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Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
ESTT.(Estt. D)

(Dated 28 November, 2022)

OFFICE MEMORANDUM

Instructions on exemption from passing the Typewriting Test in respect of Lower Division Clerk (LDCs) who do not belong to Central Secretariat Clerical Service (CSCS)

Note:-

(i) This document is a compilation of all relevant instructions on the subject of "Exemption from passing the Typewriting Test in respect of LDCs who do not belong to Central Secretariat Clerical Service (CSCS)" and therefore is intended to serve as the guide without the need, for anyone to refer to old OMs issued from time to time. The list of such OMs is given in Appendix to this document. In case any reference to the relevant OM is required, the same may be accessed from Archive Section of DOPT's Website.

(ii) While due care has been taken to compile this document, however, if any omissions or correction are noticed, the same may be brought to the notice of the Department of Personnel & Training.

1. The following paragraphs indicate the criteria for grant of exemption from passing the Typewriting Test in respect of LDCs who do not belong to Central Secretariat Clerical Service (CSCS) under the Central Government: -

(i) To whom applicable :

Instructions for Exemption from passing the Typewriting Test is applicable to Persons appointed as LDCs to posts which do not belong to CSCS whether such appointment is by promotion from erstwhile Group 'D' or by direct recruitment through SSC or other-wise or by any other method including appointment on compassionate grounds or on ad-hoc basis.

[\[Para 2 \(1\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#)

(ii) when exemption may be allowed

(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 main two genuine attempts to pass the typing test; otherwise they may be granted exemption after attaining the age of 45 years.

(d) Those LDCE who have made two genuine attempts for passing the typing test prior to the issue of O.M. dated 29.9.1992 but have not completed 8 years service as LDC, may be granted exemption from passing the typing test for completion of 8 years of service or on attaining the of 45 years whichever is earlier.

[\[Para 2 \(2\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#) and

[\[Para 2 \(i\) of DOPT O.M. No. 14020/1/2014-Estt.D dated 22.04.2015\]](#)

(iii) Typing Test

(a) The Typing test for the purpose of, these orders will be the typing test conducted by the SSC.

(b) The Certificate in typewriting issued under the Hindi Teaching scheme will be treated as equivalent to the Certificate issued by the SSC for the purpose of those Orders.

[\[Para 2 \(3\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#)

(iv) Genuine Attempt

The 'genuine attempt' referred to above would be determined by the Head of the Department in consultation with the SSC keeping in view that mere appearance in the test or a perfunctory attempt would not constitute a genuine attempt.

[\[Para 2 \(4\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#)

(v) Service as LDC

For the purpose of computing service as LDC

(a) Broken periods of service, if any, as LDC on a regular scale of pay may also be taken into account.

(b) Continuous combatant clerical service will also be reckoned in the case of ex-servicemen appointed as LDC.

[\[Para 2 \(5\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#)

(vi) Release of increments

(a) On such exemption being granted, the increments of affected persons may be released from the date from which such exemption is granted to them without any arrears for the period prior to the date of exemption, subject to the retention of normal annual date of increment.

(b) On their passing the typing test, the increments may be released from the date of the test without any arrears for the period prior to the date of the Test subject to retention of the normal annual date of increment.

[\[Para 2 \(6\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#)

(vii) Eligibility for regularisation/ confirmation

They would also be eligible for regularisation/ confirmation in LDC Grade from a date not earlier than the date of exemption or the date of the test at which they passed the typing test, as the case may be.

[\[Para 2 \(7\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#)

(viii) Physically Handicapped:

(a) Physically handicapped persons (now Persons with Disabilities) 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 covers only those whose physical disability permanently prevents them from typing.

[\[Para 2 \(8\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#) and

[\[Para 2 \(ii\) of DOPT O.M. No. 14020/1/2014-Estt.D dated 22.04.2015\]](#)

(ix) Surplus Employees :

In respect of Surplus employees redeployed as LDCs the provision for stoppage of increment for not passing the typing test may be enforced from the date of next but one increment after re-deployment.

[\[Para 2 \(9\) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992\]](#)

(x) It is clarified that persons appointed as LDCs to posts which do not belong to CSCS can be considered for promotion only after they have passed the typing test or they have been exempted in accordance with the prescribed procedure from

passing it and any such promotion will have prospective effect. If the Recruitment Rules for the post of UDC do not contain such a provision necessary action may be taken to amend the recruitment Rules to incorporate a suitable provision in this regard.

[\[DOPT O.M. No. 14020/3/95-Estt.D dated 14.9.1995\]](#)

(xi) It is clarified that the above mentioned criteria for grant of exemption from passing the typing test in respect of such LDCs including Physically Handicapped persons/Persons with Disabilities would also be applicable to the test on computers.

[\[Para 4 of DOPT O.M. No. 14020/1/2014-Estt.D dated 22.04.2015\]](#)

(xii) Above Instructions are also extended to Sportspersons recruited against Sports quota under the Scheme of appointment of meritorious sportspersons.

[\[Para 5 of DOPT O.M. No. 14020/1/2014-Estt.D dated 22.04.2015\]](#)

Appendix

Reference Office Memorandum on Exemption from passing the Typewriting Test in respect of LDCs who do not belong to Central Secretariat Clerical Service (CSCS)

1. [O.M. No. 14020/1/2014-Estt.D dated 22.04.2015](#)
2. [O.M. No. 14020/3/95-Estt.D dated 14.9.1995](#)
3. [O.M. No. 14020/2/91-Estt.D dated 29.09.1992](#)
