

(Taken from the Hand Book on Recruitment Rules,
published in 1996)

Department O.M. No. CD-14017/26/85-Estt.(RR),
dated 1-7-85.

Subject :—Typing knowledge for the post of LDC and
other clerical posts.

The undersigned is directed to say that under the existing instructions, possession of speed in typing at 30 words per minute (25 words per minute in Hindi) is a pre-requisite qualification for appointment to the grade of Lower Division Clerk under the Central Government. The relevant recruitment rules, *inter alia*, prescribed this condition as an essential qualifications.

2. The Coordination Committee on Administrative Reforms reviewed the position some time back and reiterated that it would be desirable that knowledge of typing should be made compulsory for all Group C posts where such knowledge is useful for discharging the duties of the post. The Ministries/Departments are requested to review the existing recruitment rules for the post of LDC and also other Group C posts for which typing is considered essential and wherever such a provision is not already prescribed under the existing rules for the posts, make necessary amendments to provide typing speed of 30 words per minute in English or 25 words per minute in Hindi as an essential qualification for recruitment to the post.

3. The Ministries are aware that they have been authorised to frame/amend recruitment rules for Group C posts, without consulting this Department vide O.M. No. CD-14017/10/85-Estt.RR dated 21-3-85. Action to amend the rules, wherever it is considered necessary, can thus be done at their end.