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Educational (1897) Department.

ORDINARY PRINTED.

G.O., No. 366

DATED 1- 7- 97

INDEXED.

[Despatch Abstract.]

Public Service Notice - Exams in type-writing.
Ordering that candidates for the post of type-
writing clerk be required to have passed the
elementary exam. in type-writing if the pay for
the post is less than Rs 20 per mensem, and the
intermediate exam. if the pay is Rs 20 or up-
wards; and making the necessary attestation
in the Public Service Notifications.

1/7/97

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
CTP	1313		9-7				
			9-12-97				

Government {1897} of Madras. EDUCATIONAL.

Recd.

Enclosures

Regd.

1897.

Spare copies

G.O., No. 366, 1st July 1897.

JULY.

Public Service Notification Examination in Type-writing.

Ordering that candidates for the post of type-writing clerk be required to have passed the Elementary examination in Type-writing if the pay of the post is less than Rs. 20 *per mensem*, and the Intermediate examination if the pay is Rs. 20 or upwards; and making the necessary alteration in the Public Service Notification.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—again G.O., No. 87, Educational, dated 11th February 1897.

READ—also the following paper :—

From the Hon'ble Mr. D. DUNCAN, M.A., D.Sc., LL.D., Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 23rd February 1897, No. 1911.

With reference to G.O., No. 87, Educational, dated 11th instant, I have the honour to point out that there are two grades of examination under Type-writing, namely, the Elementary and the Intermediate. The Elementary is too low a test for the posts of type-writer clerks in Government offices, and I would suggest that the notification be amended by the addition of the word "Intermediate."

ORDER—No. 366, Educational, dated 1st July 1897.

The Government is unable to accept in its entirety the recommendation of the Director of Public Instruction that type-writing clerks in Government offices should be required to pass the Intermediate examination in that subject. Candidates entering the service as type-writers on pay less than Rs. 20 *per mensem* will for the present be required to have passed the Elementary examination only, and clause (13) of article 4 of the Public Service Notification will accordingly be altered as follows :—

"Candidates for the post of type-writing clerk are required to have passed the Elementary examination in Type-writing if the pay of the post is less than Rs. 20 *per mensem*, and the Intermediate examination if the pay is Rs. 20 or upwards.

(True Extract.)

Secretary to Government.

To the Director of Public Instruction.
 " Commissioner for Government Examinations.
 " Superintendent, Government Museum.
 " Departments of the Secretariat.

Educational (1897.) Department.

CURRENT No. 252

From

He D. P. J.

Order

No. 1911

Dated 23

Received 24

Registered 25

Enclosures

Spare copies.

February 1897

SUBJECT.

Pointing out that there are two grades of exam under Type-writing, viz. the Elementary and the Intermediate, & suggesting that the notifi be amended accordingly.

BACK PAPERS.

G.O.	No.	Department.	Date.
	87	Ed.	11-2-97
	45	—	25-1-93

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[G.]
[26]
1,000-14-12-96.

Educational DEPARTMENT

C. No. 252 of 97

H. E. THE GOVERNOR.

THE HON'BLE MR. BLISS, C.I.E.

THE HON'BLE MR. GROSE, C.I.E.

SUBJECT.

Type-writing Clerks

Notes Connected with G.O. no 366

FOR ORDERS.

With reference to G.O. no. 87 Ed.
of 11th Feb. 97 prescribing the Govt
Technical Examination in Type-writing
for type-writing Clerks in Govt offices,
the D.P.O. points out that there are
two grades in the examination-viz:
the Elementary and the Intermediate,
states that the Elementary is too
low a test and suggests that the
Intermediate test be prescribed.

The syllabus for the type-writing
examination shows that candidates
for the Intermediate test are
required to type-write to dictation
and so forth. The type-writing Clerks
in Govt offices are never required to
type-write to dictation; to do this
clerks possessing greater knowledge
of English than those now available
will be required.

X Copy attached

C 15-6-97

It

It may also be noted that all the type-writing clerks in the Secretariat appeared for the last elementary test in type-writing and that one alone of them was successful. Still they all do type write fairly well. The Intermediate test appears to be too high for ordinary type-writing clerks in Govt offices & it is inexpedient to prescribe so high a test at the beginning.

Submitted therefore that no alteration be made in G.O. no. 87, d/ 11th Feb. 1897.

With Public Dept. kindly say what their experience is. I sh^d be inclined to agree with the S.P.D. that the elementary test is too low.

I cannot say that they do. An office examination was held the other day and the results certainly did establish that all the men examined type wrote "fairly well": some were very good.

Public dept.:
Only one typist in the Public dept. has so far passed the Elementary Test. Enquiries have recently been instituted by the Financial Dept. as to the reductions which can be effected in copyists establishments in consequence of the introduction of typewriting machines, and the Hon'ble Member is of opinion that these establishments should be susceptible of reduction by one-half. It seems to be absolutely necessary, therefore, that the Intermediate test should be prescribed. The Elementary test is too low a standard if Typewriting is to be made a reality in Govt. offices and there seems to be no object in delaying the introduction of a suitable test.

2. It is observed that para 2 of G.O. No. 87 Educational, d/ 11th February 1897, exempts typists already holding permanent appointments from the test, but it is thought that ~~this~~ this point might be reconsidered. Where, as in the Chief Secretariat, there are separate typist establishments, the men remain a long time as their chances of promotion in or out of the office are very small. If these men are not compelled to pass, the difficulties of placing type-writing on a proper basis, which have been very great hitherto, will be increased. The typists in the Chief Secretariat have been warned that their services will be dispensed

with

I think so too. I would make every man pass the elementary test first and would allow no exemption.

with if they fail to pass the Elementary test to be held in May. It might be fairly laid down, it is thought, that all copyists or typists already holding permanent appointments should pass the Intermediate test before the 1st January 1899.

3. ^{According to} Under the Syllabus, candidates are compelled to provide their own machines. This condition might, it is thought, be waived, as the men who appear for these examinations are unlikely to be able to afford a machine of their own and probably experience difficulties in borrowing one. There would be only the initial expenditure involved in the purchase of two or three machines by the Commissioner for Govt. Examinations and this would be a good investment if it gave an impetus to type-writing.

Comd. S.
25.4.97

He certainly requires higher attainments in typists than we at present have, but the Intermediate examination will I feel move too difficult for the class of men whom we can obtain for the pay and prospects offered. Besides, we do not require men who can type with from dictation as this class of work is not wanted in Govt. Offices.

That I would suggest is - as we must wait before we can see - is that all ~~copy~~ typists in Govt. Offices, present or future, shall pass the Elementary test and that none shall receive a salary of Rs. 20 or upwards until he has passed the Intermediate test.

27/4/97.

Yes. The word, 'elementary', must be inserted in the para of the note referring to typists entering the service.

JG
18/6/97

I am afraid that though this would be desirable, two or three machines would not be ^{many} enough. The best plan if possible would be to allow all Govt. typists to be examined at the Govt. Secretariat & to use Govt. machines

JP

H.M.

(I regret this has been overlooked so long)

We may agree in this Dept with the Public Dept. and let the elementary test stand for the present for candidates entering the service as type writers: but at the same time make the 'intermediate' compulsory for posts of Rs 20 or upwards (or over Rs 20?)

S.P.L. 12/6/97

Print up to this.

Papers to be read in proceedings:--

Again G.O., dated 11 February 1897, No. 87

Again G.O., dated 189 , No.

Current No. 252 of 1897, dated 23/2, from the S.O. 9.

" " " 189 , " " "

" " " 189 , " " "

ORDER. N. 366-71-7-97.
S.

The Government is unable to accept in its entirety the recommendation of the Director of Public Instruction that type-writing clerks in Government offices should be required to pass the Intermediate examination in that subject type writing. Candidates entering the service as type-writers on pay less than Rs.20 per mensem will for the present be required to have passed the Elementary examination only, and clause (15) of art. 4 of the Public service notification will accordingly be altered as follows:-

" Candidates for the post of type-writing clerks are required to have passed the Elementary examination in type-writing if the pay of the post is less than Rs.20 per mensem, and the Intermediate examination if the pay is

is Rs. 20 or upwards".

(From orders)

8/12
28/5/7

712
24/4/97

To

The Director of Public Instruction.

" Commissioner for Government
Examinations.

" Superintendent, Government Museum.

" Departments of the Secretariat.

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Depto
12/7/97

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READ AGAIN G.O., No.
139

DAVED

CURRENT No.

252

ENCLOSURES TO G. No.

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LETTER OF GOVERNMENT.

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