistant Inspectors and Inspectresses of Schools.	The Sub-Assistants' Test	Upper Secondary passed candidates who are Europeans or Eurasians are exempted from passing the compulsory test prescribed in the notification issued under G.O., No. 573, Educational, dated 15th September 1896, if their second language at the Upper Secondary Examination was a Vernacular.
(2) Clerks in receipt of Rs. 50 and upwards except clerks in Colleges.	The Sub-Assistants' Test.	
(3) Teachers in Government Colleges and Schools.	L.T. Degree Examination or Teachers' Certificate Examination of the grade corresponding to their general education attainments.	
(4) Gymnastic Instructors	Gymnastic Instructor's Certificate Examination.	
(5) Teachers of agriculture (for classes of the intermediate standard).	The examination prescribed for the Diploma in Agriculture under the notification regulating the Government Technical Examinations.	
N. MEDICAL DEPARTMENT.		
(1) Civil Assistant Surgeons	Examinations for the Degree of M.D., M.B. & C.M. or L.M. & S. of the Madras or other University.	
(2) Civil Hospital Assistants	Examination prescribed for the Students of the Civil Hospital Assistant grade.	
O. PUBLIC WORKS DEPARTMENT.		
(Executive Branch.)		
(1) Assistant Engineers	Examinations prescribed for the Civil and Mechanical Engineer Classes, College of Engineering, Madras, and also the B.E. Degree Examination.	Candidates must be certified to have completed both the Theoretical and the Practical course prescribed. Candidates must be certified to have completed the prescribed course and to have passed the final examination before the Board appointed for the purpose. Candidates who have passed the Examination prescribed for the old Surveyor class of the College of Engineering, Madras, are qualified for appointment as Sub-Overseers and Surveyors in the Public Works Department. Candidates must be certified to have completed the prescribed course and to have passed the final examination before the Board appointed for the purpose.
(2) Engineer Subordinates	Examinations prescribed for the Engineer Subordinate (Overseer) Class, College of Engineering, Madras.	
(3) Sub-Overseers	Examination prescribed for the Sub-Overseer and Surveyor Class, College of Engineering, Madras.	
(4) Surveyors		
(5) River Conservancy Inspectors		
(6) Draftsmen	Examinations prescribed for the Engineer Subordinate (Overseer) Class, or the Draftsman Class, College of Engineering, Madras, or the special examination for a group certificate in Mechanical Drawing which has been prescribed for draftsmen in the notification regulating the Government Technical Examinations.	
P. MISCELLANEOUS.		
(1) The Assistant to the Hindustani Translator to Government.	Translation Test, Higher Grade.	
(2) Munshis in the offices of the Translators to Government.	Do. do.	
(3) The two Senior Clerks in the offices of the Translators to Government.	Do. Lower Grade.	
(4) The Manager and Treasury Officer and the Head Accountant in the office of the Resident in Travancore and Cochin.	Account Test, Higher Grade.	
(5) Clerks in the office of the Consular Agent, Pondicherry.	Do. Lower Grade.	
(6) Proof-readers including the Gazette indexer in the Government Press.	The examination in proof-readers' work, elementary grade, under the notification regulating the Government Technical Examinations.	
(7) Examiners in the Government Press.	The examination in proof-readers' work, intermediate grade, under the notification regulating the Government Technical Examinations.	

POWERS OF EXEMPTION.

4. The following authorities and officers may sanction exemption from the provisions of article 1 to the extent specified in each case:—

(1) Government may sanction the employment of unpassed candidates in any appointment or class of appointments such orders issuing in the Educational Department.

(2) The Members of the Board of Revenue may sanction the employment in acting and sub. *pro tem.* vacancies and in temporary posts in the departments severally or jointly administered by them of unpassed candidates without limit of time or salary.

(3) The Honourable the Judges of the High Court, the Chief Engineer, Public Works Department, the Director of Public Instruction, the Surgeon-General, the Inspector-General of Police, the Inspector-General of Prisons, the Presidency Port Officer, and the Inspector-General of Registration as regards the departments administered by them, the Secretaries to Government in regard to the establishments in their own offices, and the Chief Secretary to Government as regards also the appointments in the Government Press, Madras, may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts without limit of time when the sanctioned pay of the appointment is not more than Rs. 30 *per mensem*, and for a period not exceeding twelve months when the sanctioned pay of the appointment is not more than Rs. 50 *per mensem*.

Provided that *bond fide* efforts have been made without success to obtain passed candidates.

(4) Collectors of districts may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts in the Revenue and Magisterial departments—

(a) when the vacancy does not exceed twelve months in duration,

(b) when the sanctioned pay of the appointment is not more than Rs. 30 *per mensem*.

Provided that *bond fide* efforts have been made without success to obtain passed candidates.

(5) District Judges, Superintending Engineers, the Examiner of Public Works Accounts, Madras Conservators of Forests, the Director of Industries, the Directors of Survey, Land Records and Agriculture, and Deputy Commissioners of the Salt, Abkari and Customs Department may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts—

(a) when the vacancy does not exceed twelve months in duration,

(b) when the sanctioned pay of the appointment is not more than Rs. 25 *per mensem*.

Provided that *bond fide* efforts have been made without success to obtain passed candidates.

(6) Revenue Divisional-officers as regards appointments in Taluk offices or on the establishment of Sub-Magistrates' Courts, but not in their own offices and Assistant Commissioners of Salt, Abkari and Customs Department as regards appointments under them, may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts—

(a) when the vacancy does not exceed three months in duration,

(b) when the sanctioned pay of the appointment is not more than Rs. 25 *per mensem*.

Provided that *bond fide* efforts have been made without success to obtain passed candidates.

(7) In Ganjam, Vizagapatam, the Ceded districts and the Nilgiris, Revenue Divisional-officers may sanction the employment of unpassed candidates in acting and sub. *pro tem.* vacancies and in temporary posts in their own offices—

(a) when the vacancy does not exceed three months in duration,

(b) when the sanctioned pay of the appointment is not more than Rs. 25 *per mensem*.

Provided that *bond fide* efforts have been made without success to obtain passed candidates.

(8) The Members of the Board of Revenue may sanction the employment of unpassed candidates as acting and in temporary posts in the Revenue and Magisterial departments—

(a) when the vacancy does not exceed twelve months in duration,

(b) when the sanctioned pay of the appointment is not more than Rs. 30 *per mensem*.

Provided that *bond fide* efforts have been made without success to obtain passed candidates.

(9) The Honourable the Judges of the High Court, the Director of Public Instruction, the Directors of Survey, Land Records and Agriculture, the Special Settlement Officers and the Inspector-General of Police may sanction the exemption of persons in the departments administered by them until the publication of the results of the next examination, provided that the total period of such exemption shall not exceed one year.

(10) The Collectors and Agents to the Governor in Ganjam and Vizagapatam, the Collectors of the Districts of South Canara and the Agent to the Governor in Godavari may sanction the exemption of persons who have not passed the Revenue and Account Tests, Lower Grade, for employment in vacancies in the grade of Revenue Inspector.

(11) Collectors and Revenue Divisional-officers may sanction the exemption from the Village Special Test of candidates for appointment to the offices of karnam, assistant karnam, village headman, and other posts in the Revenue Department.

(12) The Superintendent, Government Technical Examination Scheme, may sanction the exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

(13) The Superintendent, Government Technical Examination Scheme, may sanction the temporary exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

(14) The Superintendent, Government Technical Examination Scheme, may sanction the exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

(15) The Superintendent, Government Technical Examination Scheme, may sanction the exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

(16) The Superintendent, Government Technical Examination Scheme, may sanction the exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

(17) The Superintendent, Government Technical Examination Scheme, may sanction the exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

(18) The Superintendent, Government Technical Examination Scheme, may sanction the exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

(19) The Superintendent, Government Technical Examination Scheme, may sanction the exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

(20) The Superintendent, Government Technical Examination Scheme, may sanction the exemption from the examination of Government Technical Examination Scheme, of persons who have not passed the examination, provided that the total period of such exemption shall not exceed one year.

H. D. TAYLOR,
Secretary to Government.

MADRAS: PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS.

Current No. 307 dated 15-2-1910.

G.O., No. 98, dated 1-3-1910.

(b)

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

Docket. Public Service Notification.

Directing the publication in the Govt. Gazette of the ... as revised up to date.

(c) Number 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	...	30	15
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For filing with original	...	1	1
Total	...	34	9

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		No.	Papers.	
Signature copies.....				
India Office.....				
Govt. of India.....				
Public Department.....				
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Financial Department.....				
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Local and Municipal Department.....				
Dept.				
Total				
The Director of Public Instruction.....				
The Comr. for Govt. Examinations.....				
The Superintendent, Govt. Museum.....				
The Surgeon-General.....				
The Accountant-General.....				
The Collector of.....				
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[P.T.O.]

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 should bring to the notice of the Deputy Registrar

(c) 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.

TO PRESS, MADRAS.
OOTY.

A

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

C

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.
at once.

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.....	2-3-10
First proof furnished on.....	6-3-10
Call for revised proof received on.....	10-3-10
Revised proof furnished on.....	15-3-10
Corrected proof received for striking on.....	20-3-10
Final copies supplied on.....	1-4-10

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issue.....	6		
For Volumes.....	16		
For E.T.....	70		
Total ...	126	19	