

SOUTH EASTERN RAILWAY

**IMPORTANT**

Office of the  
Chief Personnel Officer,  
Garden Reach, Kolkata-43.

Estt.Srl.No. 20/2017

RBE No.02/2017

No. SER/P-HQ/Ruling/O/942

Dated

All concerned

Sub: Exemption from passing the Typewriting Test - Implementation of Instructions of DOP&T issued vide their letter dated 22-04-2015.

Ref: Railway Board's letter No.E(NG)I-2004/CFP/8 dated 04-02-2011 (Estt.Srl.No.30/2011).

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Railway Board's letter No.E(NG)I-2015/CFP/7 dated 16-01-2017 (RBE No.02/2017) is forwarded for information and guidance. Necessary action may be taken immediately for strict compliance of Railway Board's orders. With regard to the instructions on exemption from passing the Typewriting Test on manual Type writer or on Personal Computer in the case of persons appointed/recruited on Railways as Jr.Clerk, other than through RRBs, or promoted as such against promotion quota, it has been decided by Railway Board to adopt the stipulations made in DOP&T's O.M.s dated 29-09-1992 and 22-04-2015 mentioned therein. DOP&T's letters are circulated herewith for ready reference and these instructions will take effect from the date of issue of Board's letter i.e. w.e.f. 16-01-2017 and past cases already decided should not be reopened.

Furthermore, it has been reiterated by Board that for conducting the typing test whether it is on manual type writer or on Personal Computer, the procedure as contained in their letter dated 04-02-2011 (Estt.Srl.No.30/2011) will continue to be applicable.

Encl: as above.

(B.N.Soren)  
Dy.Chief Personnel Officer (HQ),  
for Chief Personnel Officer.

Railway Board's letter No.E(NG)I-2015/CFP/7 dated 16-01-2017 (RBE No.02/2017) addressed to General Managers, All Indian Railways & others is as under:

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Sub: Exemption from passing the Typewriting Test - Implementation of Instructions of DOP&T issued vide their letter dated 22-04-2015.

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Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, in their O.M. No. 14020/2/91-Estt(D) dated 29-09-1992 has issued certain instructions/guidelines regarding exemption from passing the Typewriting Test. The same has been reiterated vide their O.M. Mo.14020/1/2014-Estt.(D) dated 22-04-2015.

2. Both the Federations viz. AIRF and NFIR have also raised this demand in the PNM forum. Accordingly, matter has been deliberated in consultation with concerned directorates and it has been decided by the Board to adopt the stipulations made in DOP&T's OMs ibid (copies enclosed) mutatis mutandis to persons appointed/promoted as Junior Clerks, Accounts Clerks against promotion quota, sports persons recruited against sports quota, those appointed on compassionate grounds, under Scouts & Guide and cultural quota, re-deployed medically unfit Railway servants on alternative posts, re-deployed surplus staff and also physically handicapped railway servants, as per prevailing rules. The procedure of conducting of the typing test whether it is on manual type writer or on Personal Computer as contained in Board's letter No. E(NG)I-2004/CFP/8 dated 04-02-2011 will remain unaltered.

3. The above instructions will take effect from the date of issue of this letter. Cases already decided in the past need not be re-opened.

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Copy of O.M.No. 14020/2/91-Estt.(D) dated 29-09-1992, issued by the Ministry of Personnel, P.G. & Pensions, (Deptt. of Personnel & Training) , New Delhi, is as under:  
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Sub: Typewriting Test – Exemption from passing the typing test for drawal of increments and confirmation in respect of LDCs who do not belong to Central Secretariat Clerical Service – Consolidated instructions.  
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The undersigned is directed to say that instructions have been issued by this Deptt. from time to time laying down the criteria for grant of exemption from passing the typing test in respect of LDCs who do not belong to Central Secretariat Clerical Service. In the light of the provisions contained in this Deptt. O.M. No.14/10/78-CS.II dated 07-06-90 and 24-09-90 and O.M. No.12/5/91-CS.II dated 22/23-08-91 (which have been issued after discussion with the Staff Side) the existing instructions on the subject have been simplified and consolidated as in this O.M.

2. (1) To whom applicable:

Persons appointed as LDCs to posts which do not belong to CSCS whether such appointment is by promotion from Group ' D' or by direct recruitment through SSC or otherwise or by any other method including appointment on compassionate grounds or on ad-hoc basis.

(2) When exemption may be allowed:

- (a) If above 45 years of age on the date of their appointment may be granted exemption from the date of their appointment.
- (b) If between the age of 35 years and 45 years at the time of appointment may be granted exemption on attaining the age of 45 years.
- (c) If below 35 years of age on the date of appointment may be given exemption after 10 years of service as LDC provided they have made two genuine attempts to pass the typing test; otherwise they may be granted exemption after attaining the age of 45 years.

- (d) Those LDCs who have made two genuine attempts for passing the typing test prior to the issue of this O.M. but have not completed 8 years' service as LDC may be granted exemption from passing the typing test after completion of 8 years of service or on attaining the age of 45 years whichever is earlier.

(3) Typing Test

- (a) The Typing Test for the purpose of these orders will be the typing test conducted by the SSC.
- (b) The Certificate in typewriting issued under the Hindi Teaching Scheme will be treated as equivalent to the Certificate issued by the SSC for the purpose of these orders.

(4) Genuine Attempt

The 'genuine attempt' referred to above would be determined by the Head of the Department in consultation with the SSC keeping in view that mere appearance in the test or a perfunctory attempt would not constitute a genuine attempt.

(5) Service as LDC:

For the purpose of computing service as LDC:

- (a) Broken periods of service, if any, as LDC on a regular scale of pay may also be taken into account.
- (b) Continuous combatant clerical service will also be reckoned in the case of ex-servicemen appointed as LDC.

(6) Release of increments:

- (a) On such exemption being granted, the increments of affected persons may be released from the date from which such exemption is granted to them without any arrears for the period prior to the date of exemption, subject to the retention of normal annual date of increment.
- (b) On their passing the typing test, the increments may be released from the date of the test without any arrears for the period prior to the date of the Test subject to retention of the normal annual date of increment.

(7) Eligibility for regularization confirmation:

They would also be eligible for regularization confirmation in LDC Grade from a date not earlier than the date of exemption or the date of the test at which they passed the typing test, as the case may be.

(8) Physically Handicapped:

- (a) Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.

(b) The term ' Physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but covers only those whose physically disability permanently prevents them from typing.

(9) Surplus Employees:

In respect of Surplus employees redeployed as LDCs the provision for stoppage of increment for not passing the typing test may be enforced from the date of next but one increment after re-deployment.

(10) Existing LDCs:

Those LDCs who have put in at least 10 years' service in the grade as on 01-01-90 may be exempted from passing the typewriting test without insisting on the condition of genuine attempt as a one time measure not to be quoted as a precedent in future.

(11) Date of Effect:

These instructions will come into force with effect from 01-01-90.

3. This O.M. may be brought to the notice of all concerned.

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Copy of O.M.No. 14020/1/2014-Estt.(D) dated 22-04-2015, issued by the Ministry of Personnel, P.G. & Pensions, (Deptt. of Personnel & Training) , New Delhi, is as under:

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Sub: Instructions on exemption from passing the Typewriting Test on Computer in respect of LDCs, regarding.

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The undersigned is directed to say that instructions issued by this Department vide O.M. No.14020/2/91-Estt(D) dated 29<sup>th</sup> September, 1992 provide for grant of exemption from passing the typing test for drawal of increments and confirmation in respect of LDCs.

2(i) The above mentioned instructions provide for exemptions as under:-

- a) If above 45 years of age on the date of their appointment, such persons may be granted exemption from the date of their appointment.
- b) If between the age of 35 years and 45 years at the time of their appointment, such persons may be granted exemption on attaining the age of 45 years.
- c) If below 35 years of age on the date of appointment, such persons may be given exemption after 10 years of service as LDC provided they have made two genuine attempts to pass the typing test; otherwise they may be granted exemption after attaining the age of 45 years.
- (d) Those LDCs who have made two genuine attempts for passing the typing test prior to issue of this O.M. but have not completed 8 years service as LDC, may be

granted exemption from passing the typing test after completion of 8 years of service or on attaining the age of 45 years, whichever is earlier.

(ii) For the physically handicapped persons, these instructions provide for exemptions as under:-

- a) Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.
- b) The term ' Physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevents them from typing.

3. Model RRs for the post of Lower Division Clerk (LDC) were issued vide this Department's O.M. No.AB-14017/32/2009-Estt (RR) dated 7<sup>th</sup> October, 2009. The entries pertaining to Skill Test Norms prescribed in the Col.8 of the Model RRs for the post of LDC were modified to include the Skill Test Norms ' only on computers' vide this Department's O.M. No.AB-14017/32/2009-Estt(RR) dated 17<sup>th</sup> May, 2010.

4. This Department has received references whether the instructions as contained in this Department's O.M. dated 29-09-1992 are applicable for test on Computer or not. The matter has been examined and it has been decided that the criteria for grant of exemption from passing the typing test in respect of such LDCs including Physically Handicapped persons/Persons with Disabilities as stipulated in this Department's O.M. No.14020/2/91-Estt(D) dated 29<sup>th</sup> September, 1992 would also be applicable to the test on Computers.

5. It has also been decided to extend the above instructions to Sportspersons recruited against Sports quota under the Scheme of appointment of meritorious Sportspersons.

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