



## ABSTRACT

Public Services – Prescription of Computer Qualification for Typists – Steno-Typists – Orders issued – Further clarifications – Issued.

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### Personnel and Administrative Reforms (S) Department

G.O.(Ms.)No.43

Dated: 17.04.2009

சித்திரை 04,

திருவள்ளூர் ஆண்டு 2040.

Read :

G.O.Ms.No.130, Personnel and Administrative Reforms (S) Department,  
dated.22.07.2008.

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### ORDER:

In the Government Order read above, Orders have been issued prescribing qualification on computer knowledge (viz. certificate course in computer on "Office Automation" awarded by Directorate of Technical Education) for the posts of Typists, Steno-Typists prior to completion of Probation. As it is not prescribed as a pre-requisite qualification for recruitment of Typists and Steno-Typists, the new entrants to the Government Service are required to acquire the qualification within their probation period. Otherwise, they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate Services.

2. As the designation of Personal Clerks, Personal Assistants and Private Secretaries were inadvertently omitted to be mentioned in the Government Order read above, the Government Order that wherever the terms, "Typists / Steno-Typists" occur in the above said Government order, the following expression shall be substituted:-

**"Typists, Steno-Typists, Personal Clerks, Personal Assistants and Private Secretaries"**

3. The Government further order that the existing employees (who are in service at the time of issue of the said Government Order) shall be exempted from qualifying the certificate course in computer on Office Automation.

(BY ORDER OF THE GOVERNOR)

K.N.VENKATARAMANAN  
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 Registrar General, High Court of Madras, Chennai-104.

Personnel and Administrative (B) (U) Reforms 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:**

Senior Personal Assistant to Minister (Electricity), Chennai-9.

All Departments of Secretariat, Chennai-9.

All Sections in Personnel and Administrative Reforms Department, Chennai-9.

//Forwarded by order//

*Plawi*  
20/04/09.  
SECTION OFFICER  
20/4/09.