THE HIGH COURT OF KERALA

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HCKL/1636/2025-C3-HC KERALA Date: 01-04-2026

OFFICIAL MEMORANDUM

Sub:- Declaration of probation of Clerk/Protocol Officer (Civil Unit) and Clerk (Criminal Unit) categories - further clarification issued - reg.

Ref:-
1. G.O.(P) No.11/2024/P&ARD dated 27.11.2024
2. Letter No.L1/310/2023-HOME dated 24.03.2025 of the Additional Chief Secretary to Government, Home (L) Department.
3. High Court Office Memorandum even number dated 01.03.2025.
4. High Court Office Memorandum even number dated 18.03.2025.
5. G.O.(P) No.1016/2000/FIN dated 12.07.2000.

Attention of all Appointing Authorities is invited to the references cited above.

Several representations and requests for clarification have been received regarding the declaration of probation in the categories of Clerk/Protocol Officer (Civil Unit) and Clerk (Criminal Unit), particularly with respect to the requirement of Computer Word Processing Proficiency, its assessment, the conduct of the proficiency test, training opportunities, and extension of probation.

Vide reference cited (1) above, the Government waived the requirement of possessing a certificate in Computer Word Processing or equivalent qualification, which had earlier been prescribed as an additional departmental examination qualification for declaration of probation. However, the said Government Order did not dispense with the requirement of proficiency in Computer Word Processing.

In lieu of the above qualification, the Government directed that the Head of Office shall satisfy himself/herself that the employee possesses the ability to type at a minimum speed of 15 words per minute in Malayalam and 20 words per minute in English, and that probation may be declared upon verification of such competency.

Further, vide reference cited (2), it has been clarified that Clerks who entered service on or after 26.10.2022 are required to acquire computer knowledge, including word processing in both Malayalam and English with the prescribed minimum typing speed, as an additional condition, along with the other qualifications prescribed in the Special Rules, for declaration of probation in the posts of Clerk, Assistant, etc.

Accordingly, acquisition and verification of Computer Word Processing Proficiency is a mandatory condition for declaration of probation in respect of such employees.

Employees who possess KGTE Typewriting (Lower) with Computer Word Processing (Malayalam & English) or equivalent qualification are exempted from undergoing a separate proficiency test, as such qualification itself shall be treated as proof of proficiency.

Assessment of Computer Word Processing Proficiency by Head of Office is an administrative verification contemplated under the Government Orders. The assessment is intended only to verify compliance with the minimum proficiency prescribed by the Government and to enable the Head of Office to arrive at a bona fide satisfaction regarding the employee's suitability for declaration of probation.

Typing is a practical skill that can be acquired only through sustained and continuous practice over a reasonable period. Short-term training programmes of three to five days conducted by the Institute of Management in Government (IMG) or similar institutions cannot, by themselves, be treated as proof of acquisition of typing proficiency.

Any certification by the Head of Office must necessarily be based on an objective assessment of actual typing skill and not merely on attendance in a short-duration training programme.

Probation is neither automatic nor a vested right upon completion of the prescribed period of service, but is subject to the suitability of the individual for the post and to the satisfactory fulfillment of all conditions stipulated in the Special Rules, the General Rules, and the relevant Government Orders, including acquisition of the prescribed Computer Word Processing Proficiency.

The Appointing Authority is competent, under the relevant service rules, to grant extension of probation for a further period of one year to enable an employee who is unable to acquire the prescribed Computer Word Processing Proficiency during the normal period of probation to qualify the Computer Word Processing Proficiency Test. If the employee fails to qualify even during the extended period, any further extension of probation shall be sought from the Government in accordance with the applicable rules and procedures.

In order to facilitate acquisition of proficiency and to ensure uniform, fair, and objective implementation, the following procedural modifications are prescribed:

a. Instead of deputing employees to short-term training programmes conducted by the Institute of Management in Government (IMG) or other departmental training institutions, employees who are required to qualify the Computer Word Processing Proficiency Test and who submit a written request for practising shall be provided dedicated time for in-house typing practice from 9 a.m. to 10 a.m. on all working days, without affecting regular office duties. The Head of Office shall ensure the availability of necessary facilities for the same.

   No TA/DA or any other financial benefit shall be admissible to the employees undergoing such practice.

b. The Computer Word Processing Proficiency Test shall be conducted quarterly, on the first Wednesday of January, April, July, and October of every year. If the said date falls on a non-working day, or if a departmental test conducted by the Kerala Public Service Commission is scheduled on that date, the test shall be conducted on the immediately succeeding working day.

c. In cases where an employee is on the verge of completion of the probation period and is otherwise eligible for declaration of probation, but no regular Computer Word Processing Proficiency Test is scheduled within the relevant period for such declaration, the Head of Office shall, on a written request made by the employee, ensure that one opportunity is provided to the employee to appear for the Computer Word Processing Proficiency Test.

d. For both English and Malayalam typing, the minimum required accuracy shall be 85%, in place of the existing 90%. Pressing of the Shift key shall not be counted as a keystroke for the purpose of valuation and computation of typing speed.

e. For the Malayalam typing component of the Computer Word Processing Proficiency Test, employees may opt for INSCRIPT typing, use of transliteration tools, or a hybrid method (Involving both INSCRIPT typing and transliteration tools).

   (i) For INSCRIPT typing, the existing standard of 15 words per minute (WPM) shall continue to apply.

   (ii) For transliteration-based input or hybrid method, the minimum qualifying speed shall also be 15 WPM.

   (iii) The option so chosen shall be exercised at the time of application for the test, and

no change of option shall be permitted thereafter.

(iv) Valuation methodology shall be in accordance with the INSCRIPT typing evaluation method, as prescribed vide reference (4), irrespective of the input method adopted by the employee, since a uniform and reliable method for direct computation of typing speed in cases of transliteration-based input or hybrid method is not feasible.

f. The Computer Word Processing Proficiency Test shall be conducted exclusively at the level of the respective Heads of Office and not at the level of the Appointing Authorities.

An employee aggrieved by the valuation may submit a written representation for revaluation to the Appointing Authority concerned within seven days from the date of communication of the result. Such representation shall be examined on the basis of the test records, evaluation sheets, and other relevant materials, and a reasoned decision shall be recorded in the file.

In this regard, it is also informed that, in the interest of fairness, vide reference cited (4) above, it had been decided that employees advised by the KPSC or who had joined duty by other means on or after 26.10.2022 in the above-said categories, who had completed two years of service within the normal probation period of three years and had passed the Office Procedure Test within that period, but whose probation had not yet been declared due to the non-conduct of the test prescribed by the Government to assess Computer Word Processing Proficiency, would have their probation declared on the day following the completion of two years of service, provided they passed the Computer Word Processing Proficiency Test within the next two scheduled attempts (April and October 2025). The said dispensation was to remain in force up to the Computer Word Processing Proficiency Test scheduled in October 2025. In addition to the regular tests, an additional test was also conducted on 26.03.2025.

It was further decided that the seniority of those who passed the test in any of the aforesaid three chances would be restored and that their probation would be declared with effect from the day following the completion of the prescribed probation period, subject to the condition that they had passed the Office Procedure Test within the stipulated two years. It was, however, noticed that a situation might arise wherein a junior employee might have been promoted, during the intervening period, to the promotional post of Senior Clerk/Deputy Nazir/Bench Clerk Grade III (Civil Unit) or Senior Clerk/Bench Clerk Grade III (Criminal Unit), as the case may be, and that, if the senior subsequently became eligible under the above dispensation, reverting such juniors would lead to avoidable administrative

complications. This dispensation is a one-time transitional measure adopted in view of the non-conduct of the prescribed test during the relevant period and shall not be treated as a precedent for future cases.

Accordingly, it is decided that, in respect of seniors whose probation is so declared and whose seniority is restored under the above dispensation, they shall be appointed only against the next arising vacancy in the promotional post and shall be granted notional promotion from the date on which their immediate junior, if any, was promoted, for the limited purpose of restoration of seniority and eligibility for further promotion, and not for the purpose of retrospective monetary benefits, without entitlement to arrears of pay and allowances. In such cases, there shall be no necessity to revert the junior already promoted. It is also clarified, as per Government Order cited (5) above, that arrears of pay and allowances shall not be admissible for such notional promotion. Pay fixation in the promotional post shall take effect only from the date of actual assumption of charge.

Except to the extent specifically modified or clarified in this Office Memorandum, all other provisions, procedures, and directions contained in High Court Office Memoranda referred (3) and (4) above shall continue to remain in full force and effect.

All Appointing Authorities shall ensure strict compliance with the above clarifications and directions.

(By Order)

Digitally signed by
Saina P S
Date: 01-04-2026
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Saina P S
JOINT REGISTRAR

To:- All Appointing Authorities.