

①
E & PH (1949) Department.

MS SERIES. ⑥

G.O. NO. 3229-Edn

Dated

22.10.1949.

[Despatch Abstract.]

Schools . Secondary . Introduction of
Higher Secondary Courses - Qualifications for Service
Civil Assistants - Additions - Approved.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	1580	Edn.	17.6.48.				
	2594		16.8.49				

Further Papers.

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

R.C.No.215 B1/49

Office of the
Director of Public Instruction
Madras, dated 11th Oct. 1949.

From
The Director of Public Instruction
Madras.

To
The Secretary to Government
Education and Public Health Department
Fort St. George, Madras.



Subject:- SCHOOLS -- Secondary -- Introduction of
bifurcated courses -- Secretarial Course --
qualification of Secretarial Assistant--
additions suggested.

Reference:- G.O.Ms.No.1580 Education, dated, 17-6-48
as modified by G.O.Ms.No.2594 Edn., dated
16-8-1949.

In G.O.Ms.No.2594 Edn., dated 16-8-1949 the staff pres-
cribed for the Secretarial Course is as follows:-

Secretarial Assistant	B. Com., with teacher's training.
Commercial Instructor	A pass in the Government Technical Examination of the higher grade in Shorthand or typewriting, preference being given to those who have passed the higher grade examination in both the subjects.

It has been suggested to me that L.T.Assistants with T.T.C. higher grade in (1) Book Keeping (2) in Theory and practice of Commerce (3) Banking and (4) Commercial Geography may also be treated on a par with B.Com., graduates. A comparison of the qualifications of a B.Com., with those of an L.T.Assistant with T.T.C.Higher Grade in (1) Book Keeping (2) in Theory and practice of Commerce (3) Banking and (4) Commercial Geography shows that the proposed alternative qualifications viz., L.T.Assistant with the technical qualifications fall short of a B.Com., by

- (1) Economics (if the L.T. teacher is not an Economic Graduate).
- (2) Mercantile Law.
- (3) Business Organisation.
- (4) Precis-writing and business, correspondence,
- (5) Optional subject viz., anyone among (a) Transport (b) Insurance (c) Co-operation and (d) statistical methods and their application to Commerce, and whatever the 'banking' qualification falls short of 'accountancy' and 'auditing'.

The compensating advantage of the proposed alternative qualification is that the teacher can also be a class teacher. A school employing an assistant with the proposed qualification can leave out shorthand under the optional subjects and choose the other two subjects viz., Book-Keeping and Commercial practice or if shorthand is to be chosen as one of the optional subjects a commercial instructor knowing both shorthand and typewriting may be employed, besides the L.T.Assistant proposed with the ~~xxx~~ alternative qualification.

(M)

XXXX.

In the circumstances stated above, I suggest that L.T.Assistants with T.T.C. Higher Grade in (1) Book-Keeping (2) in Theory and practice of Commerce (3) Banking and (4) Commercial Geography may also be permitted to be employed as Secretarial Assistant in lieu of a B.Com., Assistant by the managements of schools if they so desire and provided that necessary arrangements are made for the teaching of the Secretarial subjects efficiently without extra cost to Government on account of such arrangements.

Yours faithfully

hsmh mur aurai

For Director of Public Instruction.

Copy to 'B1 section.

File
12/10
SJ/11/10.

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(BI)

SCHOOLS - Secondary - Introduction of bifurcated
courses - Qualifications for Secretarial Assistants -
Additions - Approved. (T)-1-3

Read: G.O.No. 1580 Edn. dated the 17th June 1948.

G.O.Ms.No.2594 Edn. dated the 16th August 1949.

From the Director of Public Instruction, R.C.No.215-B1
of 1949 dated the 11th October 1949.

ORDER MS.NO. 3229 EDUCATION, dated 22. 10 - 1949.

In the circumstances explained, the Government
approve the proposal of the Director of Public Instruction
that L.T. Assistants with ^{Trained Teachers' Certificate} ~~B.A.~~ Higher Grade in (i)
Book-keeping, (ii) Theory and Practice of Commerce, (iii)
Banking, and (iv) Commercial Geography, may ~~also~~ be
^{per} employed as Secretarial Assistant, in lieu of B.Com.
^{degree holders} ~~Secretaries~~ by the managements of the secondary schools
which have introduced the Secretarial course under the
scheme of diversified courses of studies, ~~provided if~~

P.T.O.

~~they so desire~~. The appointment of such an assistant is subject to the condition that necessary arrangements should be made for the teaching of the Secretarial subjects efficiently without extra cost to Government on account of such arrangement.

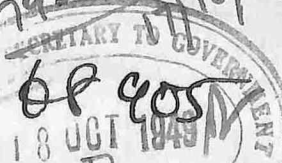
To
The D.P.I.
The S.Os of all Dt. Bds.
The E.As of all Municipalities through the CMC concerned.
The AG thro' Fin.
The Exr. of L.F. Accts.
The Finance Dept.
The Insp. of M.L.Cls and Boards.

NOTE:- The draft order above may be issued with the concurrence of Finance.

Finance (Em)

The draft order on pp 1-2 above

may be accepted.



8/13/49
79517/81/4-1 Etm
68405
18 OCT 1949
F.M.V.O. 60905/81/4-1
18.10.49

GOVERNMENT OF MADRAS.
Education & Public Health Department.
G. O. Ms. No. 3229 Education, dated 22nd October 1949.
Abstract:

SCHOOLS - Secondary - Introduction of bifurcated courses - Qualifications for Secretarial Assistants - Additions - Approved.

Read:-

G.O.No.1580 Edn., dated the 17th June 1948.
G.O.No.2594 Edn., dated the 16th August 1949.
From the Director of Public Instruction, R.C.No.215-BL/49 dated the 11th October 1949.

ORDER:

In the circumstances explained, the Government approve the proposal of the Director of Public Instruction that L.T. Assistants with Trained Teachers' Certificate Higher Grade I in (i) Book-keeping, (ii) Theory and Practice of Commerce, (iii) Banking, and (iv) Commercial Geography, may be employed as Secretarial Assistants in lieu of B.Com. degree holders by the managements of the secondary schools which have introduced the Secretarial course under the scheme of diversified courses of studies. The appointment of such an assistant is subject to the condition that necessary arrangements should be made for the teaching of the Secretarial subjects efficiently without extra cost to Government on account of such arrangement.

J. M. Lobo Prabhu,
Secretary to Government.

P.T.O....

- 2 -

To

The Director of Public Instruction.
The Special Officers of all District Boards.
The Executive Authorities of all Municipalities through the Chairman
..... Municipal Council concerned.
The Accountant-General through Finance Department.
The Examiner of Local Fund Accounts.
The Finance Department.
The Inspector of Municipal Councils and Local Boards.

Forwarded / By Order.

As Anbhaswami
SUPERINTENDENT.

K.22.10.