



Personnel and Administrative  
Reforms (S) Department,  
Secretariat, Chennai – 600 009.  
சார்வரி – கார்த்திகை – 18  
திருவள்ளுவர் ஆண்டு – 2051.

Letter No.29530/S1/2020-1, Dated : 03.12.2020

From  
Thiru. K. Shanmugam, I.A.S.,  
Chief Secretary to Government.

To  
All Additional Chief Secretaries / Principal Secretaries /  
Secretaries to Government, Secretariat,  
Chennai – 600 009.

Madam / Sir,

Sub: Recruitment – Prescription of technical qualification –  
Certificate course on Office/ Automation & Typewriting –  
Pre-requisite for appointment in the State and  
Subordinate Services – Recommendation of the TNPSC –  
Views – Requested – Regarding.

Ref: D.O. Letter No. 5077/RND-ARO2/2019, dated 07.11.2020  
from the Chairman, Tamil Nadu Public Service  
Commission.

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I am directed to invite attention to the reference cited wherein the Tamil Nadu Public Service Commission has made a recommendation to the Government that technical qualifications such as Certificate course on Office Automation shall be prescribed as a pre-requisite qualification for appointment in the State Services; similarly Typing and Certificate course on Office Automation shall be prescribed as a pre-requisite qualifications for appointment in the Subordinate services.

2. In this connection, I am directed to state that the Directorate of Technical Education has prescribed the following eligibility criteria for the "Certificate course in Computer on Office Automation":-

#### A . EDUCATIONAL QUALIFICATION:

I. A pass in SSLC of Tamil Nadu State or Equivalent Examination thereof.

and

II. A pass in junior Grade or Senior Grade Typewriting Examination in English / Tamil of the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.

(Or)

A pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamil Nadu or Equivalent Examination on thereof.

(P.T.O)

**B. TRAINING QUALIFICATION:**

- I. Candidate should have undergone a minimum of 120 hours of training in a recognized Typewriting Institute or Government / Government Aided / Self – financing Polytechnic Colleges.
- II. Private candidates who have qualified and undergone a minimum of 120 hours of training may also appear for the Examination as Private Candidate.
3. I am also directed to state that the duties and responsibilities of the posts classified under State services such as Doctors, Engineers, Agriculture Officers, Architects, Forest Officers etc are supervisory and decision-making in nature. Besides, those appointed into the above posts possess professional qualifications. Similarly, those appointed in Subordinate posts like Secondary Grade Teachers, B.T. Assistants, Firemen, Lab Technicians, Drivers, etc also possess the qualification required to discharge the duties attached to their posts.
4. Hence, I am directed to request you to offer your considered opinion with regard to the State service / Subordinate service posts to be filled up by direct recruitment under your control by comparing the proposal of the Tamil Nadu Public Service Commission stated in paragrapah 1 above with the educational qualifications prescribed for the posts and the duties & responsibilities attached to the posts as well on or before 18.12.2020 so as to place the same before the all Secretaries meeting scheduled to be held in the month of December 2020.

Yours faithfully,

*N. Venkatesh*  
3/12/20  
for Chief Secretary to Government.

*PD*  
03.12.20