GOVERNMENT OF KERALA

20405

Abstract

Public Services — Qualification for the post of Last Grade Servants, Lower Division Clerk, Lower Division Typist, Typist Grade II, Confidential Assistant Grade II / Steno Typist, Typist-Clerk, Clerk-Typist and Assistant (Government Secretariat, Kerala Public Service Commission, Local Fund Audit Department etc.) — modified — orders issued.

Personnel and Administrative Reforms (Rules) Department

G.O. (MS) No.21/2011/P&ARD   Dated, Thiruvananthapuram, 01/07/2011

Read :- 1. G.O. (P) No. 17/2005/P&ARD dated, 9.5.2005.
     2. G.O. (P) No. 11/2008/P&ARD dated, 20.12.2008.
     3. Letter No. AV (1) 11728/2003/GW dated 18.10.2008 and
       31.01.2011 from the Secretary, Kerala Public Service Commission.

ORDER

Government in consultation with Kerala Public Service Commission, are pleased to modify the qualifications for the posts of Last Grade Servants (Various Departments), Lower Division Clerk (Various Departments), Lower Division Typist (various Departments), Typist Grade II in Secretariat, Kerala Public Service Commission, etc., Confidential Assistant Grade II/Steno-Typist (All departments), Typist-Clerk (Various Departments), Clerk-Typist (Various Departments) and Assistant in Government Secretariat, Kerala Public Service Commission, Local Fund Audit Department etc. as follows :

Name of post	Qualifications
1. Last Grade Servants (Various Departments.)	: Should have passed Std. VII and should not have acquired any Degree.
2. Lower Division Clerk (Various Departments.)	: Pass in Plus 2 or its equivalent
3. Lower Division Typist (Various Departments.)	: 1. Pass in Plus 2 or its equivalent
	2. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.
	3. Lower Grade Certificate in Typewriting

English (KGTE) and Computer Word Processing or its equivalent.

Note:- Those who have passed the KGTE Typewriting before January, 2002, should produce separate certificate in "Computer Word Processing or its equivalent".

4. Typist Grade.II in Secretariat./ Kerala Public Service Commission etc

1. Pass in Plus 2 or its equivalent

2. Higher Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

Note:- Those who have passed the KGTE Typewriting before January, 2002, should produce separate certificate in "Computer Word Processing or its equivalent".

3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent

5. Confidential Assistant Grade II /Steno Typist (All Departments.) : 1. Pass in Plus 2 or its equivalent.

2. Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

Note:- Those who have passed the KGTE Typewriting before January, 2002, should produce separate certificate in "Computer Word Processing or its equivalent".

3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.

4. Lower Grade Certificate in Shorthand English (KGTE) or its equivalent.

5. Lower Grade Certificate in Shorthand Malayalam (KGTE) or its equivalent.

6. Typist-Clerk (Various Departments)

: 1. Pass in Plus 2 or its equivalent.

2.Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

Note:- Those who have passed the KGTE Typewriting before January, 2002, should

produce separate certificate in "Computer Word Processing or its equivalent".

3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.

7. Clerk-Typist
   (Various Departments)

: 1.Pass in Plus 2 or its equivalent.

2.Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.
Note:- Those who have passed the KGTE Typewriting before January, 2002, should produce separate certificate in "Computer Word Processing or its equivalent".

3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.

8. Assistant in Government Secretariat/Kerala Public Service Commission/Local Fund Audit Department etc.:

1. Graduation from a recognized University with 50% or above marks for Science Graduates and 45% or above marks for other Graduates.

2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent recognized by Government.

Note: For applicants belonging to Scheduled Castes/Scheduled Tribes category there is no restriction of minimum marks.

All existing orders on the above subject shall stand modified to the above extent.

Amendment to relevant Special Rules shall be issued separately.

Endorsement on File No A V(1) 11728/03/GW dtd.
Copy circulated to GR II C, DR I & II
Est II & III and A VIII sections.

(By order of the Governor)

T.J. MATHEW
Secretary to Government

For Secretary 22/7/
K.P.S.C