GOVERNMENT OF KERALA

Abstract


Personnel and Administrative Reforms (Rules) Department

G.O. (Ms) No. 13/2016/P&ARD Dated, Thiruvananthapuram, 14/06/2016

Read:-
1. G.O. (P) No. 19/04/P&ARD dated 8.12.2004
2. G.O. (P) No. 17/05/P&ARD dated 9.5.2005
4. G.O. (Ms) No. 21/11/P&ARD dated 1.7.2011
5. Lr. No. C4/44223/12, dated 3.4.2013 from the Director of Technical Education
6. Lr. No. A5(1) 868/14/GW, dated 30.12.2015 from the Secretary, Kerala Public Service Commission

ORDER

As per Government Orders read above, Government have included Computer Word Processing as an essential qualification for the post of L.D. Typist, Typist Grade II, Confidential Assistant Grade II, Clerk-Typist and Typist-Clerk for appointment in Public Services. It was also ordered that those who have passed KGTE Typewriting before January 2002, should produce separate certificate in 'Computer Word Processing or its equivalent.'

2. Since Government have not issued any order regarding the recognition of Computer Word Processing certificate or its equivalent qualification, the Kerala Public Service Commission has identified a list of courses conducted by various Institutions which can be accepted as a qualification in computer word processing or its equivalent. Consequent to this Government are in receipt of a number of complaints regarding the acceptance of qualification fixed by Kerala Public Service Commission and also it has led to many litigations. Hence the question of recognizing Computer Word Processing Certificate or its equivalent issued by various Organizations/Institutions is under the consideration of the Government.

3. Government after having examined the matter in detail in consultation with the Kerala Public Service Commission and the Director of Technical Education, hereby order that the Certificate in
Computer Word Processing awarded by the Department of Technical Education Kerala, Government Departments, Government Approved Boards, Recognised Universities and Educational Institutions alone shall be recognized as a qualification for the purpose of appointments in Public Services in the State, provided that such certificates should be authenticated by the Head of Department/Institution/Board/University etc.

4. This will be applicable to the notifications issued by the Kerala Public Service Commission on or after the date of issue of this order.

(By Order of the Governor)

K.R. JYOTHILAL
Secretary to Government (in charge)

To

All Heads of Departments and Offices
All Departments of the Secretariat (All Sections)
The Secretary to Governor, Kerala Raj Bhavan, Thiruvananthapuram
The Secretary, Kerala Legislative Assembly (with C.L.)
The Secretary, Kerala Public Service Commission (with C.L.)
The Advocate General, Kerala, Ernakulam/Thiruvananthapuram (with C.L)
The Registrar, High Court of Kerala, Ernakulam (with C.L.)
The Registrar, Kerala Administrative Tribunal, Thiruvananthapuram (with C.L)
The Registrar, University of Kerala, Thiruvananthapuram (with C.L.)
The Registrar, University of Cochin (with C.L.)
The Registrar, University of Calicut, Thenjippalam (with C.L.)
The Registrar, University of Kannur, Kannur (with C.L.)
The Registrar, Mahatma Gandhi University, Kottayam (with C.L.)
The Registrar, Kerala Agricultural University, Thrissur (with C.L.)
The Registrar, Sree Sankara University of Sanskrit, Kaladi, Ernakulam (with C.L.)
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram (with C.L)
The Accountant General (A&E), Kerala, Thiruvananthapuram (with C.L)
The Additional Secretary to Chief Secretary
All Additional Chief Secretaries/Principal Secretaries/Secretaries/
Special Secretaries/Additional Secretaries/Joint Secretaries/
Deputy Secretaries/Under Secretaries to Government
The State Chief Information Commissioner (with C/L)
Information & Public Relations (Web & New Media) Department
The Director, Information & Public Relations Department (for wide publicity)
Stock File/Office Copy.

Forwarded / By order,

Section Officer.