THE HIGH COURT OF KERALA

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HCKL/1636/2025-C3-HC KERALA Date: 18-03-2025

OFFICIAL MEMORANDUM

Sub:- Declaration of probation of Clerks. - Reg.

Ref:-
1. High Court O.M. HCKL/1636/2025-C3-HC KERALA dated 01/03/2025
2. G.O.(P) No. 11/2024/P&ARD dated 27-11-2024.
3. G.O.(P) No. 8/2023/P&ARD dated 05/05/2023.
4. G.O.(P) No. 14/2022/P&ARD dated 26-10-2022.
5. G.O.(P) No. 18/2023 P&ARD dated 12/12/2023.
6. Letter No.E.388/2025 dated 06/02/2025 of the Chief Judicial Magistrate, Alappuzha.
7. Letter No.A1-838/2024 dated 03/02/2025 of the District Court, Kasaragod.
8. Telephonic inquiries of appointing authorities.

Attention is invited to the references cited above, several appointing authorities raised queries regarding the procedure for testing proficiency in Computer Word Processing. A clarification on this matter was previously issued as per the reference cited 2nd. However, as additional concerns have been raised, further clarification on the issue has become necessary.

The key issues requiring clarification are as follows:

1. Whether any employee can be exempted from the computer word processing proficiency

test based on courses completed by them?

2. Whether employees appointed through inter-district transfer, inter-departmental transfer, compassionate employment, or belonging to the category of benchmark disability are exempted from the computer proficiency test?

3. The date from which probation is to be declared?

4. Further clarification regarding the conduct of computer word processing proficiency test.

Regarding the first issue, it is clarified that as per G.O. cited 4th, employees who have passed KGTE Typewriting (Lower) with Computer Word Processing (Malayalam & English) are exempted from the Computer Word Processing Proficiency Test. Further, as per G.O. cited 3rd, employees who have completed equivalent courses are also exempted.

Therefore, employees who have passed KGTE Typewriting (Lower) with Computer Word Processing (Malayalam & English) shall be exempted from the Computer Word Processing Proficiency Test, and their probation shall be declared, subject to the fulfillment of all other required criteria.

Employees who have completed equivalent courses may also be exempted, provided they submit both the course completion certificate and an equivalency certificate confirming the course's equivalence. The responsibility for obtaining and submitting the equivalency certificate rests with the employee.

Regarding the second issue, it is clarified that as per G.O. cited 3rd and 5th, employees appointed or advised by the Kerala Public Service Commission (KPSC) before 26/10/2022 are exempted from the Computer Word Processing Proficiency Test.

Accordingly, employees appointed through inter-district transfer, inter-departmental transfer, or compassionate employment, who joined as Clerks on or before 26/10/2022, are also exempt from this requirement.

Additionally, employees belonging to the category of Benchmark Disability shall be

exempted from the mandatory proficiency test, provided they submit a medical certificate from a competent authority/medical board confirming their inability to type. It is further clarified that temporary disabilities shall not be considered for this exception.

Regarding the third issue, it is clarified that the declaration of probation of an employee is governed by Rule 13 and Rule 15 of the KJMSS Rules, 2024, Rule 28(a)(iii) of KS&SSRs Part II and the G.O. cited 2nd, to successfully complete probation, an employee must fulfill all mandatory requirements, including:

- Completion of two years of service within a three-year period.
- Passing the Manual of Office Procedure test.
- Demonstrating proficiency in typing, with a minimum speed of 15 words per minute in Malayalam and 20 words per minute in English (Computer Word Processing Proficiency Test).

Hence, probation shall be declared on the day following the successful fulfillment of all these requirements.

But, vide the reference cited 2nd, it has now been clarified that an assessment by the Head of Office regarding an employee's proficiency in computer word processing shall be deemed sufficient for the declaration of probation.

In the interest of fairness, it has been decided that employees advised by the KPSC or who joined duty on or after 26/10/2022, have completed two years of service, and have passed the Office Procedure Test within that period but have not yet had their probation declared shall have their probation declared on the day following the completion of two years of service, provided they pass the computer word processing proficiency test within the next two scheduled attempts (April and October).

This provision shall remain in effect until the computer word processing proficiency test scheduled in October 2025, i.e, 21/10/2025.

Regarding the fourth issue, it is clarified that for the Computer Word Processing Proficiency Test, the following guidelines shall be strictly followed to ensure the smooth and transparent administration of the typing proficiency test:

1. The declaration of probation for employees in the clerk category, who have been advised by the Kerala Public Service Commission (KPSC) or have joined duty through direct recruitment, transfer appointment, or the Compassionate Employment Scheme on or after 26/10/2022, shall be subject to the condition that they have:
    - Successfully passed the Computer Word Processing Proficiency Test, or
    - Obtained a KGTE Typewriting (Lower) certification with Computer Word Processing (Malayalam & English) or an equivalent qualification.
2. The proficiency test shall be conducted twice a year, with a minimum interval of six months between tests.
3. Probationary employees in the clerk category are eligible to take the test.
4. Employees in the feeder category of the clerk cadre may also participate in the test.
5. The date of the test must be announced at least 30 days in advance.
6. Employees intending to take the test must inform the Head of the Office at least one week prior to the scheduled test date.
7. The test shall be conducted on the third Monday of April and the third Monday of October each year. In the event that the scheduled date falls on a holiday, the test shall be held on the next working day.
8. No separate test shall be conducted for employees who are absent on the scheduled date; they must wait until the next scheduled test.
9. The test schedule shall be as follows:

- English Typing Test: 09:00 AM – 09:15 AM
- Malayalam Typing Test: 09:30 AM – 09:45 AM

10. The duration of each test shall be 10 minutes.

11. The minimum passing criteria shall be as follows:

    - Malayalam Typing Test: Net WPM of 15 words per minute
    - English Typing Test: Net WPM of 20 words per minute
    - Accuracy: 90%

12. The passage must have enough length for a 10 minute test. The same passage shall be provided to all candidates during a particular examination. Different passages must not be assigned. Furthermore, a passage used in one test shall not be reused in any future examinations.

13. The passage must:

    - Include punctuation, digits, and capitalisation.
    - Be related to legal content.

14. Only the English and Malayalam keyboards shall be permitted for use. Any phonetic keyboard, transliteration tools, or software that could facilitate bypassing the English or Malayalam keyboard shall be removed from the computers used for the test. Additionally, the internet connection to the computers used for the examination shall be disabled. Employees shall be allowed to use only the word processing software during the test.

15. Strict measures shall be implemented to prevent cheating. Any employee found engaging in malpractice shall be subject to an inquiry and, if found guilty, shall be debarred from the subsequent test. Furthermore, any employee found assisting in malpractice shall also be subject to an inquiry, and if found guilty, disciplinary action shall be taken against them.

16. Employees can pass the test in parts. If an employee passes one language but fails in other language, they only need to retake the failed language in subsequent tests.

17. The Head of the office shall issue a certificate to employees who have successfully passed the test in both languages.

18. The Head of the Office shall maintain detailed records of all tests conducted.

19. The authenticity of the certificates produced by the employee must be verified by the appointing authority prior to the declaration of the probation of the employee.

20. Any appeal related to the test shall be submitted to the appointing authorities, who shall make a decision within one month from the date of receipt of the same.

21. Evaluation Criteria:

    - Word Count: five keystrokes, including spaces, digits and punctuation will be counted as a word.
    - Speed: Measured in Words Per Minute (WPM)
    - Accuracy: Errors in spelling, digits, punctuation, and formatting shall result in deductions.
    - Gross Words: This is the total number of words typed by the candidate; it includes both correct and incorrect words.
    - Gross WPM (The total number of words typed in one minute) = (Gross Words ÷ Total Time in Minutes) or ((All Typed Entries/5)/Time in minutes.)
    - Net Words: The number of correct words typed.
    - Net WPM = Net Words/Time taken in minutes.
    - Accuracy = (Net WPM ÷ Gross WPM) × 100

In addition to the regular tests, an additional test is scheduled to be conducted on 26th March 2025. This test will adhere to the same guidelines applicable to the regular tests. Employees intending to appear for this test must submit their applications to the head of their office on or before 24th March 2025.

It is further clarified that the format of the Certificate to be issued shall be shared via e-office/e-mail and the special rule amendment regarding the proficiency in Computer Word Processing requirement for the category of clerk (Computer Word Processing Proficiency Test) is in the offing.

(By Order)

Signed by
Preetha J Nair
Date: 18-03-2025 15:19:52

Preetha J Nair

JOINT REGISTRAR

To:- All the appointing authorities.