

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Reqd.

} 1913.

Enclosures

Spare copies

G.O. No. 920, 6th October 1913.

Public Service and Special Tests Notifications.

Ordering the publication in the *Fort St. George Gazette* of a notification making certain additions in the — in regard to the educational qualifications required of the members of the combined offices of the Administrator-General and Official Trustee.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

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G.O. No. 920, 6th October 1913.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. No. 1080, Judicial, dated 2nd June 1913.

ABSTRACT.—Passing orders on the proposals of Mr. Odgers in regard to the establishment of the Administrator-General and Official Trustee, Madras.

II

Endorsement No. 2170-1, Educational, dated 21st July 1913.

Communicated to the Commissioner for Government Examinations, who is requested to submit a draft of the consequential additions to be made in the Public Service and Special Tests Notifications.

(By Order.)

C. S. ANANTARAMA AYYAR,
Under Secretary to Government.

To the Commissioner for Government Examinations (with a copy of
G.O. No. 1080, Judicial, dated 2nd June 1913).

III

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,
Commissioner for Government Examinations.
To—the Secretary to Government, Educational Department.
Dated—Madras, the 12th September 1913.
No.—2907.

As requested in endorsement No. 2170-1, Educational, dated 21st July 1913, I have the honour to submit a draft, in duplicate, of the additions to be made in the Public Service and Special Tests Notifications, with reference to G.O. No. 1080, Judicial, dated the 2nd June 1913.

Order—No. 920, Educational, dated 6th October 1913.

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

NOTIFICATION.

I.—Public Service Notification.

In the table appended to article 3 of the Public Service Notification, to the entries under "G. Judicial Department," as revised and published at pages 563 and 564 of Part I-B of the *Fort St. George Gazette*, dated 8th October 1912, the following shall be added:—

- "(22) Manager in the office of (Civil Judicial Test(a), .. Candidates should be
the Administrator-General } Précis-writing Test. qualified lawyers with
and Official Trustee, } Account Test. some experience of
Madras. } practice or graduates
in arts; the former will
not be required to have
passed the special tests.

(a) Or the Pleaders Examination.

- (23) Head Clerk in the office of Civil Judicial Test(a). .. Candidates should ordinarily be graduates in arts or at least persons otherwise qualified under article 1 of this notification, the latter possessing three years' experience of official correspondence and précis-writing.

- | | | | |
|--------------------|--|---------------|------|
| (24) Accountant | In the office of the Administrator-General and Official Trustee, Madras. | Account Test. | |
| (25) Ledger-keeper | | | |
| (26) Second clerk | | | |
| (27) Shroff | | | |

- (28) Surveyor in the office of the Administrator-General and Official Trustee, Madras. Certificate of the College of Engineering granted on completion of the course prescribed for the Lower Subordinate Class, College of Engineering, Madras(b).

- (29) Shorthand clerk and typist in the office of the Administrator-General and Official Trustee, Madras. Government Technical Examinations in shorthand(c) and in type-writing(d), in the elementary grade.

(a) Or the Pleaders Examination.

(b) *Vide* Calendar of the College of Engineering procurable at the Government Press, Madras, price 12 annas.

(c) and (d) Syllabuses procurable at the Government Press, Madras, price 9 pies and 1 anna respectively.

II.—Special Tests Notification.

The following additions shall be made in column 2 in the schedule attached to article 18 of the Special Tests Notification:—

In the schedule as published at pages 336 to 346 of Part I-B of the *Fort St. George Gazette*, dated 21st May 1912:

(i) Against Précis-writing Test—

"8. Manager in the office of the Administrator-General and Official Trustee, Madras."

(ii) Against Civil Judicial Test—

"6. Manager and Head Clerk in the office of the Administrator-General and Official Trustee, Madras."

In the same schedule as revised and published at page 102 of Part I-B of the *Fort St. George Gazette*, dated 4th March 1913:

Against Account Test—

"21. Manager, Accountant, Ledger-keeper, Second clerk and Shroff in the office of the Administrator-General and Official Trustee, Madras."

(True Extract.)

W. FRANCOIS,
Ag. Secretary to Government.

To the Commissioner for Government Examinations.

Judicial Department.

Superintendent, Government Press, for publishing notification in Gazette.

4
EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 920, EDUCATIONAL, DATED
6TH OCTOBER 1913.

[SUBJECT.—*Amendments to the Public Service and Special Tests Notifications with reference to the qualifications prescribed for the members of the establishment of the Office of the Administrator-General.*]

*From the Commissioner for Government Examinations dated 12th September 1913,
No. 2907.*

A draft order is submitted for approval.

2. The draft notification prescribes the Civil Judicial test as a qualifying test for the post of head clerk in the Administrator-General's office, but does not prescribe the Precis-writing test as a qualification for the post. Paragraph 2 (b) (2) of the Administrator-Generals' letter, dated 8th February 1913, which deals with the qualifications of the head clerk apparently, means that the candidate should have experience of Précis-writing and not that he should have passed the test which is not open to undergraduates except with commercial or agricultural diplomas. The interpretation put upon it by Commissioner of Government Examinations as expressed in the draft notification submitted by him is therefore correct.

3. If approved, the draft order may be sent to the Judicial Department for acceptance.

Judicial for acceptance.

W. FRANCIS—20-9-13.

S.K.—19-9-13.

C. RAMANUJACHARI—19-9-13.

To the Judicial Department.

JUDICIAL DEPARTMENT.

The presumption in paragraph 2 of the Educational office-note above is correct. The draft order may, if submitted, be accepted in Judicial.

P.S.R.—30-9-13.

C.V.—2-10-13.

T. G. TASKER—3-10-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Issue.

W. FRANCIS—4-10-13.

[G.O. No. 920, Educational, dated 6th October 1913.]

5

READ AGAIN G.O., No., dated 19 ..

" " " " , " 19 ..

READ ALSO:-

C. No. 2170, From the *Indl Dept* No. 1080, dated 2. 6. 1913

" 2755, " *b. g. E.* 2907, " 12. 9. 1913.

" " " " , " 19 ..

ORDER.

P.S.

No. 920, dated 6. 10. 1913.

Dpy/10
metras.

(C)

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

Bess
 omit this page
 the two pages
 Notification¹⁰ (14)

I. Public Service Notification.

In the table appended to article 3
 of the Public Service Notification,
 to the entries under "G. Judicial
 Department," as revised and
 published at pages 563 and 564
 of Part I-B of the Fort Saint
 George Gazette, dated 8th October 1912,
 the following shall be added:—

(22) - Managers in the Office of the Administrator. General and Official Justice, Madras.	Civil Judicial Test ^(a) Precise-writing Test Account Test.	Candidates should be qualified lawyers with some experience of practice, or graduates in-arts; the former will not be required to have passed the Special Tests.
(23) Head clerk do do	Civil Judicial Test ^(a)	Candidates should ordinarily be graduates in-arts or at least persons otherwise qualified under Article 1 of this notification the latter possessing three years' experience of official Correspondence and precise-wri

(a) or the Pleadership Examination

omit this part 11

7

5

- (24) Accountant
- (25) Ledger-keeper
- (26) Second clerk
- (27) Shroff

do do

Account Test.

- (28) Surveyor

do do

Certificate of the College of Engineering granted on completion of the Course prescribed for the Lower Subordinate Class, College of Engineering, Madras. (h)

- (29) Shorthand clerk and typist

do do

Government Technical Examinations in Shorthand (c) and in type-writing (d), in the Elementary grade. "

(h) - Vide

Calendar of the College of Engineering - Procurable at the Government Press, Madras - Price 12 annas.

(c), (d).

Syllabuses procurable at the Government Press, Madras. (Price 9 pice and 1 anna respectively).

Copy to this page

12/8 (6)
Special Test Notification.

The following additions shall be made in Column 2 in the Schedule attached to article 18 of the Special Test Notification; ~~and the Schedule~~ ^{and the Schedule} as published at pages 336 to 346 of Part I-B of the Fort Saint George Gazette, dated 21st May 1912:-

- (i) - Against Precis-writing Test -
"8 - Manager in the office of the Administrator-General and Official Trustee, Madras".
- (ii) - Against Civil Judicial Test -
"6 - Manager and Headclerk in the office of the Administrator-General and Official Trustee, Madras".

In the same Schedule as revised and published at page 102 of Part I-B of the Fort Saint George Gazette, dated 4th March 1913,

- Against Account Test -
"21. Manager, Accountant, Ledger-Keeper, Second clerk and Shroff in the office of the Administrator-General and Official Trustee, Madras".

Notification 6 pp.

I- Public Service Notification.

In the table appended to article 3 of the Public Service Notification, to the entries under "J. Judicial Department," as revised - and published at pages 563 and 564 of Part I-B of the Fort Saint George Gazette, dated 8th October 1912, the following shall be added:—

(22)- Manager in the Office of the Administrator-General and Official Trustee, Madras.

Civil Judicial Test^(a)
 Precise-Writing Test
 Account Test

Candidates should be qualified lawyers with some experience of practice, or graduates-in-arts; the former will not be required to have passed the Special Tests.

(23) Head Clerk do do.

Civil Judicial Test^(a)

Candidates should ordinarily be graduates-in-arts or at least persons otherwise qualified under Article 1 of this Notification, the latter possessing three years' experience of official Correspondence and precise writing.

(a) or the Pleaders' Examination

- (24) Accountant
 (25) Ledger-keeper
 (26) Second clerk
 (27) Shroff
 (28) Surveyor

do do
 do do

Accountant

Certificate of the College
 of Engineering granted
 on completion of the
 Course prescribed for the
 Lower Subordinate class,
 College of Engineering,
 Madras (h)

- (29) Shorthand clerk
 and typist

do do

Government Technical
 Examinations in short-
 hand (c) and in type-
 writing (d), in the
 Elementary grade.

"

(h) - vide Calendar of the College of Engineering -
 Procurable at the Government Press,
 Madras - Price 12 annas.

(c), (d). Syllabuses procurable at the Government
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4/11/108p
Special Test Notification.

The following additions shall be made in Column 2 in the Schedule attached to article 18 of the Special Test Notification; in the Schedule as published at pages 336 to 346 of Part I-B of the Fort Saint George Gazette, dated 21st May 1912:-

(i). Against Precis-writing Test—

"8. Manager in the office of the Administrator-General and Official Trustee, Madras."

(ii). Against Civil Judicial Test—

"6. Manager and Headclerk in the office of the Administrator-General and Official Trustee, Madras."

In the same Schedule as revised and published at page 102 of Part I-B of the Fort Saint George Gazette, dated 4th March 1913,

Against Account Test—

"21. Manager, Accountant, Ledger-Keeper, Second clerk and Shroff in the office of the Administrator-General and Official Trustee, Madras."

The C. G. C. ✓

" J. W. L. Dept. ✓

" The S. G. P. for publishing notification in Gazette 9.9.13

Noted - 12.14.13
on page 336 of Part I-B of Gazette 4.11.12.

19-9-13

11/11/13

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

Educational DEPARTMENT.

Current No. 2170 dated... 191
G.O. No. 920 dated... 1913.

Number of MS. pages sent { Correspondence...
(b)
Notes...

Brief subject. Public Service and Special Tech

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

FOR RECORD.*			
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			No.	Papers.	
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Govt. of India.....Dept.					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department.....Dept.					
Public Dept.....					
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Financial Dept.....					
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Ecclesiastical Dept.....					
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Total ...					

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

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† To be cancelled 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 rule 315 of the office Manual.

(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, only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS OOTY.

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

SPECIAL INSTRUCTIONS.

Public Service and Special Test Notifications. Ordering the publication in the Fort St George Gazette of a notification making certain additions in the members in regard to the educational qualifications required of the members of the Combined Officers of the Administrator-General and Official Inspector of the Government.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	10/10/13 Lb.
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Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	4/10/13 Lb.

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