

From Dated: Shimla-171002, the 23rd April, 2011.

The Principal Secretary (Personnel) to the  
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-171002.
2. All Divisional Commissioners in Himachal Pradesh.
3. All Heads of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.

Subject: - Holding of typing test on Computers instead of typewriters-Instructions thereof.

Sir,

I am directed to refer to the subject noted above and to say that as per existing Recruitment and Promotion Rules of Clerks, the incumbents appointed to the post of Clerk are required to qualify the typing test either in Hindi or English at the minimum speed of 30 WPM in English and 25 WPM in Hindi whereas the incumbents to be appointed for the post of Stenotypists, Junior Scale Stenographers and Senior Scale Stenographers are required to qualify the typing test in both the languages at the speed of i.e. 25 WPM in respect of Stenotypist and 40 WPM in English & 30 WPM in Hindi in respect of Junior Scale Stenographers and Senior Scale Stenographers. The typing test is normally taken on the Typewriters. The work on typewriting has become out-dated now a days and concept of e-governance has been introduced in all the Government Departments. In the changed scenario, the entire official work is now being done on Computers.

2. In the changed circumstances, the matter regarding holding of type test on "Computers" instead of Typewriters was under active consideration of the Government for some time past. It has now been decided by the Government that in future type test will be taken on Computers instead of typewriters in all cases of direct recruitment/promotion of Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers on the same speed as prescribed in the relevant Recruitment and Promotion Rules.

3. These instructions may be brought to the notice of all the concerned for strict compliance.

Yours faithfully,



Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh.

Endst. No. PER (AP-III)-A (3)-2/80-IV.

Dated: Shimla-171002, 23<sup>rd</sup> April, 2011.

Copy forwarded to the following for information and necessary action:-

1. The Secretary, H.P. Public Service Commission, Shimla-2.
2. The Secretary, H.P. Subordinate Services Selection Board, Hamirpur.
3. Copy to Guard file (200 copies).



Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh.

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