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Educational (1897) Department.

ORDINARY PRINTED.

G.O., No. 534

DATED 17-9-97.

INDEXED.

18/19

[Despatch Abstract.]

Government Press.

Exempting Certain Classes of Employé of the — from the operation of the Examination rules & Carrying out the necessary alterations in the Public Service notification.

BACK PAPERS.

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

FURTHER PAPERS.

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

Government (1897) of Madras.

EDUCATIONAL.

Recd. } 1897. Enclosures
Regd. } Spare copies

G.O., No. 534, 17th September 1897.

SEPTEMBER.

Government Press.

Exempting certain classes of employés of the — from the operation of the examination rules, and carrying out the necessary alterations in the Public Service Notification.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—again the following papers :—

G.O., No. 745, Educational, dated 5th October 1894.

Abstract.—Exempting certain posts in the Government Press from the examination rules.

G.O., No. 490, Educational, dated 13th June 1895.

Abstract.—Sanctioning the exemption from examination rules until the 1st July 1897 of the compositors at the Government Press.

Read—also the following paper :—

Office-note from the Superintendent, Government Press, to the Secretary to Government, Educational Department, dated Madras, 18th June 1897, No. 2669.

With reference to G.O., No. 490, Educational, dated 13th June 1895, the Superintendent, Government Press, submits further particulars regarding his inability at the present time to secure adult compositors who have passed any educational tests to fill up the vacancies caused by resignation, dismissal, &c.

2. The number of compositors on 1st April 1895 was 454 and on 31st March 1897 was 430.

3. Between 1st April 1895 and 31st March 1897 there were 122 vacancies caused by—

	In English departments.	In Vernacular department.
Dismissal	76	7
Resignation	5	1
Transfer	5	..
Retirement	23	3
Death	2	..
Total	111	11

The number of men entertained was 98—

Passed—			
Middle School examination	2	10	..
Upper Primary "	2		
Primary "	6		
Unpassed		79	9
		89	9

During these two years 41 volunteer compositors were employed—

Passed	23	
Unpassed	18	
		41
Dismissed	17	
Left	14	
		31
On roll, 31st March 1897		10

Of these ten, four have passed the Primary examination, five the Lower Secondary and one is unpassed.

4. When a compositor is first engaged he is usually placed in the Book department to test his efficiency, and to bring him on if he is not as proficient as he should be. He is treated as a temporary compositor for six months, and at the end of that time, if he is satisfactory, he is sent to the surgeon of the district to obtain the necessary certificate of fitness for service, and on receipt of the certificate he is brought upon the establishment as a regular compositor.

5. A practical course of study is insisted upon for a youth engaged as a volunteer compositor. Whilst studying for the first test he works in the type store-room and is taught how to set up types, distribute types, the sizes of types in use, &c. On passing this first test, he is put into a composing department to earn a little money and to keep the department clean by sorting types, &c. On passing the second test, he is treated as a full-time worker. On passing the third or fourth test, or both, or on appearing for the Government Technical examination for Compositor's work, Elementary, and passing, he is sent to the surgeon of the district to obtain the necessary certificate of fitness for service, and is then brought upon the establishment.

6. The accompanying statement (A) shows the number of employés who have appeared for the Government Technical examinations since their introduction in 1893 and the numbers passed. The Superintendent considers the results are satisfactory considering the short time there is for class work, the classes being held between 8 and 9 A.M. daily and between 4-30 and 6 P.M. on Saturdays. Urgent work at certain periods of the year hinders the regular attendance of many who are studying for these examinations.

7. The Superintendent submits that, whilst it is desirable that a compositor should be well educated, it is not a necessity that an imposer or a compositor should have passed any of the examinations (Primary to Lower Secondary) included under Primary examination in the notification. It is of much more importance that a *compositor* and volunteer compositor should have a good technical knowledge of setting up types and of selecting titling and other types, and that an *imposer* (who must have been a compositor) should be competent to make up pages, to impose and correct them, and prepare formes for the press. Further, it is submitted that the *foreman* of a composing department must have been a working compositor and have had an experience in imposing work to fit him to conduct the duties of a foreman, which comprise distributing copy, valuing work done by each compositor, keeping the several registers showing progress and outturn of work, instructing the compositors how to set up from manuscripts, and managing with ability and tact a department consisting of 35 to 50 compositors. The *assistant Composing departments* is practically a head foreman being in charge of all descriptions of types, chases, furniture, &c., and must have been a working compositor to perform his duties efficiently. For the above reasons, he recommends—

(1) that, as imposers and compositors who are passed candidates cannot be obtained in sufficient numbers to keep the establishment to its full strength, both the imposers and compositors be excluded from the operation of article 1 of the Public Service Notification.

(2) that, as a foreman of a composing department and the assistant Composing departments should be practical compositors, no purely literary examination should be required for these posts.

The Superintendent has endeavoured to secure Matriculates and F.As. to qualify as compositors for these nine posts (one assistant Composing departments, and eight foremen), but the compositor's work is not liked by educated men. Qualified men prefer posts where their literary education is of greater service and where it is consequently better paid.

8. The Superintendent has drawn a distinction between compositors employed in setting-up types in the English language and those employed in setting-up the vernaculars. Very few of the vernacular compositors are capable of reading English from manuscripts, but some of them can set up from print copy. The accompanying list (B) of compositors in the Vernacular department shows the languages they are sufficiently proficient in for setting-up types. They are a distinct class from the other compositors and are limited in numbers. The vernacular work of the Press is increasing, and to demand any language test from these men before admission means a gradual stoppage of work and closing the department within a few years.

9. In the Examining department during these two years the results have been more satisfactory as will be seen in the accompanying list (C). The Superintendent considers it will be of the greatest disadvantage later on if all the posts on Rs. 12 to 40 are occupied by proof-readers with no higher qualification than the Primary examination, for he will have to promote inexperienced passed candidates drawing Rs. 12 to the Rs. 45 vacancies, superseding all men in the intermediate grades, and he recommends that the qualification for proof-readers, forme-proof readers and the gazette indexer should be the same as for the head examiner and examiners, viz., Upper Secondary or Matriculation examination, but he would solicit that the Handwriting test should not be demanded as a necessary qualification for the Examining department. More Matriculates could be engaged if that test were not prescribed. When reading boys find they have no prospects beyond Rs. 10 monthly, it is expected many of them will become piece-work compositors to earn a better income; at present they look forward to receiving Rs. 40 in the Examining department under the existing rules and will not join the Composing departments.

10. The Superintendent solicits that the condition laid down as regards passing the Upper Secondary or Matriculation examination with Handwriting test for the overseer Press and Machine department, and foreman of the Binding department, may be removed. They have no clerical labour to do except to enter up their work books, and, should the condition remain, the Superintendent will probably be in the anomalous position of being compelled to appoint as overseer a passed candidate who has never seen a printing machine to the charge of about Rs. 57,000 worth of machinery, and to manipulate and direct the working of it; or as binding foreman to supervise binding work for which he has no knowledge of and in which he will be hoodwinked daily.

11. The Superintendent further submits that Government has more than once laid down that the Press should be conducted on commercial principles, and in making these recommendations the Superintendent is but acting in accordance with such principles. No business firm would dream of placing restrictions such as these on the employment of qualified *practical* men; it would, of course, prefer educated men, if they possessed the essential technical qualifications, but when (as is unfortunately the case at present with printers in Madras) it is impossible to obtain men with literary and practical qualifications combined, the practical man *must* have the preference, if the work is to be done economically and expeditiously. No examination is required to be passed by the employés prior to engagement in any other Government Press in India. The Superintendent therefore submits that, for some years, no educational restrictions should be placed on the employment of men in the Government Press with the exception of those for proof-readers, &c., referred to in paragraph 9 of this office-note. The Superintendent will, however, always endeavour to obtain passed men, and thus carry out the spirit of the present rules.

12. A list showing the several appointments in the Government Press and the examinations required for them is herewith attached.

(Signed) R. HILL,
Superintendent.

Order—No. 534, Educational, dated 17th September 1897.

The Government is pleased to accept the recommendations of the Superintendent, Government Press, in the foregoing note. Articles 3 (12) and 4 (11) of the Public Service Notification will accordingly be altered as follows:—

"3 (12) In the Government Press, Madras—

(i) the appointment of packer;
(ii) appointments, except those of clerks, in the Composing, the Press and Machine, and the Binding departments;
(iii) appointments in the Type Foundry; and
(iv) appointments, except those of storekeeper, proof-reader and peon, in the Penitentiary Branch."

"4 (11) In the Government Press, Madras, the head examiner, examiners, proof-readers, forme-proof readers and the gazette indexer are not required to have passed in Handwriting and Dictation."

(True Extract.)

Secretary to Government.

To the Superintendent, Government Press.
" Commissioner for Government Examinations.

Exd. C. M. Thumbuswamy.

Educational (1897) Department.

CURRENT No. 724

Go No. 534 Edl
97 17-9-97.

490/95
745/94
67/94 S.C.
523/93
483/91 S.C.

From The Superintendent,
Govt. Press,
Madras

Order

No. 2669

Dated 18th June 1897

Received 19 JUN. 1897

Registered 19-6-97

Enclosures Five only.

Spare copies

SUBJECT.

Submits with reference to G.O. No 490, Educl., dated 13th June 1895, further particulars regarding his inability to secure adult compositors who have passed any educational; tests.

BACK PAPERS.

G.O.	No.	Department.	Date.
	490	Ed	13-6-95
	745	-	5-10-94
	67	-	2-2-94
	543	-	22-7-93
	463	-	25-6-91

FURTHER PAPERS.

G.O.	No.	Department.	Date.

GOVERNMENT PRESS, MADRAS.

TECHNICAL TRAINING OF COMPOSITORS.

1. Compositors and volunteer compositors employed in the Composing departments must be able to read and write in English.

2. The Assistant Composing departments is responsible for the technical training of the compositors in each class, and will instruct them.

3. It is compulsory for volunteer compositors to go through the four tests, but optional for compositors to take the whole of the tests, or only the third and fourth tests.

4. An examination will be held half-yearly in each of the tests laid down. Volunteer compositors will be permitted to appear twice for the first test, but should they fail the second time they will be dismissed; for the second, third, and fourth tests they will be permitted to appear twice, failure at any of the second trials will cause their dismissal.

5. The minimum marks to be gained for a pass in each test must be half of the total number assigned for the written test, and half for the practical test.

6. Before a volunteer is put into a department to earn a small salary he must pass the following examination:—

Syllabus.—He must be acquainted with the plan or lay of a pair of english cases, and the various types (nonpareil to great primer), accented letters, notes of reference, &c., belonging thereto, together with their proper uses. He must be able to distribute cleanly and with some speed, and to compose from reprint copy, the proof to show but few errors. (About a page of small pica, royal 8vo, will be given as a test.)

He will then be permitted to work half time in a department.

7. The volunteer must next pass the second examination.

Syllabus.—He must in addition to the above be acquainted with the use of the ordinary type and materials employed in composing, and must also have a knowledge of the different sizes of ordinary printing papers. He must be able to compose plain matter with few errors, and with good and equal spacing, from fair manuscript copy; also be able to compose a piece of table matter, print copy, and a piece of tabular matter, manuscript copy.

On passing this examination he will work full time in a department.

8. The volunteer must next pass the third examination.

Syllabus.—He must in addition to the above have a knowledge of the right division of words, the spacing for in-cut notes, and the general principles for setting display work. He must also have a knowledge of the different sizes of writing papers, and the various cards in use. He must be able to compose table matter, manuscript copy; display simple jobs; and be able to impose up to 8vo.

9. The fourth examination is chiefly for imposition and punctuation, and on passing this test the volunteer will be brought on to the establishment as a compositor.

Syllabus.—He should possess a knowledge of case work in all its details, a knowledge of punctuation, and should thoroughly understand the operations necessary to prepare the various parts of a work for press.

10. Compositors passing these tests will have preference for promotion as imposers if otherwise qualified.

11. When compositors and volunteer compositors have passed these departmental tests they will be expected to appear for the Elementary Examination of the Government of Madras Technical Examination for Letter-press Printing—Compositor's Work.

12. The volunteers employed in the vernacular department must pass a similar examination, subject to the same conditions laid down for english composition.

R. HILL,
Superintendent.

July 1890; *August* 1891;
March 1894.

FIRST WRITTEN TEST.

Marks.

1. How many boxes are there in an upper case and in a lower case? 2

2. Fill in the letters, figures, and references in a plan of an upper case and lower case. 3

3. Give the technical names and description of the different parts of a type. 5

4. Name the various sizes of types used, and state the relation of the bodies one to the other. 6

5. Name all the spaces used. How many of each space go to an em space? 3

6. The ordinary accented letters are the five vowels; name them, and mark them down 2

7. When are reference marks used; name them, and mark them down. 2

8. Name the points and symbols used for punctuation, and mark them down. 2

9. The letters are described as short, ascending, descending, and long. Write down the letters under each description. 3

10. Job types are laid in upper and lower cases, in double cases, and in half-cases. Describe a double case, and a half-case. 2

11. A composing stick has four parts. Give their names. 2

12. Frames are of four kinds; name and describe each kind. 2

13. Write the complete code of signs for indicating different errors which may occur in a proof, and their meanings. 6

14. What should be aimed at and what avoided in composing? 3

15. What is punctuation? 1

16. State the uses of the full point, and apostrophe, and give instances of correct application. 6

50

Practical Test.

Distribute the matter given. Set up from the reprint copy, taking care that there are but few errors in your composed matter. 10

Fill in the full point and apostrophe in the paper given. 10

20

SECOND WRITTEN TEST.

17. There are five operations necessary to prepare types for the press, name them. 1

18. Composition is divided into three branches, name them, and describe the work of each branch. 6

19. What constitutes good and equal spacing? Name the letters at the commencement and ending of words that should have more space before and after them. 3

20. What spacing should ordinarily be put between words in capitals and in small capitals; before and after references; between words in clarendon, antique, and grotesque? 3

21. What letters are likely to be taken for others when turned? 2

22. Give the sizes and descriptions of the titling, jobbing, and ordinary types shown to you. 6

23. The title "two-line nonpareil," "two-line brevier," and so forth, is given in specimen books of types to ornamental and other types: why are such types called "two-line" letters? 2

24. Name the fractions, and the thickness and bodies to which they are usually cast. 3

25. Describe an ordinary indentation, and a hanging indentation. 3

26. State the uses of the metal rule, the leader, and the brace. 3

27. Why are leads used? To what thickness are they usually cast? 3

28. What is a clump? what is a quotation? what is metal furniture? Of what sizes are quotations and metal furniture usually cast? 4

29. What is reglet? Wood furniture is of varying widths (from narrow to double broad); name the sizes, and state the number of pica ems each size is equal to in thickness. 3

30. What number of leads will justify with each size of type from pearl to great primer? 5

31. In what lengths are brass rules usually made, and to what thicknesses? Describe the different kinds of brass rules used. 4

32. What is the size in pica ems, including the folio, of a foolscap page, a royal 8vo page, and a demy 8vo page? 3

33. Name the materials employed in a composing department. 3

Marks.

34. State the uses of the marks of quotation, the mark of interrogation, and the mark of exclamation, and give instances of correct application. 10

35. What is the size in inches of a sheet of printing double royal, double demy, imperial, double crown, super-royal, double foolscap, royal, medium, demy, crown, foolscap, pott? 5

36. How many folds do you give a sheet of paper to make it into folio size? How many to make it into quarto? How many to make it into octavo? 3

75

Practical Test.

Set up from the manuscript copy, taking care that there are but few errors in your setting, and that your spacing is equal. 10

Set up the manuscript tabular matter, taking care that the columns are of proportionate width, the statement square when finished, and the rules are properly cut, dressed, and neatly joined. 15

Fill in the full point, apostrophe, marks of quotation, mark of interrogation, and mark of exclamation in the paper given. 10

35

THIRD WRITTEN TEST.

37. What rules are laid down regarding the division of a word at the end of a line? 3

38. How should sub-paragraphs be treated? 3

39. What spacing should an in-cut note have at top and bottom, and how should it be placed as regards the text? 3

40. Where are shoulder and side or marginal notes placed, and how are they spaced out? 3

41. In what size of type should the head line of a long primer table be set? 2

42. Mark off the accompanying simple job as you would set it, stating the types you would use (*a*) for a double large card, (*b*) for a foolscap folio show-bill. 6

43. What are the general principles guiding the setting of display work? 6

44. Name the different varieties of job work, and give the different styles they should be set in. 4

45. What is making up? 2

46. What is imposing? 2

47. What is meant by "a full sheet"? 2

48. There are two formes to a sheet, what are they called, and for what reason? 2

49. In what position are odd pages (1, 3, 5, 7, and so on), and even pages (2, 4, 6, 8, and so on), placed on an imposing stone? 2

50. How would you impose a sheet of 4to, a half sheet of 8vo, a half sheet of 12mo without cutting (by folding in), and a sheet of 8vo? 8

51. Make the margins for a half sheet of 8vo; and for a half sheet of twelves by folding in. 4

52. When the margins for the first sheet are fixed, what should be done to ensure all the succeeding sheets having the same margins? 2

53. Chases have two bars, what are they called? 1

54. Different parts of book-work formes have specific names—give their names, and mark their position in the printed sheet given. 2

55. What is meant by "furniture binds"? 2

56. What are the causes that make a forme rise or spring, or bow itself in the middle? 2

57. How would you proceed to correctly lock up a forme? 3

58. What are the sizes of a double foolscap chase, super-royal chase, royal chase, demy chase, crown chase, foolscap chase, inside measurements? 3

59. There are four purposes for which signatures are used, state them. 2

60. What letters in the alphabet are omitted in signatures, and why are they omitted? 2

61. What is meant by a sheet of "its own"? 2

62. State the uses of the semicolon, colon, dash, the mark of parenthesis, and the hyphen, and give instances of correct application. 11

63. Give the sizes, in inches, of the following writing papers: antiquarian, atlas, imperial, elephant, super-royal, royal, medium, large post, copy, demy, post, foolscap, pott, large 8vo, small 8vo, albert, and queen's. 5

Marks.

64. Give the sizes in inches of the various cards in use. 3

65. Show how you would fold a sheet of paper into 8vo, 24mo, 16mo, and long 8vo. 3

95

Practical Test.

Set up the manuscript table matter; and the solid matter, ending "even" or full out. 15

Set up the circular, lightly displayed. 10

Make up matter given into a forme of half-sheet royal 8vo; see that the footnotes are properly placed, and the references agree; impose them, and make the margins with a sheet of paper. 10

Fill in the semicolon, colon, dash, the mark of parenthesis, and the hyphen in the paper given. 15

50

FOURTH WRITTEN TEST.

66. What rules should be attended to when poetry is printed? 3

67. What points should an imposer attend to when making up, and when imposing? When making up solid matter, what is allowable and what should be avoided, as regards paragraphs? 8

68. What folios should be used for a preface, for the contents, and for the index to a work? 2

69. In what types are head lines usually set, and where are they placed? 2

70. If a work is in more than one volume, how is it indicated? 2

71. In book-work, where should the imprint be placed? 3

72. What should be done with odd pages to save press-work? 5

73. What are the causes which make a page "hang"? 4

74. Draw a plan of imposition of 12 pages (half a sheet of twelves) by cutting off one-third, folding it separately, and inserting it quirewise, showing where to place the signatures.

Draw a plan of imposition of 16 pages (sheet of octavo) showing where to place the signatures.

Draw a plan of imposition for printing a leaflet of 6 pages, first page in centre, also with first page to left; of 8 pages, first page to right, and also with first page to left.

Draw a plan of imposition when sheets have to be folded within each other, or quirewise,—for 10 pages, and for 20 pages. } 20

75. Find by calculation the exact furniture required to impose a half sheet of royal 8vo, the size of the page being 23 ems by 40 ems pica, the width of the short bar of chase being 6 ems, and the long bar 4 ems (show your figures). 12

76. Make the margins for a half sheet of octavo; and for a half sheet of twelves by folding in, and by cutting off one-third. 8

77. If a work contains more sheets than the alphabet, how are the signatures indicated? 4

78. How many signatures are used to one sheet in octavos, and in twelves? 3

79. On what pages should the signatures be placed in 42 pages of foolscap folio (half sheets), 94 pages of royal 8vo (half sheets), and 56 pages of 12mo (half sheets)? 3

80. Give the equivalent in inches of the depth of each of the following: 100 ems—in english, in small pica, in brevier, and in nonpareil. 3

81. If the text of a work is to be set in pica, foolscap folio size, solid, describe the types, &c., you would use for the preface, contents, errata, appendix, and index of the book. The same for small pica, royal 8vo size, thin leaded. 3

82. When a footnote contains a reference with a footnote appended, in what size of type should it be set up, and how should it be divided from the proper footnote? 3

83. Write out the accompanying title-page as you would set it up, and mark against each line the types you would set it in—for a foolscap folio page, and for a royal 8vo page. 14

84. State the uses of the comma, and give instances of correct application. 8

110

Practical Test.

Fill in all the points and marks used in punctuation in the paper given. 20

March 1894.

R. HILL,
Superintendent.

cols. 5 to cl. 72450 (copy)

A.

Statement showing the number of employés who have passed the Govt. Technical Examination in Printing between 1893 and 1896

	1893			1894				1895					1896					
	Compositor's work, Elementary	Proof-reader's work, Elementary	Press-work, Elementary	Compositor's work Elementary	Proof-reader's work Elementary	Press-work Elementary	Machine work Elementary	Compositor's work, Elementary	Compositor's work Intermediate	Proof-readers work Elementary	Press-work Elementary	Stereotyping Elementary	Compositor's work Elementary	Proof-reader's work Elementary	Proof-reader's work Intermediate	Press-work Elementary	Book-binding Elementary	Stereotyping Elementary
Number of employés that appeared	10	9	1	19	12	1	1	11	2	18	1	6	16	17	6	6	10	8
Clerks										1				1×				
Examining dept		2		3	10⊗			1		6			1	3	1	2		
Composing dept. (Permt)	1			1		1	1	2	2									
ress and machine dept.																1		
Binding — do —																	5	
Type Foundry												2						1
Piecework Estabt. (Compositors)	3		1	8†				2		1	1		1					
	4	2	1	12	10	1	1	5	2	8	1	2	2	4	1	3	5	1

	Abstract							
	Compositor's work		Proof-reader's work		Press-work	Machine work	Book binding	Stereo-typing
	Elementary	Intermediate	Elementary	Intermediate	Elementary	Elementary	Elementary	Elementary
Number of employés that appeared								
Clerks			2					
Examining dept	5		21	1	2			
Composing dept. (Permt)	4	2			1	1		
ress and machine dept.					1			
Binding — do —							5	
Type Foundry								3
Piecework Estabt. (Compositors)	14		1		2			
	23	2	24	1	6	1	5	3

× Clerk of the Pudukottai State

⊗ One has been transferred to District Press Trichinopoly

† Two have been transferred to District Presses; one to Chingleput and the other to Anantapur

R. Hill

B.

List showing the names of compositors in the Vernacular department and languages in which they are able to compose.

Name	Languages
C. Narayanaswami	Tamil and Grantham.
G. Bashyam	Tamil, Telugu, Canarese, Grantham, & Uriya.
V. Govindu	Tamil, Telugu, Canarese, and Sanskrit.
M. Raghavulu	Tamil, Telugu, and Canarese.
M. P. Raghavulu	Tamil and Telugu.
C. K. Ramaswami	Tamil, Telugu, Canarese, and Malayalam.
A. Jaganathan	Tamil, Telugu, Canarese, Sanskrit, and Marath
C. Ramanujulu	Tamil, Telugu, and Canarese.
C. Gopaulswami	Do.
K. Muneswami	Tamil, Telugu, Canarese, and Grantham.
P. Cunneappan	Tamil and Malayalam.
T. Ethirajulu	Tamil, Telugu, Canarese, Malayalam, Sanskrit, and Guzrathi.
Ahmed Hussain	Hindustani, Arabic, and Persian.
Syed Kader Hussain	Do.
Amdu Meyan	Do.
Shuja Uddeen	Do.
M. Govindarajulu	Tamil and Malayalam.
C. Kuppuswami	Tamil, Telugu and Canarese.
M. S. Parthasarathi	Tamil and Malayalam.
C. Govindarajulu	Tamil, Telugu and Canarese.
A. Ramachandran	Tamil and Telugu.
C. Vasuthavan	Tamil.
[illegible] Narayanaswami	Do.
V. Kuppuswami	Do.
T. Kuppuswami	Tamil, Telugu and Grantham.
R. Seetharam	Tamil and Telugu.
B. Cunniah	Telugu.
P. Sabapathy	Tamil and Grantham.
L. Rungabashyam	Tamil and Telugu.

Govt. Press, Madras,
18th June 1897.

R. Hill
Superintendent

Cos No 4 to C No 724 Ed 10 6 97

C

Statement showing the number of men on 31st March 1897 in the Examining department of the Govt. Press, and the number among them who are qualified under the Public service Notifn. and have passed the Govt. Technical Examns. in Printing

		Proofreader's work		
		Elementary	Intermediate	
Examiners - Rs. 45 to 150	18			
First-in-Arts	1	1×	1×	× has also passed Compositor's work and Presswork Elementary
Matriculation	1	1	-	
Middle school	1	-	-	
Unpassed	15	5××		×× one has also passed Compositor's work, Elementary
Proof-readers - Rs. 15 to 40	21†			† includes Gazette indexer & Vern. Proof-reader
First-in-arts	1	1‡	-	‡ has also passed Press-work, Elementary
Matriculation	2	2	.	
Middle school	2	1	-	
Unpassed	16	7	.	
Forme-Proofreaders Rs 12 to 14	10			
Middle school	1	1	.	
U. Primary	1	-	-	
Unpassed	8	1	-	
Reading Boys Rs. 5 to 10	37§			§ includes Vern. Reading boy
Matriculation	4	-	-	
Middle school	4	-	-	
Lower Secondary	4	-	-	
Primary	15	-	-	
Unpassed	10	-	-	
Vol. Reading Boys	10			
Lower Secondary	5	-	-	
Primary	4	-	-	
Unpassed	1	-	-	

Govt. Press, Madras,
18th June 1897

R. Hill
Superintendent

Enclos No 3 to C No 724 Ed 10697

Enclo to L.C 6724 Edl 97

List showing the several Appointments in the Government Press, and the Examinations required for them, under the Public Service Notification

Appointments.	Examinations required.	
	General.	Special Tests.
Account Department.		
Accountant	Upper Secondary Examination or Matriculation Examination and Hand-writing Test.	Account Test, Higher, and Précis-writing Test.
Cashkeeper	Do. do. ...	Précis-writing Test.
Clerks on Rs. 15 rising to Rs. 40	Do. do.	
Under-warehouseman on Rs. 20	Do. do.	
Store Department.		
Storekeeper on Rs. 60	Upper Secondary Examination or Matriculation Examination and Hand-writing Test.	Précis-writing Test.
Clerk on Rs. 14	Primary Examination.	
Attender on Rs. 10*	Do.	
Examining Department.		
Head Examiner and Examiners	Upper Secondary Examination or Matriculation Examination and Hand-writing Test.	
Proof Readers, Gazette Indexer, and Reading Boys.	Primary Examination.	
Composing Departments.		
Assistant and Foremen	Upper Secondary Examination or Matriculation Examination and Hand-writing Test.	
Imposers and Compositors	Primary Examination.	
Despatching Clerk on Rs. 20	Upper Secondary Examination or Matriculation Examination and Hand-writing Test.	
Despatching Clerk on Rs. 14	Primary Examination.	
Press and Machine Department.		
Overseer	Upper Secondary Examination or Matriculation Examination and Hand-writing Test.	
Clerk on Rs. 10*	Primary Examination.	
Binding Department.		
Foreman	Upper Secondary Examination or Matriculation Examination and Hand-writing Test.	
Clerk on Rs. 15	Do. do.	
Servants.		
Peons*	Primary Examination.	
PENITENTIARY BRANCH.		
Foreman and Deputy Foreman	Upper Secondary Examination or Matriculation Examination and Hand-writing Test.	
Storekeeper on Rs. 50	Do. do.	
Proof Reader and Imposers	Primary Examination.	
Peon*	Do.	

~~* Candidates for these posts are not required to have passed the Primary Examination until the 1st January 1897.~~

R.H.
18/6/97

~~TECHNICAL TRAINING OF COMPOSITORS, PROOF READERS, AND READING BOYS.~~

~~1. Classes have been formed in the press to assist the employés in obtaining a technical knowledge of Letter-press Printing.~~

~~2. It is compulsory upon volunteer compositors to pass the four tests laid down for Compositor's work.~~

~~3. It is compulsory upon reading boys and volunteer reading boys to pass the first two tests for Compositor's work. If a reading boy shows an aptitude for proof-reading, he will be permitted to join the proof-reader's class to pass the two tests laid down for Proof-Reader's work. Boys who are not selected for the proof-reader's class will be transferred to a composing department, and they must complete the third and fourth tests for Compositor's work before being brought upon the establishment as compositors.~~

~~4. Employés who have passed these departmental tests will be expected to appear for the Elementary Examination of the Government of Madras Technical Examinations in Letter-press Printing. Employés passing these examinations will have preference for promotion if otherwise qualified.~~

~~12th *March* 1895.~~

~~R. HILL,~~
~~*Superintendent.*~~

Enclos No. 1 to C. No 724 Dd (1897)

[G./9]
500—15-2-97.

Urgent

(189 7) Department.

D. O. No. 509

C.S.
~~D. O.~~

From

R. Hill Esqre.

Submitted to the C.S. with ref. to the concluding portion of para 1 of Mr. Hill's D.O.

(Sd.) [illegible]

No.

Dated 19th June 1897

Received 20th " "

Registered 21st " "

Enclosures

Spare copies

Ask Esl. Clerk to let me see this paper before it goes up for orders
[illegible]
23/6/97.

C.W.
23/6/97

H.C.
Arc Clerk } Please note carefully [illegible] H.C. [illegible]

C.W.
23.6.97

Esl Clerk written to 23/6/97
Papers recd 28/6/97

[illegible]
28/6/97

SUBJECT.

C.W.
23/6/97

Re his inability to obtain passed men for certain appointments in the Press according to the Public Service notification.

BACK PAPERS.

G.O.	No.	Department.	Date.
Go	490	Edncl	13-6-95
Public Service Notifn			

FURTHER PAPERS.

G.O.	No.	Department.	Date.

✓ Sep C 1.9.97
R 3-9-97

[G./25]
1,000—3-5-97.

Educational DEPARTMENT.

C. No. 724 of 97

~~H. E. THE GOVERNOR.~~
~~THE HON'BLE MR. BLISS, C.I.E.~~
THE HON'BLE MR. GROSE, C.I.E.

SUBJECT.

Exemption from the Examination rules of Compositors at the Govt Press.

FOR ORDERS.

Press employés were first exempted from the operation of the Examination rules in E. M. C. no. 611 Public, d 20th April 1889. This concession continued to be in force until the 1st April 1891. In para 15 (b) of the notification approved in G.O. no. 17 Ed. d 15th January 1889, the Govt. declared that, on and after the 1st April 1891, no person who had not passed at least the Primary examination would be deemed qualified for any appointment in superior Govt service carrying pay less than Rs 15 per mensem. Upon this the Supdt. Govt Press requested that all press establishments might be exempted from the

Flag P

Flag O

D.O. No. 509

Government Press,
MINT BUILDINGS, MADRAS,
19th June 1897.

CHIEF SECRETARY
20 JUN. 1897
GOVERNMENT OF MADRAS

Dear [illegible],

In reference to G.O., No. 490, Educational, dated 13th June 1895, dealing with the literary examinations required for the press employés, I have submitted an office Note yesterday in the Educational department for consideration: I have stated in it my inability to obtain passed men for certain appointments according to the Public Service Notification, and also how, by abiding by the rules in force, the technical work will suffer.

I shall be obliged by your kindly arranging to see this office note, to assist Mr Forbes in understanding my difficulties, and obtaining a modification of the existing orders.

2. I am making a reference to Calcutta regarding your questions from Handbook, and will send an answer as soon as possible.

3. During next week I shall send further particulars regarding candidates applying for the post of Assistant Superintendent.

Yours Sincerely,

R. Hill

? No recent D.O. from Hill.

I think there was but it was not brought on record [illegible] I saw [illegible] was! [illegible]

Copy appears to have been kept of the D.O. but it was not numbered. The D.O. is in the file re Press employes which went in w/e last Saturday

[illegible]
29/6/97

Examination rules; but the Govt was unable to see any cause for specially favourable treatment in the case of the Govt Press, (vide para 3 of G.O. no. 483 Ed & 25th June 1891) and prescribed the Primary examination for the posts of Compositor and apprentice.

Flag N.

Again in connection with the revision of the Public service notification, the Supdt., Govt Press, requested that all the press employés specially employed in the technical branches may be exempted from the operation of the examination rules. With reference to this request, the Govt remarked in para 2 (a) of G.O. no 67 Ed & 2nd Feb. 94 as follows:- " The Govt is certainly not disposed to make any such sweeping concessions as are proposed by the Supdt. Examiners, Head Examiners, Proof-readers, Compositors and many other classes of employés whom he would exempt hold posts for which, more than most others, a literary examination is suitable and the Govt cannot see why any particular difficulty should be felt in recruiting passed men for posts in printing presses. However, as Mr Hill strongly insists upon this difficulty, the Govt authorizes him to correspond with Collectors on the subject and to submit a complete list, giving reasons in each case, of the appointments in the central and Mufassal Presses for which no examination ought to be prescribed." The Supdt. submitted a reply to this in August 1894 and on it was passed G.O. no. 745 Ed & 5th Oct. 1894. The Govt did not accept all the recommendations of the Supdt but granted certain concessions. They are given in art 3 (12) and art 4 (11) of the Public service notification.

Flag M

Flag L.

Flag K.

Flag B

In may 1895, however, the Supdt. Govt Press represented that it was impossible to get compositors who had passed any educational test and requested that the rule prescribing the Primary examination for Compositors might be modified. Accordingly in G.O. no. 470 Ed d 13th June 1895 the Govt. postponed the operation of the rule in the case of Compositors at the Govt Press, to 1st July 1897. This period having expired, the Supdt. Govt Press, now approaches Govt with the request that the Compositors may be exempted from the operation of the Exam. rules altogether. The Supdt. states that, between 1st April 95 and 31st March 97, there were 122 vacancies among the Compositors of the Press. Of these 98 vacancies have been filled up, 10 alone being by passed men. The Supdt. considers that it is desirable that a compositor should be well-educated but that it is not necessary that he should have passed either the Primary or the Lower Secondary Examn. On the other hand it is considered that a compositor should have a good technical knowledge of setting up types &c.

Flag A

vide p. 73 of the Calendar of the Commissioner for Govt Exams. 1896-97 – or Flag H.

G.O. no 87 Ed d 11th Feb. 97

Flag J.

No doubt: but the work of the govt. press ~~[illegible]~~ must not come to a stand still meantime.

S.K.

Submitted that, instead of the matriculation or the Primary examination, Compositors at Govt presses may with advantage be required to pass the Govt Technical examination in Letter-press printing – Compositors' work. It may be noted that Type-writing clerks in Govt offices have recently been requested to pass the Govt Technical examination in type-writing.

By requiring compositors to pass the technical examination in printing, the Govt will, it is hoped, help in stimulating a demand for technical education. Great stress is now being laid on the importance of technical education. Any proposal favourable to its spread deserves therefore to be carefully considered. The scheme of Govt Technical examinations instituted in 1886 has not been an unqualified success. This is owing to the fact that none of the examinations are prescribed for any Govt appointments.

Of late the Govt Technical Examinations in Hygiene and Typewriting have been prescribed for the posts of Sanitary Inspector and type-writing Clerk, respectively and following this precedent, the Govt Technical Examination in Letter press printing may, it is submitted, be prescribed for press employés. It seems futile to expect that the generality of the candidates who have passed the Matriculation or the Upper Secondary examination will consent to begin life as Compositors at a press.

2. The Supdt also requests that as the foremen and the Asstt in the Composing depts Should be practical compositors they may not be required to pass any purely literary examination. These men are now required to pass the Upper secondary Examn or the matriculation examination and the Handwriting test. Instead of these, they may be required to pass higher tests in printing at the Govt Technical examinations.

"But it is the quality of their practical knowledge that has secured them their promotion. No better test can be applied."
S.B.

Vide p. 76 of the Calendar of the Commr for Govt Examinations 1896–97 a flag #

– Foremen may be required to pass the intermediate examination in letter press printing – Compositors' work and the Asstt, to obtain a group certificate in letter press printing.

3. In para 9 of his note the Supdt recommends that proof-readers, forme-proof readers and gazette indexers (who are now required to pass the Primary examination only – vide art 4 (c) of the Public Service Notification) may be required to pass the Upper Secondary examination or the Matriculation examination without the Handwriting test.

May be approved
S.B.

Submitted that this recommendation may be approved with the modification that instead of the Handwriting test, the Govt Technical examination in Proof-reader's work being prescribed.

4. In para 10 of the note the Supdt requests that the Overseer in the Press and Machine dept and the Foreman in the Binding dept may be exempted from passing the

Upper

upper Secondary examination. Submitted that the overseer in the Press and machine dept may be required to pass the Intermediate examinations in Press work and Machine work, and that the Foreman in the Binding dept, the Intermediate examination in Book binding.

Vide p. 76 of the Calendar of the
[illegible]

If these technical examinations are prescribed for the several press employments as suggested above it may be ruled, as in the case of typewriting clerks, that persons already holding permanent employments in the press will not be affected by the new rule.

vide G.O. no. 87 Ed d 11th Feb. 1897
Flag J.

WR
23/8/97

~~To The Chief Secretary to Govt. for favour~~

~~[illegible]~~

Office Don't send rules for circulation but for "remarks"

The press must be worked on commercial principles. It is a practical going concern; & the application of the rules as they at present ~~[illegible]~~ operate with clearly bring it to a stand still.

No doubt to insist on a pass in the relevant technical examinations w^d^ be a most excellent thing, but few ~~[illegible]~~ who are not already compositors by trade would care to qualify on the off chance of getting a post in the Press; & those who are already practical compositors ~~[illegible]~~ & in work can rarely find time to pass technical tests.

The Press is a business concern, & a man who during his 6 ms. probation shows that he is not up to the mark gets bundled out.

As to compositors I have always understood that the work requires far less education than ~~[illegible]~~ an outsider would believe: tho' it is largely a matter of hand & eye.

Cinte 20. There are compositors in the Govt. Press [illegible] who are excellent hands at composing but who often compose in a language (English) of which they have no knowledge beyond the reading and memorising alphabets

2nd. accept all Mr. Hill's suggestions. We cannot have a better adviser.

S.R. 26/8/97

To Chief Secretary for favour of any remarks before the file goes to H.E.

S.R.

I consider that it is a mistake to force the Examination craze to the extent that it has been in the Govt. Press. I was in 1894 doubtful as to its expediency or its chance of success. On trial it has proved a failure: the reason no doubt being that young men who have the literary attainments required by Govt. ~~[illegible]~~ Compositors can get ~~billets~~ elsewhere equally well paid and with far less ~~[illegible]~~ work ~~and~~ attaching to them. I take the view that in an establishment like the Govt. Press it is technical knowledge that is chiefly required and that ~~[illegible]~~ it is far better to ~~require~~ demand passes in technical exam. of the men employed in it than to make it incumbent upon them to have passed literary ones. I would accept Mr. Hill's recommendations with the proviso that where he can get men with the literary qualifications now required he should take them in preference to those who lack them. The present system is, to my mind, in advance of the times & persisting in it will bring about a deadlock in an [illegible] which it would be fatal. Jd 28/8/97

Yes, I think the Supdt's suggestions must be accepted. In a commercial affair like this the interests of Education are subordinate.

Jg
3/9/97

To the Hon'ble the [illegible]

S.R. 29/8/97

No[illegible]

[G. / 24.]
1,000—14-6-97.

Ed DEPARTMENT.

Papers to be read in proceedings :—

Note
neither the Ct nor the put up papers received with this
Jd 15/9/97

Again G.O., No. 745 dated 5th Oct 1894. P
Again G.O., No. 490 dated 13th June 1895. P
A Current No. 724 of 1897, dated 18th June, from the Supdt. Govt Press
" " " 189 , " , "
" " " 189 , " , "

7P

ORDER. No. 534 Ed 17-9-97.
P. S.

Dear Mr Hill

Does this draft carry out what you want

Yours truly
S Forbes

11/9/7

Dear Mr Forbes

I have added "The head Examiners, examiners," to Article 4(11) as it is desired in the Office note to include them in the exemption.

Yours truly
R. Hill

The Govt is pleased to accept the recommendations of the Supdt. Govt Press, in the foregoing ~~office~~ note. Articles 3(12) and 4(11) of the Public Service Notification will accordingly be altered as follows:—

"3 (12) In the Govt Press, Madras, (i) the appointment of Packer, (ii) appointments, except those of clerks, in the Composing, the Press and machine and the Binding Depts, (iii) appointments in the Type Foundry, (iv) appointments, except those of Store-keeper, Proof Reader and Peon, in the Penitentiary Branch."

"4 (11) In the Govt Press, Madras, the Head Examiners, Examiners, Proof Readers, Forme Proof Readers and the Gazette Indexer are not required

quired to have passed in Handwriting and Dictation."

(firm orders)

9/97

14/9/97.

To

The Supdt - Govt Press 3
.. Commr for Govt Exam. 4) Despd 4/10/97

---

copy sent to Press.

Returned for signature. 2/10/97 8

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