

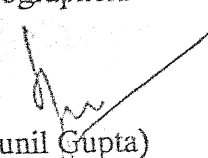
No. 8/10/2000-CS II
Government of India
Department of Personnel & Training
CS II Section

Lok Nayak Bhawan, New Delhi
Dated. December 15, 2000

Office Memorandum

Subject: Appointment of Personal Staff of Minister – Educational and Skill Qualification- regarding

The undersigned is directed to say that according to this department's OM No. 8/5/98-CSII dated 12.8.99, for appointment of personal staff of Ministers where skill qualification like shorthand/typing is essential, there is no need to verify it in respect of Government Servants provided their parent post is having similar nature of duties. In other cases a certificate from an institution in support of knowledge of shorthand/typing be stressed. Many Ministries have requested to clarify whether the certificate from an institution in support of knowledge of Shorthand/Typing should be from a Government recognised institute or can it be from a private institute. This issue has been examined in this department and clarified that the certificate in support of skill qualification should normally be from a Government recognised institute. However, where it is not possible to obtain a certificate from a Government recognised Institute, in those cases the candidate may be tested locally for speed test at par with the corresponding posts/grades in Central Secretariat Stenographers' Service by the Ministry/Department concerned.


(Sunil Gupta)

Under Secretary to the Government of India
Tel: 4624235

To

All Ministries/Department of the Government of India with the request these instructions be brought into notice of all concerned.