

RO IV

ABSTRACT

Technical Education-Government Technical Examinations- Introduction of Certificate Course in Computer on Automation from April / May 2002 on Self Supporting basis- Proposal of Director of Technical Education - Orders - Issued.

Higher Education (B1) Department

G.O.Ms.No.47

Dated: 20.2.2002

Read:

From the Director of Technical Education letter No.72553/Q1/2001 dated 7.12.2001 and 29.1.2002

ORDER:

The Director of Technical Education has sent a proposal to conduct Government Technical examination certificate course in Computer on Office Automation 'Basic Computer Application', which will help to handle the Computers in Government / Government organisations / Business and Industry from April / May 2002, on Self Supporting Basis. The Typewriting Institutes /Government / Government Aided/ Self Financing Polytechnics wherever facilities available are proposed to be permitted to give training to the students. Private candidates will also be admitted to the examination as in the case of Typewriting examinations.

2. The Government after careful examination approve the above proposal of the Director of Technical Education on the specific condition that there will be no financial commitment to Government now or in future and that this proposal should be implemented on self supporting basis. The draft rules and regulations and syllabus for the said Certificate Course, submitted by the Director of Technical Education (appended to this order) are also approved.

3. The procedure being adopted in respect of similar self supporting schemes shall be adopted for this Scheme also.

( By Order of the Governor )

MOHAN VERGHESE CHUNKATH,  
SECRETARY TO GOVERNMENT

To  
The Director of Technical Education, Chennai-25(w.e)  
The Accountant General, Chennai-18/35  
Shri C.V. Avathani Principal Accountant General (Audit.)  
No.474, Anna Salai, Nandhanam Chennai 600 002

RO IV

121

The Director of Collegiate Education, Chennai-6.  
 The Director of School Education, Chennai-6.  
 The Director of Elementary Education, Chennai-6.  
 The Director of Technical Education, Chennai-25  
 Copy to: School Education Department, Chennai-9.  
 Deputy Secretary (TE), Higher Education Department, Chennai-9  
 The Under-Secretary (Technical Education), Higher Education Department, Chennai-9  
 All Departments of Secretariat.  
 All Heads of Departments.  
 All District Collectors

/ Forwarded / By Order /

*(Handwritten Signature)*  
 21/2/02  
 SECTION OFFICER

*(Handwritten Signature)*  
 21/2/2002

தொழில் நுட்பக் கல்வி இயக்கலம், சென்னை-600025  
 சென்னைப்பாணை எண்.72558/ச.பு. 1/2002 தாள்: 25.02.2002

கொருள்: Technical Education – Government Technical Examinations –  
 Introduction of Certificate Course in Computer on Office  
 Automation from April/May 2002 on Self Supporting basis –  
 Proposal of Director of Technical Education – Orders – Issued.

பார்வை: G.O.Ms.No.47, Higher Education (B1) Dept., dated: 20.2.2002.

நகல் தரவேண்டியவர்களுக்குக் க்க.பு. வகைப்படுத்தலாகவும் அனுப்பப்படுகிறது

ஒம்/-பி.கே.செல்வபுன்  
 & (நகல் இயக்குநர் (தொழில்) &  
 தலைவர், செயல் வாரியம்

செய்தல்:

1. (நகல்)வர்கள், அனைத்து அரசு, அரசு துறை உடனியெழும் மற்றும் கூடுதல் பரவிசெ. கமிட்டிகள் மற்றும் சிறப்புப் பரிசீலனர்கள்.
2. கண்காணிப்புப் பொருள்வாரி, தொழில் நுட்பக் கல்வி வ.உ.ப.ப. சென்னை-25
3. அனைத்து செயல்பாட்டுப்பள்ளிகள், தொழில் நுட்பக் கல்வி செ.உ.ப.ப.வரை
4. இயக்க அனைத்துப் (பி.பி) அலுவலர்கள்
5. இயக்க அனைத்துப் (பி.பி) கண்காணிப்பாளர்கள் (பி.பி) கற்றுக்கு)
6. இயக்குநரின் செய்முறை உடனியவன் // இயக்குநரின் செய்முறை எழுத்து
7. & (நகல் இயக்குநரின் (பாவி.) செய்முறை எழுத்து // & (நகல் இயக்குநரின் (தொழில்) செய்முறை எழுத்து
8. இயக்குநரே.

அனைப்ப // அனுப்பப்படுகிறது

*(Handwritten Signature)*  
 20/2/2002

R0 IV

## RULES AND REGULATIONS

**1) Title of the Certificate:**

**CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION.**

**2) Qualification:**

A pass in Higher Grade Typewriting in English or Tamil of the Department of the Technical Education, Tamil Nadu or equivalent to the certificate issued by the Department of Technical Education, Tamil Nadu.

**3) Duration of the Course:**

A Candidate has to undergo minimum of 120 hours of Training at the recognised Typewriting Institutes and Government / Government Aided / Self financing Polytechnics.

**4) Syllabus:**

Prescribed by the Department of Technical Education.

**5) Scheme of Examination:**

Examination shall be conducted twice a year during April / May and November / December. There shall be one paper Theory 2 hours and one paper Practical 2 hours.

**6) Centres of Examination:**

Selected Government / Government Aided / Self financing Polytechnics throughout Tamil Nadu, as per requirements. Computer and stationery will be arranged for candidates by the Department.

**7) Mode of Conduct of Examination:**

It is proposed to conduct 100 candidates in 4 or 5 batches per day, subject to maximum of 5 days in a centre. Each batch may consists of 20/25 candidates.



Ro IV

**GOVERNMENT OF TAMIL NADU**

**ABSTRACT**

Technical Education - Government Technical Examination - Certificate course  
in Computer on office Automation - Revision of qualification - Orders - Issued.  
Higher Education(B1)Department

G.O.Ms.No.50

Dated 24.2.2004

**Read:**

(1)G.O.Ms.No.47, Higher Education dated 20.2.2002

**Read also:**

- (2) From the Director of Technical Education Letter  
No.61195/Q3/2002, dated 25.8.2003 and 13.10.2003  
(3) From the Director of Technical Education letter No.  
63204/Q3/2003 dated 12.12.2003.

**ORDER:**

In the circumstances stated by the Director of Technical Education in his letters second and third read above, the Government has decided to accept his proposal to revise the minimum educational qualification for admission to certificate course in Computer on office Automation. They accordingly, in partial modification of the orders issued in the G.O. first read above, direct that the following minimum educational qualifications be prescribed with effect from December 2003 Government Technical Examination for appearance to the certificate course in Computer on office Automation conducted by the Director of Technical Education:

- (i) A pass in SSLE of Tamil Nadu State/Equivalent Examination thereof.  
and  
A pass in Junior Grade Typewriting in English / Tamil of the Department of Technical Education, Tamil Nadu or the equivalent examination thereof.  
(OR)  
(ii) A pass in Higher Grade Typewriting English/Tamil of the Department of Technical Education, Tamil Nadu or the equivalent examination thereof.

2. The Government also direct that the action of the Director of Technical Education in having effected the revised qualifications from December 2003 Government Technical Examinations be ratified.

(By Order of the Governor)

K. Gnanadesikan  
Secretary to Government

To  
The Director of Technical Education, Chennai-25  
The Accountant General, Chennai-18/35  
Shri C.V. Avadhani, Principal Accountant General(Audit I),  
No.474, Anna Salai, Chennai-35.  
The Pay and Accounts Officer(South), Chennai-35

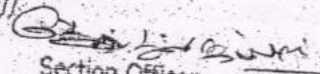
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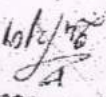
The Director of Collegiate Education, Chennai-6  
The Director of School Education, Chennai-6  
The Director of Elementary Education, Chennai-6  
The Director of Government Examinations  
Copy to: School Education Department  
All Departments of Secretariat

All Heads of Departments

All District Collectors

//Forwarded/by Order//

  
Section Officer 24/2/04  
24/2/04

  
Section Officer 24/2/04  
24/2/04  
//Forwarded/by Order//

The Director of Collegiate Education, Chennai-6  
The Director of School Education, Chennai-6  
The Director of Elementary Education, Chennai-6  
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Copy to: School Education Department  
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All District Collectors





ABSTRACT



ROTD

Public Services - Prescription of Computer Qualification for Typists/Steno-Typists - Orders - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (S) DEPARTMENT

G.O.Ms.No.130

18039

Dated: 22 .07.2008

Read :

- 1) From the Secretary, Personnel & Administrative Reforms Dept., D.O.Lr.No.15835/S1/07-1, dated 18.4.2007
- 2) From the Director of School Education Lr.No.R.C. No.37045/A4/S1/2007, dated 26.04.2007.
- 3) From the Director of Technical Education, D.O.Lr.No. 15923/W1/2007, dated 07.05.2007.
- 4) From the Chairman, Teachers Recruitment Board, D.O.Lr.No.1245/A1/07, dated 14.05.2007
- 5) From the Secretary, Tamil Nadu Public Service Commission, Lr.No.1533/RND-D2/01, dt.10.10.2007.

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A new office Management System is being introduced in all Government offices in order to prevent unnecessary paper work and to enhance productivity using "Information Technology" as a tool. Computers are replacing manual typewriters in Government offices and computer literacy skills have become essential for efficient office administration. In view of increased use of computers in the Government Offices, it has been proposed to prescribe a qualification on computer knowledge for Typists / Steno-typists in Tamil Nadu Ministerial Service, Tamil Nadu Judicial Ministerial Service and Tamil Nadu Secretariat Service.

2. In this connection views of the Director of School Education, Director of Technical Education, Chairman, Teachers Recruitment Board, and the Secretary, Tamil Nadu Public Service Commission, have been obtained and examined in greater detail and it was decided as follows:-

(i) To prescribe the "Certificate Course in Computer on Office Automation" awarded by the Technical Education Department as additional Technical Educational qualification for the posts of Typists, Steno-Typists prior to completion of probation. However, it is not a pre-requisite qualification for the recruitment of Typists and Steno-Typists. As an introductory measure, a pass in the said Certificate Course in Computer may also be prescribed along with the qualifications now prescribed for the concerned posts (as per rules in force) for direct recruitment with the note as given below.

"Candidates who do not possess the said qualification conducted by Technical Education Department may also apply. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate Course. Otherwise they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate Services".

[P.T.O.]

(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education / Directorate of Technical Education (or) an equivalent body may be exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.

(iii) For the existing employees (Typists/Steno-Typists) the time frame of two years may be prescribed for acquiring Computer Knowledge. (The Certificate Course in Computer on Office Automation is being conducted by the Directorate of Technical Education since June 2002 and the examination is being held twice in a year only during January and June) If they fail to possess the above said Certificate Course within the prescribed period, viz. two years they shall not draw their subsequent increment. The same shall be restored on acquiring the above said qualification.

(iv) The persons who are aged over 50 years or have completed 25 years of qualifying service may be exempted from passing the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.

(v) In this connection necessary Special Rules of concerned services shall be amended suitably.

(BY ORDER OF THE GOVERNOR)

T.S. SRIDHAR  
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Secretary Tamil Nadu Public Service Commission, Chennai-2  
The Directorate of Technical Education, Chennai-32  
The Directorate of School Education, Chennai-6  
The Teachers Recruitment Board, Chennai-6  
The Registrar General, High Court of Madras, Chennai-104  
Personnel and Administrative (B) (U) Department (for action with reference to amendment of respective service rules), Chennai-9,  
Home (ct-v) Department, (for action to amend the Judicial Ministerial Service Rules)  
All Heads of Department / All District Collectors

Copy to:

Chief Minister's Office, Chennai-9.  
Senior Personal Assistant to Minister (Electricity), Chennai-9.  
All Departments of Secretariat, Chennai-9  
All Sections in the Personnel and Administrative Reforms Department.

Sf/S.s.

//Forwarded// By Order//

K.S. Meenatshini  
SECTION OFFICER 22.7.08

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