

F.No. 14020/1/2014-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 22nd April, 2015

OFFICE MEMORANDUM

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

The undersigned is directed to say that instructions issued by this Department vide O.M.No.14020/2/91-Estt(D) dated 29th 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.

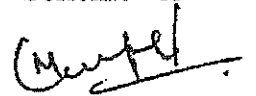
(ii) For the Physically handicapped persons, these instructions provide for exemptions as under:-

- 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 7th 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 17th May, 2010.

4. This Department has received references whether the instructions as contained in this Department's OM dated 29.9.1992 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 29th 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.



(Mukta Goel)
Director(E-I)
Tel. No. 2309 2479

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9. Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001.
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