

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 815, 6th September 1912.

DESPATCHED

Government Technical Examinations.

Recording papers connected with the question of holding a second examination in type-writing and Shorthand.

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G.O. No. 815, 6th September 1912.

Government Technical Examinations.

Recording papers connected with the question of holding a second examination in type-writing and Shorthand.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Memorandum No. 228-1, Educational, dated 5th February 1912.

In view of the large number of candidates appearing every year for the Government technical examinations in Shorthand and Typewriting it has been suggested to Government that it would be a great convenience if arrangements could be made to hold the examinations twice a year, say in April and October, instead of only once as at present. The Commissioner for Government Examinations is requested to favour Government with his remarks on this suggestion.

(By Order.)

M. S. MASCARENHAS,
Under Secretary to Government.

To the Commissioner for Government Examinations.

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—the 15th February 1912.

No.—728.

I have the honour to observe in reply to Memorandum No. 228-1, Educational, dated 5th February 1912, that the "great convenience" therein mentioned doubtless refers to that of candidates who fail and would prefer to try again within six months rather than have to wait another year. To allow them to do so, would doubtless largely increase the number of second or further failures.

2. The written examination papers are valued and only those candidates who pass are admitted to the oral and practical tests; some considerable time must therefore elapse between the written examination and the publication of the final results, leaving, if the examinations were held half-yearly, an interval between ascertaining failure at one examination and appearing for the next, quite insufficient for further study and practice.

3. If on the other hand the expression "great convenience" relates to those who conduct the examination, I must disagree. Much extra work could be thrown on the Commissioner's office, the examiners who conduct the practical and oral tests would have to leave their ordinary avocations twice instead of once a year and much extra travelling to the various centres would be involved.

4. The innovation would form a bad precedent and lead to similar proposals with regard to other examinations and would offer additional inducement to insufficiently prepared candidates to try their luck; it would moreover considerably dislocate the arrangements in the various institutions where the subjects are taught.

III

Memorandum No. 503-2, Educational, dated 29th February 1912.

With reference to his letter No. 728, dated 15th February 1912, the Commissioner for Government Examinations is requested to submit a copy each of the question papers set for the written portion of the examinations in Typewriting held last year.

(By Order.)

M. S. MASCARENHAS,
Under Secretary to Government.

To the Commissioner for Government Examinations.

IV

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 5th March 1912.

No.—863.

With reference to Memorandum No. 503-2, Educational, dated the 29th February 1912, I have the honour to submit a copy each of the question papers set for the written portion of the examinations in Typewriting held last year.

V

Memorandum No. 713-1, Educational, dated 18th May 1912.

With reference to his letter No. 728, dated 15th February 1912, regarding the question of holding half-yearly examinations in Shorthand and Typewriting, the Commissioner for Government Examinations is requested to explain in greater detail the difficulties referred to in paragraph 3 of the letter, and the extent to which the extra work caused by the introduction of a second examination would seriously inconvenience or interfere with the ordinary duties of the Commissioner or the examiners.

2. Information should also be furnished as to whether these examinations are now self-supporting and as to the extra expense that would be caused to the Government if they were held half-yearly.

3. In paragraph 4 of his letter referred to, the Commissioner for Government Examinations observes that the holding of the examinations twice a year would "considerably dislocate the arrangements in the various institutions where the subjects are taught." So far as ordinary schools are concerned he is requested to state how the change would affect their curriculum, seeing that such schools could still arrange, if necessary, for their pupils to appear once a year only. It should also be reported what proportion of the candidates appearing for these examinations is drawn from pupils reading in the ordinary schools.

L. DAVIDSON,
Ag. Secretary to Government.

To the Commissioner for Government Examinations.

VI

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 16th July 1912.

No.—2412.

With reference to paragraphs 1 and 3 of the Memorandum of Government, No. 713, Educational, dated 18th May 1912, I have the honour to state as follows:—

The number of candidates for Shorthand and Typewriting has been steadily increasing as will be seen from the following figures:—

Year.	Number of candidates examined.					
	Shorthand.			Typewriting.		
	Elementary.	Intermediate	Advanced.	Elementary.	Intermediate.	Advanced.
1893 [The first examination in Shorthand was held according to the revised syllabus.]	14	10	..	Examination was not instituted.		
1896 [The examination in Typewriting (Elementary and Intermediate grades) was instituted.]	190	43	6	31	3	..
1906 [The first examination in Typewriting (Advanced grade) was held.]	264	75	5	998	178	30
1910	484	183	35	1,780	470	91
1911	714	196	36	2,202	542	87
1912 (Number registered) ..	916	273	64	2,427	655	102

I expect that the number of candidates will go on further increasing in order to keep pace with the demand for qualified typists and shorthand writers. As persons possessing even low general education qualifications are eligible for employment as typists in Government offices provided they are technically qualified, pupils who have proved failures in schools for general education manage to secure a pass in Typewriting which requires little more than mechanical skill and thus render themselves eligible for posts in the public service. This is one of the reasons for the popularity of the subject. As, in the selection of typists, preference is given to candidates who know *both* Shorthand and Typewriting, candidates generally take up Shorthand together with Typewriting. Hitherto pupils of a recognized technical school possessing no general education qualification whatever were allowed to appear for these examinations in any grade with reference to paragraph 6 (ii) of the notification regulating the Government technical examinations. In view to prevent this undesirable state of affairs, I, in my capacity as Director, have been refusing, since the introduction of the Secondary School-Leaving Certificate scheme, to recognise technical schools in these subjects and advising the heads of such institutions to present the pupils for the examination, if they satisfy the conditions laid down in article 6 (i) of the notification in regard to their general education qualifications. By this means I hope to prevent candidates with little or no general education from appearing for these examinations and swelling the number of failures. As Government are already aware, one of the reasons for the unsuitability of candidates who have passed the elementary examination in Typewriting is the low standard of their general education and if those who have passed that test are to be of real use, it will, I think, be necessary, later on, to restrict admissions to the examination to candidates who have passed the Matriculation examination or who are holders of completed Secondary School-Leaving Certificates. The result of all these precautions may be decrease in the number of candidates for these examinations and also in the proportion of those who fail; this will then minimise the need that at present seems to exist for holding the examination twice a year. For the present, however, it is my earnest desire that candidates for the elementary examination in particular who represent the bulk of the examinees should learn these subjects in ordinary schools (*i.e.*, secondary schools) under proper supervision along with their general education, so that instruction in these technical subjects may be imparted to persons who at the same time are working towards a certain standard of general education, rather than in special schools which in some cases are mere business undertakings. While things stand thus, the holding of examination in Typewriting and Shorthand twice a year might tempt these candidates to devote undue attention to their technical studies at the expense, I fear, of their general subjects, and to this dislocation of the arrangements in ordinary schools I made reference in paragraph 4 of my letter No. 728, dated 15th February 1912. The remedy suggested by Government of allowing pupils from secondary schools to appear only once a year while those from other schools could appear twice would be likely to intensify the evil by attracting boys away from secondary schools to so-called Typewriting "institutes." As the special examinations prescribed for such pupils under the School-Leaving Certificate scheme do not qualify them as typists, it is likely that most of them will appear for the Government technical examinations in these subjects, but what will be the number that will appear it is too soon to estimate.

2. The above are the reasons that have chiefly weighed with me in asking that this proposal should be rejected and are concerned with the welfare of the secondary schools and also, I think, with all the better technical schools in which Typewriting and Shorthand are taught. It is of course also the case that the duplication of the examinations in these subjects would be a very serious addition to the work of the Commissioner's office and that it would be difficult to make the new examinations fit in with the old, and I have now to supply the details on this point called for by Government. The office is at present barely able to cope efficiently with the work of the existing examinations which are spread as follows over the whole of the year:—

January	..	Technical examinations.
March	..	Secondary School-Leaving Certificate examination.
April	..	Technical examinations.
May	..	Medical Entrance examination.
June	..	Technical examinations.
October	..	Special Test examinations.
November	..	Technical examinations.

The amount of work in connection with the Secondary School-Leaving Certificate scheme is large and the work is increasing. Some years ago the correspondence work in this office used to be limited, but since the introduction of the Secondary School-Leaving Certificate scheme, the correspondence has increased, as this office has to place itself in communication with a large number of headmasters, etc. Thus the work of arranging for the different examinations and correspondence work have to go hand in hand as will be seen from the facts that between January and April there are the publication of the results of the technical examinations of November and January, and the tabulation and the publication of the results of the Special Tests (October), the issuing of permission orders to *private* candidates to appear for the April technical examinations; the preparation of remuneration statements for the Special Tests and for technical examinations (April, June, November and January); the arrangements for the Secondary School-Leaving Certificate Examination (March) and the technical examinations (April), and for the Medical Entrance examination;—all these items of work have to be done concurrently and at high pressure. Notwithstanding the abolition of the Lower and Upper Secondary examinations and the transfer of the Salt and Abkari tests to the Board of Examiners, the work of the office continues to be heavy. The work in connection with the technical examinations which consists of arrangements for not only the written test but also for the oral and practical tests and that in connection with the Secondary School-Leaving Certificate Examination—which is responsible and at the same time laborious—have to be taken into consideration. The following figures will give an idea of the increase in the number of candidates in the technical examinations:—

		Number of individual candidates.	Number of subject candidates.
In 1893		1,179	1,631
In 1910		7,843	9,519

If one of the proposed half-yearly examinations in Shorthand and Typewriting be held in October, the applications should be made due in July. Between May and September, the following items of work have to be gone through:—

- Tabulation of Secondary School-Leaving Certificate results, completion of about 6,500 School-Leaving Certificates and despatch of certificates to schools.
- Publication of results (April technical examinations).
- Tabulation of Medical Entrance examination.
- Passing of contingent bills (April technical examinations and the School-Leaving Certificate public examination).
- Arrangements for the special tests.
- Arrangements for the November technical examinations.
- Do. June technical examinations.
- Budget.
- Administration report to Government.
- Issue of certificates.
- Publication of Secondary School-Leaving Certificate marks.
- Stationery indent and other items.

In addition to these, there is the work connected with the European school examinations.

The technical examinations in certain subjects are now held in April, the 31st January preceding being the latest date for the submission of applications for admission to the examination. The work in connection with the technical examinations of April has thus to be done concurrently with that relating to the Secondary School-Leaving Certificate public examination which is held in March. The arrangements for the technical examinations are very elaborate and much difficulty is experienced in getting through the several items of work concurrently. It has been under consideration to submit a proposal to hold the technical examinations in July instead of in April as at present. If the examinations were held in July, the results in Shorthand and Typewriting might be expected about the end of August, the oral and

practical examinations held in September, and the final results published in October. In these circumstances it would not be feasible to hold the examination a second time in January or February. The latest date for the submission of applications would then have to be fixed about two months earlier, say, about the 30th November. In this case, all the items of work will have to be done between December and February, the period during which the office will be very busy in connection with the arrangements for the Secondary School-Leaving Certificate public examination of March following.

The matter of securing the services of suitable examiners for the conduct of the technical examinations according to the special nature of the subjects is, I beg to submit, by no means easy. The examiners must be respectable and trustworthy men and must have a thorough knowledge of the subjects they have to deal with, and their selection is thus limited to a narrow sphere. Such men as might answer to this description are generally loath to undertake examination work even once; while persons of average ability do not readily accept the work especially since the 25 per cent. reduction made in the rate of remuneration. The work of setting question papers and valuing answer papers is common to both Shorthand and Typewriting, but in the case of Typewriting, the examiners have, in addition to the theoretical part of the work, to go to various places in the mufassal to conduct the oral and practical examinations since candidates have to bring their machines to the examination room and cannot accordingly be required to appear at one central place.

In view of the difficulty experienced in getting competent examiners for an examination once a year, I anticipate that it will not be possible to do so twice, both because of the personal inconvenience they are put to and because they commonly hold posts from which leave of absence cannot be obtained as a matter of course.

3. With reference to paragraph 2 of the memorandum, I beg to state that the fee receipts at present more than cover the expenditure, and I believe that the examinations would pay their way even if they were held half-yearly.

Order—No. 815, Educational, dated 6th September 1912.

Recorded.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Commissioner for Government Examinations.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 815, EDUCATIONAL,
DATED 6TH SEPTEMBER 1912.

[SUBJECT.—*Half-yearly examination in shorthand and typewriting.*]

PUBLIC DEPARTMENT.

I understand that the Government technical examination in shorthand and typewriting is held only once a year. There are about 1,500 to 2,000 candidates for typewriting and I am told that it would be a great convenience if the examination were held twice a year, say April and October.

Could not this be arranged?

H. A. STUART—21-1-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Under paragraph 5 of the rules relating to Government technical examinations, the examinations shall be held once a year at Madras and at such centres in the mufassal as the Commissioner may from time to time select. For certain subjects they shall be held in January and April and for others in June and November according to the order of time and subjects set forth in a scheme of examinations published annually under the authority of the Commissioner in the *Fort St. George Gazette*.

2. From the Commissioner's report for 1910-11 it will be seen that the number of candidates examined in shorthand and in typewriting in the three grades—elementary, intermediate and advanced—in 1910-11 was as follows:—

	Shorthand.	Typewriting.
Elementary	484	1,780
Intermediate	183	470
Advanced	35	91
Total ..	702	2,341

3. A draft memorandum to the Commissioner for Government Examinations is submitted for approval.

P.R.—3-2-12.

R. SUNDARAM AIYAR—3-2-12.

M. S. MASCARENHAS—5-2-12.

[Memorandum No. 228-1, Educational, dated 5th February 1912.]

From the Commissioner for Government Examinations, No. 728, dated
15th February 1912.

The Chief Secretary's query *supra* is answered in the Commissioner's first letter in the Government Order. It is for consideration whether the present arrangements for holding shorthand and typewriting examinations may be left undisturbed.

P.R.—22-2-12.

Dr. Bourne gives strong reasons for not holding the examinations twice in the year.

R.S.—23-2-12.

Chief Secretary—

For perusal.

Educational cannot support the proposal, I think.

L. DAVIDSON—24-3-12.

PUBLIC DEPARTMENT.

Please let me see a specimen of a written paper in typewriting.

H. A. STUART—26-2-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

A draft memorandum is submitted for approval.

P.R.—28-2-12.

R.S.—28-2-12.

M. S. MASCARENHAS—28-2-12.

[Memorandum No. 103-2, Educational, dated 29th February 1912]

PUBLIC DEPARTMENT.

From the Commissioner for Government Examinations, dated 5th March 1912, No. 863.

Chief Secretary—

The question papers furnished by the Commissioner for Government Examinations were called for at the instance of the Chief Secretary to whom they may be forwarded.

P.R.—8-3-12.

R.S.—13-3-12.

M. S. MASCARENHAS—14-3-12.

I moved in this matter at the instance of Mr. Rajagopalachari, the Reporter to the Legislative Council, who has a large institution for instruction in typewriting. He tells me that a quick lad could learn to typewrite in three months and I gather that six months is the outside time required to learn sufficiently for a pass by the elementary standard. These passes are of considerable value to those seeking employment, and it does seem to me hard that a youth may have to wait any time up to nine months before appearing for the examination. In fact, it may be even longer because he may have been studying for two months before the examination took place and be qualified a month after it. He would then have to wait eleven months before he could appear.

2. I do not see why Dr. Bourne should be so solicitous about the number of second or further failures: that is the affair of the candidates, or their parents, or their guardians. Nor is it apparent why the interval between the written and oral parts of the examination should be wasted. A boy who is doubtful of his having passed would no doubt go on working during this time, and even one who is confident that he has passed would continue to practice in order to prevent any loss of proficiency.

3. It seems to me that Dr. Bourne's objection is really based upon the fact that to hold an examination twice a year would give his office some more work: that is certainly not a sufficient reason for denying reasonable facilities to people who seek

to pass a public examination. It is, I think, for the public advantage that we should have as many qualified typists as possible, and I believe that the holding of an examination twice instead of once would tend to increase that number.

H. A. STUART—23-3-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The objections of the Commissioner for Government Examinations against the holding of the examination twice a year are based on the following grounds:—

- (i) that it would largely increase the number of second or further failures,
- (ii) that the interval between two examinations would be quite insufficient for further study and practice,
- (iii) that much extra work would be thrown on the Commissioner's office,
- (iv) that the examiners may feel inconvenienced,
- (v) that it would dislocate the arrangements in the institutions where the subjects are taught, and
- (vi) that it would form a bad precedent and lead to similar proposals.

The Chief Secretary does not consider the first three objections valid. Of the other three, the fifth would appear to require a little more examination. Beyond the mere statement, there is nothing in the Commissioner's letter to show how it could dislocate the arrangements at the institutions. No doubt the change of system may dislocate the established system of work for a time, but they might naturally be expected to adjust their arrangements to suit the examinations.

C. RAMANUJACHARI—7-4-12.

His Excellency the Governor—

The case must go to His Excellency. To hold a second examination in the year would of course add to the work of the examiners and the Commissioner's office, but these are not insuperable obstacles. Personally I attach more weight to the argument that the holding of a second examination would give rise to similar request for the duplication of examinations in other subjects. The special feature of typewriting however is that, given intelligence and industry, it can be learnt in a matter of weeks.

L. DAVIDSON—11-4-12.

I am inclined to think that Mr. Rajagopalachari has some idea that unless he gets this change made, he may very soon feel the competition that he will get from ordinary secondary schools. Typewriting is an optional subject in the Leaving Certificate scheme, and the teaching of shorthand and typewriting is gradually coming to be part of the curriculum in a secondary school. It will be difficult to fit in half-yearly examinations with the secondary school scheme and I don't think sufficient reason has been given for introducing these examinations every half year. If typewriting is so easy to learn, it is hardly worth altering the present scheme to meet the case of the very stupid boys who fail and I don't think there is anything in the argument that we shall turn out more typewriters. In a very short time the supply will be greater than the demand. As to shorthand that is a very difficult subject, and a long course of training is necessary. I don't think as regards that subject there is any reason to multiply the examination.

I cannot help thinking that the desire to increase the number of pupils at these special private schools is at the back of this proposal and I am inclined to think that it is better to develop typewriting and shorthand as part of the modern secondary school course, than to encourage these special cramming institutions.

I don't think we should introduce this special case of half-yearly examinations for this subject unless the need for doing so is more apparent than is the case here and I would leave matters alone.

M. H[AMMICK]—18-4-12.

These notes may perhaps be submitted to the Hon'ble Sir Harold Stuart for perusal. On their return, they may, it is submitted, be "recorded."

C.R.—19-4-12.

The Hon'ble Sir Harold Stuart, K.C.V.O., C.S.I.

T. E. MOIR—21-4-12.

I wish to explain in more detail the nature of what I consider to be the hardship caused by having only one examination in typewriting per annum. I wished to help a poor boy by paying his fees to learn typewriting and I asked Mr. Rajagopalachari if he could take him into his institution. This was towards the end of last January and Mr. Rajagopalachari explained to me that it would take the boy not less than three months to qualify for the examination; he would therefore not be able to appear until the spring of 1913. He then suggested that it would be a convenience to have half-yearly examinations. It will be seen that, although Mr. Rajagopalachari made the suggestion to have half-yearly examinations, he did so in connection with the special case I have mentioned above and not of his own motion with any desire to grab pupils from the secondary schools.

2. The case I have mentioned is perhaps an extreme one, but if it takes only three months to qualify for the elementary typewriting examination, it does seem to me quite unreasonable to hold only one examination a year, for, though the period of waiting would not often be so long as in the case I have cited, it might frequently be between nine and six months. I submit that the change is not required in the case of the "very stupid boys who fail", to quote His Excellency's words, but in the interests of the average boy who can learn what he is required to know in three months and then under the present system, has to kick his heels until the next annual examination comes round. I should like the case to be submitted again to His Excellency.

H. A. S[TUART]—22-4-12.

His Excellency the Governor—

T. E. MOIR—23-4-12.

I am afraid I am not convinced. These examinations give a good deal of trouble and I do not think we should multiply their number more than can be helped. There is, I believe, no difficulty now in obtaining the services of passed typewriters as required; so from that point of view we do not require to make the examinations more frequent than they are at present. Where a boy has learnt typewriting sufficiently well to pass, the probability is that any one who desires to employ him would do so on condition that he went up and passed at the next examination. What we want to encourage is the system under which boys will take typewriting as an optional subject in our regular schools and in these schools progress is no doubt slower than it is in the special schools that exist for teaching typewriting and nothing else. The boy in the secondary school who takes up typewriting in the regular school course can most conveniently appear once a year, in his regular school course. It will to a great extent disorganize the teaching arrangements in such schools, if boys are able to appear for this examination every half year instead of yearly. I think it is important not to disorganize the system in our regular schools in this way unless it is absolutely necessary to do so. I don't think an isolated case of hardship here and there should make us change the present system and I am still in favour of leaving matters alone. The papers had better circulate.

M. H[AMMICK]—26-4-12.

I. The Hon'ble Sir Harold Stuart, K.C.V.O., C.S.I.

II. The Hon'ble Mr. P. S. Sivaswami Aiyar, C.I.E.

III. The Hon'ble Mr. J. N. Atkinson, C.S.I.

T. E. MOIR—29-4-12.

I do not see how the holding of two examinations a year would disorganize the ordinary school curriculum. Schools could still arrange for their pupils to appear once a year only if that is necessary. I notice that Doctor Bourne did not use this argument and I should like to know what proportion of the candidates are school boys.

2. I do not think we should refuse to duplicate the examination merely because it will give more trouble. I believe these examinations more than pay their way.

H. A. S[TUART]—30-4-12.

It is curious that the papers throw no light on the question whether the examinations in shorthand and typewriting now pay their way and whether if the examinations were held twice a year there is a probability of there being self-supporting. If there is no likelihood of any financial burden being imposed on the Government, I would support the Hon'ble Sir Harold Stuart's proposal. I must confess I am not convinced by the arguments of the Director of Public Instruction. The holding of two examinations every year is recommended not in the interests of the plucked boys alone but in the interests of the boys who may take up the subject too late to go up for the examination.

The question of second or further failures does not concern us. As Sir Harold Stuart points out, it is matter for the parents of the boys. They would rather be anxious that their boys should get a certificate as quickly as possible.

If the examinations pay their way, we need not consider the extra trouble to the examiners or the Commissioner.

I fail to see why the reduplication of the examinations should disorganize the work of the secondary schools. As pointed out by His Excellency the Governor these schools will probably be able to send up boys only once a year. But they won't be obliged under the proposed system to send up boys twice a year. Nor is there any danger of boys attending secondary schools and taking up typewriting or shorthand as an optional subject being attracted by Mr. Rajagopalachari's institution so long as a boy has a fair amount of confidence in his ability to go through the complete secondary school course. The boys who take to typewriting as a profession and depend solely upon their knowledge of it for a living are generally the boys who are fit for nothing else and who have failed in their school course. Typewriting, at any rate, is a subject merely requiring mechanical facility and I should have no objection to their being crammed, if indeed cramming is possible in such a subject.

As to the danger of creating an inconvenient precedent, I think that the examinations in these subjects stand on a separate footing from the other. In the next place I don't mind reduplicating some of the other examinations if they will only pay their way. I may mention that the High Court Vakils' apprentice's examination is now held by the High Court twice a year.

P. S. S[IVASWAMI AIYAR]—6-5-12.

I assume that the possession of a certificate of having passed one of these examinations is of real value to the possessor, i.e., that a passed candidate is much more likely to secure employment than one who has failed, or who has not gone in for the examination at all, whatever his real qualifications may be—and in this remark I refer to employment not under Government, but under employers generally.

That being so, I think, it is reasonable that arrangements should be made for a second annual examination if they can be made without expense to Government, and without material inconvenience to the Commissioner and the examining body. I would not go so far as the Hon'ble Mr. Sivaswami Aiyar and say that "we need not consider the extra trouble to the examiner or the Commissioner." It is a question of degree. If the other duties of these officers will be materially inconvenienced by having to hold a second examination, I would not hold it. It is for the Commissioner to show whether or not such inconvenience would be caused; he has already stated the fact, but has not explained how it will come about. I think he should be called on for further remarks on this point, and also as to the question of expense to Government.

J. N. A[TKINSON]—7-5-12.

Put up draft please with reference to **A** in the Hon'ble Sir Harold Stuart's note and **B** in the Hon'ble Mr. Atkinson's note on page 5.

T. E. MOIR—8-5-12.

A draft memorandum is submitted for approval.

P.R.—8-5-12.

C.R.—8-5-12.

Type as revised please.

T. E. MOIR—11-5-12.

Typed and submitted.

P.R.—11-5-12.

C.R.—11-5-12.

His Excellency the Governor—

The draft is for approval.

T. E. MOIR—13-5-12.

Approved.

M. H[AMMICK]—16-5-12.

Issue.

T. E. MOIR—18-5-12.

[Memorandum No. 713-1, dated 18th May 1912.]

From the Commissioner for Government Examinations, dated 16th July 1912, No. 2412.

In Memorandum No. 713-1, Educational, dated 18th May 1912, the Commissioner for Government Examinations was requested—

(1) to explain in greater detail the difficulties anticipated by him in holding a second examination in shorthand and typewriting and the extent to which the extra work caused thereby would seriously inconvenience or interfere with the ordinary duties of the Commissioner or the examiners,

(2) to report whether the examinations in shorthand and typewriting are now self-supporting and as to the extra expense that would be caused to Government if they were held half-yearly, and

(3) to state how the change would affect the curriculum of ordinarily secondary schools and what proportion of the candidates appearing for those examinations is drawn from pupils reading in the ordinary schools.

2. The reply of the Commissioner to the Government's queries is examined below. As regards the first point, according to the Commissioner for Government Examinations one of the difficulties is of getting suitable examiners. The Commissioner says that he experiences difficulties in getting competent examiners for an examination once a year in view chiefly of the itinerating nature of the work involved. One of the reasons for the reluctance of competent persons to accept examinerships is said to be the practice of reducing the remuneration. This

Paragraph 4 of G.O. No. 423, Educational, dated 30th May 1908.

reduction is, it is submitted, made only in the case of the remuneration payable to Government servants. The remuneration payable to the examiners who are not Government servants is paid in full. The object of the reduction is to make receipts from fees cover the honoraria. In view, however, of the Commissioner for Government Examinations' later remarks that "the fee receipts from these examinations more than cover the expenditure and that "they would pay their way even if they were held half-yearly," there should naturally be no room for such reduction even in the case of Government servants.

(1) I see no reason why the statement should not be accepted.

L. DAVIDSON.

But it is for consideration whether the statement made by the Commissioner that there is a paucity of competent examiners willing to undertake the work should be accepted.

3. In paragraph 2 of the Commissioner's current letter he explains that the duplication of the examinations in shorthand and typewriting would be a very serious addition to the work of his office and that the office is at present barely able to cope efficiently with the work of the existing examinations. As regards this contention,

Paragraph 2 of office note on page 1 of notes to G.O. No. 57, Educational, dated 23rd January 1912.

it is submitted that since 1905 the following examinations which were under the control of the Commissioner for Government Examinations have been abolished:—

G.O. No. 409, Educational, dated 15th June 1905.

G.O. No. 443, Educational, dated 29th June 1905.

G.O. No. 444, Educational, dated 9th June 1908.

Paragraph 7 of G.O. No. 427, Educational, dated 21st July 1909.

G.O. No. 675, Educational, dated 25th November 1910.

(1) The primary school examination in 1905,

(2) the lower secondary examination in 1905,

(3) the handwriting and dictation test for under-graduates in 1908,

(4) the upper secondary examination in 1909, and

(5) the Salt and Abkari department competitive examination in 1910.

In addition to the abolition of these examinations the conduct of the Salt and Abkari special tests has been transferred to the Board of Examiners. But in their places the examinations under the Code of Regulations for European schools and the secondary school leaving certificate examinations have been added. It will be observed that after the introduction of the secondary school leaving certificate scheme (but before he had actual knowledge of the exact amount of the work it would involve) the Commissioner for Government Examinations proposed the re-organization of his office establishment. In doing so he stated that "a numerical "increase to the establishment was not "then called for but that an improve-

Paragraph 3 of his letter on page 2 of G.O. No. 144, Educational, dated 13th March 1911.

"ment in the scale of pay would seem to be a desideratum." The proposals in this respect were sanctioned in G.O. No. 144, Educational, dated 13th March 1911. The Commissioner's contention that his office is at present barely able to cope

Yes.

L. DAVIDSON.

For 1910-1911 and 1911-1912.

RS.

Receipts	..	..	..	49,352
Charges	..	..	..	20,709

Surplus	..	28,643
---------	----	--------

of notes with G.O. No. 57, Educational, dated 23rd January 1912.

4. Another difficulty pointed out by the Commissioner is in respect of making the new examinations fit in with the old. The Commissioner gives in paragraph 2 of his letter details to support his statement and points out that it will not be convenient to arrange for the second examination. It is not, however, clear whether, with an additional establishment, the difficulty in arrangement cannot be overcome.

I won't say it is impossible, but it would certainly not be easy. The bottle has a narrow neck which additional establishment won't widen.

L. DAVIDSON.

5. As regards the second question of cost, the Commissioner states that the fee receipts of these examinations do at present more than cover the expenditure and he believes that they would pay their way even if they were held half-yearly.

6. Paragraph 3 of Memorandum No. 713-1, dated 18th May 1912, is answered in paragraph 1 of the Commissioner's letter. He states that it is his earnest desire that candidates for the typewriting examination, especially those for the elementary grade, should learn the subject in ordinary secondary schools rather than in special schools which in some cases are mere business undertakings and that with this object in view he is taking steps to prevent candidates with little or no general education from appearing for these examinations. He apprehends that the proposal to hold half-yearly examinations, if approved, will frustrate the object he has in view as it might tempt candidates to devote undue attention to their technical studies at the expense of their general subjects and that, in his opinion, the proposal to allow pupils from secondary schools to appear only once a year while those from the special schools could appear twice is likely to intensify the evil by attracting boys away from secondary schools to the so-called "typewriting" institutions. Dr. Bourne adds that as the special examinations in typewriting held under the school leaving certificate scheme do not qualify candidates as typists, it is likely that most of them will appear for the Government technical examinations but that it is too soon now to estimate what that number will be.

A recent enquiry started by Government to see whether persons who had passed only the typewriting examination in the elementary grade were suitable as typists, and if not whether it was necessary to stiffen that examination, elicited the fact that

Paragraph 2 of office note on pages 8 and 9 of notes to G.O. No. 383, Educational, dated 3rd May 1912.

Page 11 of notes to G.O. No. 383, Educational, dated 3rd May 1912.

Paragraph 5 of his note on page 10 of notes to G.O. No. 383, Educational, dated 3rd May 1912.

I am inclined to think it is.

L. DAVIDSON.

to discourage the acquisition of knowledge in typewriting and shorthand outside the secondary schools. In this connection attention is invited to the Hon'ble Mr. Sivaswami Aiyar's note, dated 6th May 1912, on page 5 *ante*.

7. It is a matter for consideration whether typewriting may not be dissociated from shorthand for present purposes. Please see paragraph 1 of His Excellency's note, dated 18th April 1912, on page 3 *supra*. His Excellency apparently was inclined to make a differentiation between the two examinations.

P.R.—5-8-12.

C.R.—9-8-12.

As His Excellency is on tour the case may be circulated to other Honourable Members first. Personally I am disposed to agree with Dr. Bourne in the policy of discouraging typewriting institutes. I have heard that ephemeral schools of this

This evil, if it is a real one, would be reduced by holding the examination more frequently as the examination would presumably eliminate the inferior typist, and the average typist would be more likely to go in for the examination to get the diploma. Moreover as the number of diploma-holders increases there will be less and less opening for the man without one.

H. A. S[TUART].

and (b) the managers of typewriting institutes, neither of whom pay sufficient attention to the need for better general education, the absence of which is the chief cause of the indifferent standard of typewriting.

L. DAVIDSON—10-8-12.

Hon'ble Sir H. A. Stuart.

" Mr. Sivaswami Aiyar.

" Sir J. N. Atkinson.

I believe the difficulties mentioned by the Director could be overcome without much trouble and the quality of the test could be raised, if necessary, and thus eliminate the poorly educated. I would have the examination twice a year.

H. A. S[TUART]—22-8-12.

As the Commissioner for Government Examinations is groaning under the weight of his existing duties I do not like to add to his burdens.

P. S. S[IVASWAMI AIYAR]—23-8-12

I agree with the Hon'ble Mr. Sivaswami Aiyar. The balance of argument is, I think, against a second examination in the year.

J. N. A[TKINSON]—29-8-12.

His Excellency the Governor—

L. DAVIDSON—30-8-12.

I have already expressed my opinion *against* any change. I am still of that opinion.

M. H[AMMICK]—31-8-12.

Submitted that the papers may now be "recorded." A draft is submitted and may be circulated to the Hon'ble Sir Harold Stuart.

C.R.—2-9-12.

L. DAVIDSON—3-9-12.

The arguments used by the Hon'ble Mr. Sivaswami Aiyar and the Hon'ble Sir John Atkinson in their earlier notes are in my opinion much stronger than the argument that they have now put forward, *viz.*, that we should deprive candidates of the advantage of a second examination because that would give the Commissioner more work. That is the bureaucratic argument, pure and simple. The matter is not of great importance and I do not propose to record any minute of dissent.

H. A. S[TUART]—4-9-12.

Recorded.

L. DAVIDSON—6-9-12.

[G.O. No. 815, Educational, dated 6th September 1912.]

[E. & L.]
74 re
1,500-8-12-10.

DEPARTMENT.

READ AGAIN G.O., No., dated 191 ..

" " " " 191 ..

READ ALSO:-

C. No., From the *Comm. for foot Ex* No. 728, dated 15/2/1912

" " " " 803, 5/3/1912.

" " 1971, " " 2412, 16/7/1912.

ORDER.

No. 815, dated 6-9-1912.

Hamberlin

Recorded.

CR
21/9/12

8
3/9/12

DESPATCHED
7-SEP 1912

Lo
The Comm. for foot Ex
2/9/12
21/9/12

ORDINARY.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No., dated 190 .

G.O., No. 815, dated 6. 9. 1912.

Number of MS. pages sent { Correspondence including order or orders
(b)
(b¹)
Notes. 6 14

Docket. Govt. Technical examination.
Regarding papers connected with the question
of holding a second examination in type-
writing and shorthand.

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	...	...	30	12
Ooty Records	...	...	6	4
For filing with original	...	...	1	1
Total	...	...	37	19

FOR ISSUE.†

Signature copies.

India Office	...	...	...	...
Govt. of India	...	...	...	...
Revenue Department	...	...	...	...
Public Works Department	...	...	...	...
Educational Department	...	...	...	...
Dept.	...	...	...	...
Dept.	...	...	...	...
Dept.	...	...	...	...
Dept.	...	...	...	...
Total	...	...	...	...

Spare copies.

The C. M. C.	...	...	...	...
The Collector of	...	...	...	...
The P. D. B.	...	...	...	...
The Accountant-General	...	...	...	...
The Director of Public Instruction	...	...	...	...
The Surgeon-General	...	...	...	...
The Sanitary Commissioner	...	...	...	...
Do. Engineer	...	...	...	...
Do. Board	...	...	...	...
The President, Corporation of Madras	...	...	...	...
The C. G. S.	...	2	...	...
The	...	...	...	...
The	...	...	...	...
The	...	...	...	...
The	...	...	...	...
Total	...	2	...	...

* Copies distributed on (Press Clerk.)

† Copies distributed on (Despatcher.)

* To be initialled and dated.

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 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 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.

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.

Type may be released after usual interval at once.

C
already in print
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.

.....Clerk.

.....Clerk.

P Ramani
.....Clerk.
9/9/12

.....Supdt.

.....Supdt.

TH
.....Supdt.
9-9-12

(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.....	11. 9. 12 <i>LB</i>
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	21-9-12 <i>LB</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	37		
" " " Issue.....	12		
For Volumes.....	16		
For E. T.....			
Total ...	65		