Date taken out.	For what purpose.			Initials of clerk taking the paper or of attender.	Date returned.	Initials of attender.
	Department.	C. No.	Year.			

[Edl./6.]
500—24-8-07.

Educational (1898) Department.

ORDINARY MS.

G.O., No. 764

DATED 9. 12-98

INDEXED.

C

Y.c.no. 971/1899

5-5

[Despatch Abstract.]

Passing orders on the proposals of the Bd. of Revenue with regard to the examn. to be passed by Candidates for copyists' appts. in Collectors' offices, the qualifications reqd. for admission to the type-writing tests Etc

T 9/12/98

BACK PAPERS.

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

FURTHER PAPERS.

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

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c. 6-12-98
R 7-12-98

Educational (1898) Department.

CURRENT No. 1264

16/98
papers
of P.S. letter 8347/29-7-98

From The Director of Public Instruction, Madras.

Order mis No. 764 9.12-98

The Govt. agrees with the D.P.I.

[Fromorders] 9-12-98

No. 10931

Dated 21st September 1898.

Received 26 SEP 1898

Registered 26-9-98

Enclosures

Spare copies

8/12/98

8/12/98

The Revt. departt. a&o
" D.P.I. g&o } Desfd. 12/12/98.

SUBJECT.

Replying to a reference regarding certain proposals made by the Revenue Board regarding Type writing tests.

DESP
23 SEP 1898

The Director of Public Instruction, Madras,

September 1898

26-9-98

Replying to the proposals regarding certain proposals tests made by the Rev

BACK PAPERS.

G.O.	No.	Department.	Date.
	358 Revenue	Edl	8-8-98
	16 Edl	— " —	10-1-98
	707 "	— " —	9-12-97
	366 SC	— " —	1-7-97
	87 "	— " —	11-2-97

FURTHER PAPERS.

G.O.	No.	Department.	Date.

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3 CURRENT No. 1264

No. 10931

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION,
Madras, 21 sc ~~September~~ 1898.

From

THE HONORABLE MR. D. DUNCAN, M.A., D.SC., LL.D.,
DIRECTOR OF PUBLIC INSTRUCTION,
Madras,

To

THE SECRETARY TO GOVERNMENT,
Educational DEPARTMENT,
Fort St. George.

SIR,

In G.O.No 16, Educational, dated 10th January 1898 Government referred to me for remarks the following proposals made by the Revenue Board in Proceedings No 4209, dated 8th November 1897:-

(i) that in filling up the post of copyists in Collectors' offices, preference should be given to applicants, who have passed the Elementary Typewriting test, besides the Handwriting test;

(ii) that the Commissioner for Government Examinations should be empowered to admit to the Typewriting and Handwriting tests, any persons who have not passed public examinations, but who are desirous of being employed as copyists in Government offices;

(iii) and that the Elementary, as well as the Intermediate Examination in Typewriting or the latter test at least should include some test of ability to look after Typewriting machines and to execute petty repairs.

2. Of these proposals, the first may be adopted. I do not approve of the second proposal, as I am of opinion that a man, who has not received a good general education, will not make a good typewriting clerk. What is required in a typewriting clerk is not merely manual dexterity in fingering the machine, but also an intelligent understanding of what he has to typewrite-an understanding which one cannot always be sure of from one who has not passed a public examination.

Ed. Cor. / 6 1,000—28-10 97

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3. As regards the third proposal, I consider that enough is already provided for in the syllabuses in Typewriting, and hence nothing further need be done in the matter. I also understand that the examinations in Typewriting as at present conducted do require from candidates ability "to look after the machines and execute petty repairs" and that examiners who have to conduct the practical test generally take care not to pass candidates who cannot manage their machines.

4. The long delay in replying to this reference is, as I have already stated in my letter No 8347, dated 29th July last, due to the fact that the gentlemen, whom I had to consult in the matter, were not able to furnish me with their views till very recently. The last reply was received in this office only on the 17th instant.

I have the honour to be,
Sir,
Your most obedient servant,

D Duncan

Director of Public Instruction.

End
Im

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5 C. 6-12-98
Ed. 7-12-98

G.
2a A
500—2-9-67.

Educational DEPARTMENT

C. No. 1264

SUBJECT.

Type writing Tests.

FOR ORDERS.

Flag B.

In G.O. no 16 Ed dt 10th Jany 1898 certain proposals of G[illegible] and of Revd with regard to the examinations to be passed by candidates for Copyists appointments in Collectors' offices, the qualifications required for admission to the type writing tests &c, were referred to the D.P.I for remarks. These proposals are summarized in para 1 of the D.P.I's reply read above. He recommends the adoption of the first proposal and the rejection of the second, while as regards the third, he says it is already provided for in the syllabuses in type writing

2. Under the first proposal, preference has to be given, in filling up the post of Copyists in Collector's offices, to applicants who have passed the elementary typewriting test besides the Hand writing test. In G.O. no 863 Jud dt 10th October 1898, however, it has

Flag C.

been decided that in all the larger Govt. Offices in which typewriting machines are used, there shall be a separate section composed of typists. It does not seem therefore advisable or desirable to insist on both typewriting and handwriting qualifications in applicants for Copyists appointments. The former alone seems to be sufficient for type writers, while as regards simple Copyists, if any will still have to be employed, the existing qualifications may continue.

3. Those who wish to qualify themselves as type writers are generally those who fail in the matriculation examination or who find the Arts Course of the University too much for them. It was apparently on a consideration of this fact that the Board of Revenue made its second proposal that any persons who have not passed any public examination but who are desirous of being employed as copyists should be admitted to the handwriting and typewriting tests. With reference to the D.P.I's objection to this proposal, it is submitted that unless a man has an intelligent understanding of what he has to typewrite, he is not likely to pass the type writing test. On the other hand there are scores of men all over the Presidency who though they may have studied up to the IV, V or VI Form have not been fortunate enough ~~to~~ to pass ~~passing~~ any public examination. The qualifications required

I dont think it wd be wise to dispense with the handwriting test. Even copyists in the typist Sections may sometimes be called upon to write, while in many offices there will be no such Sections.

H. T.

I agree.

M.A.

Flag A

x Typewriting was was included among the subjects of the Technical Exam. scheme in G.O. No. 66. Ed. d. 4th Feb. 1896 – Flag D.

I prefer the Director's view decidedly.

M.A. 6.12.98.

in G.O. No 45 Ed d/ 25th Jan. 1893 for admission to the ~~type writing test~~ Govt. Technical Exams.x do ~~does~~ not seem to be higher than ~~what these possess~~ the qualifications such persons may have. The addition of a new qualification to the effect that all persons who are certified by the head of a recognized upper secondary school to have completed the prescribed course in any of the upper secondary classes of the School will not therefore, it is submitted, do any harm. If approved, the D.P.I may be once more asked about it with special reference to what is said above, before final orders issue.

Pd
28/11/98

Ale
3/12/98.

H.M. for orders on my note above, & as to whether the Bd's view in its para. 4 or the Director's in his para 3 is to be preferred.

H.T.
5.12.98.

When given for copying 9/12
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When examined } 10/12 } 189 8
When signed

READ AGAIN G.O., No
189 . DATED

CURRENT NO.

ENCLOSURES TO C. NO.

ORDER OF GOVERNMENT. .. .. .. A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO

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