

പതിനാലാം കേരളനിയമസഭ  
പതിനാറാം സമ്മേളനം

നക്ഷത്രചിഹ്നമിടാത്ത ചോദ്യം നം. T 5289

15/11/2019 ലെ മറുപടി

കെ.ജി.ടി.ഇ. പരീക്ഷ

ചോദ്യം

ഉത്തരം

ശ്രീ.കെ.എം.ഷാജി :

പ്രൊഫ.സി.രവീന്ദ്രനാഥ്  
(പൊതുവിദ്യാഭ്യാസ വകുപ്പു മന്ത്രി)

(എ) പരീക്ഷാഭവൻ നടത്തുന്ന കെ.ജി.ടി.ഇ. പരീക്ഷയിൽ, ഹിന്ദി ടൈപ്പ്റൈറ്റിംഗ് ഹൈസ്കീഡ്, മലയാളം ടൈപ്പ്റൈറ്റിംഗ് ഹൈസ്കീഡ്, മലയാളം ഷോർട്ട് ഹാന്റ് ഹൈസ്കീഡ്, ഇംഗ്ലീഷ് വേർഡ് പ്രോസസ്സിംഗ് ഹൈസ്കീഡ് എന്നിവ തുടങ്ങുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കുമോ; വിശദമാക്കുമോ;

(എ) നിലവിൽ മേൽ പരീക്ഷകൾ പരീക്ഷാഭവനിൽ നടത്തപ്പെടുന്നില്ല. ടി വിഷയത്തിൽ സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പ് തീരുമാനമെടുത്ത് അറിയിക്കുന്ന പക്ഷം തുടർനടപടികൾ സ്വീകരിക്കാവുന്നതാണ്.

(ബി) ടൈപ്പ്റൈറ്റിംഗ് പരീക്ഷ വർഷത്തിൽ കറഞ്ഞത് രണ്ട് പ്രാവശ്യമെങ്കിലും കാര്യക്ഷമമായും സമയബന്ധിതമായും നടത്തുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കുമോ;

(ബി) ടൈപ്പ്റൈറ്റിംഗ് പരീക്ഷ വർഷത്തിൽ രണ്ട് പ്രാവശ്യം സമയബന്ധിതമായി നടത്തുവാൻ നടപടികൾ സ്വീകരിച്ചിട്ടുണ്ട്. 2018 ൽ പ്രളയമുണ്ടായ സാഹചര്യത്തിലാണ് രണ്ടു പരീക്ഷകളും സമയബന്ധിതമായി നടത്താൻ കഴിയാതിരുന്നത്. 2019 ലെ 2-ാം പരീക്ഷ നോട്ടീഫിക്കേഷൻ ഡിസംബർ മാസം പുറപ്പെടുവിക്കുന്നതാണ്.

(സി) കെ.ജി.ടി.ഇ. ടൈപ്പ്റൈറ്റിംഗ് ആന്റ് വേർഡ് പ്രോസസ്സിംഗ് ലോവർ ആന്റ് ഹയർ (ഇംഗ്ലീഷ് ആന്റ് മലയാളം) പരീക്ഷയ്ക്ക് സിലബസ് തയ്യാറാക്കിയിട്ടുണ്ടോ; എങ്കിൽ പകർപ്പ് ലഭ്യമാക്കുമോ?

(സി) സിലബസ് അനുബന്ധമായി ചേർക്കുന്നു.

സെക്ഷൻ ഓഫീസർ



GOVERNMENT OF KERALA

**SYLLABUS FOR  
KGTE - COMMERCE GROUP EXAMINATION**

As Per G.O.(M1) No. 96/2001/H.Edn. dated 16.8.2001

Office of the Commissioner For Government Examination  
Poojappura, Trivandrum-12

**GOVERNMENT OF KERALA**

Abstract

**EDUCATION – TECHNICAL – K.G.T.E. TYPEWRITING AND SHORTHAND –  
SYLLABUS APPROVED – ORDERS ISSUED**

**HIGHER EDUCATION (J) DEPARTMENT**

G.O. (MS) No. 96/2001/H.Edn.

Thiruvananthapuram, Dated 16-8-01.

Read: Letter No.C4/13191/99 dated 16-5-2001 from the Director of Technical Education,  
Thiruvananthapuram.

**ORDER**

1. As decided at the meeting held by the Principal Secretary (Higher Education) with the representatives of commercial Institutes Organisations, on 26-2-2001, Director of Technical Education has submitted revised syllabus for K.G.T.E. Technical Education has submitted revised syllabus for K.G.T.E. Typewriting & Shorthand for approval.
2. Government have examined the revised syllabus in detail and are pleased to approve the syllabus appended to this order.
3. The revised syllabus will be implemented from January 2002 onwards.
4. The name of certificate issued under this revised scheme for English Typewriting in 'KGTE- Typewriting in English (Lower/Higher) and Computer Word Processing'.
5. Those who have passed the KGTE Typewriting (Lower/Higher) under the earliest Scheme will write separate examination in Computer Word Processing to get certificate under the revised Scheme.
6. The L.B.S. Centre for Science and Technology will conduct the examinations for KGTE Computer Word Processing part and they may collect separate fee from the students at the rate of Rs.75/-per candidate for Lower and Rs.100/- per candidate for Higher and the results for this subject will be intimated to the Commissioner for Government Examinations. The list of candidates appearing for examination will be forwarded to the L.B.S. Centre by the Commissioner for the Government Examination.
7. The KGTE Typewriting (Lower/Higher) with Computer Word Processing Examination will be conducted by the Commissioner for Government Examination and Certificates will be issued by him.

(By Order of the Governor)

**M.SAPHIA BEEVI  
DEPUTY SECRETARY**

To

The Director of Technical Education, Thiruvananthapuram.  
The Commissioner for Government Examinations,  
Pareeksha Bhavan, Poojappura, Thiruvananthapuram.  
The Director, L.B.S. Centre for Science & Technology, Thiruvananthapuram.  
SF/SC.

Forwarded/By Order

Sd/-

Section Officer

**L.B.S. CENTRES****HEAD OFFICE**

The Director,  
LBS Centre for Science & Technology,  
Nandavanam, Palayam  
Thriuvananthapuram-695 033  
(Phone:324396,324148,324364, 324101) E-  
MAIL: [1bscst@md2.vsnl.net.in](mailto:1bscst@md2.vsnl.net.in)

**SUB CENTRES**

The Technical Officer  
LBS Sub Centre, Radha Nivas  
Vadayattukotta Road, Kollam-1

The Officer-in-charge  
LBS Sub Centre, Kattanam,  
Thazhava JN, Mavelikkara.

The Officer-in-charge  
LBS Sub Centre, Govt. VHSS,  
Nedumon, Ezhamkulam, Adoor

The Officer-in-charge  
LBS Sub Centre,  
Kaduvumbhagam Buildings  
Near Police Station,  
K.K. Road, Pampady, Kottayam.

The Officer-in-charge  
LBS Sub Centre, Kavalakkal House,  
Chengannur, Kollakadavu,  
Alleppey Dist.

The Officer-in-charge,  
LBS Sub Centre, St.Mary's Orthodox,  
Syrian Church Building, Niranam,  
Pathanamthitta Dist.

**LOCAL CENTRE**

The Managing Partner  
COMTECH, Thaimadam,  
T.B Road, Changancherry.

**REGIONAL UNIT, KALAMASSERY**

The Deputy Director  
LBS Regional Unit  
HMT Junction, NAD Road  
Kalamassery-683 104(Phone: 0484-541520)

**SUB CENTRES**

The Technical Officer  
LBS Sub Centre, Lalitha Bhavan, Chalayil,  
South of Stone Bridge  
Alleppey

The Officer-in-charge,  
LBS & Sub Centre, Pandarasseril Buildings  
Near Village Officer,  
Ettumanoor P.O., Kottayam.

**LOCAL CENTRES**

Santhigiri Rehabilitation Centre  
Vazhithala P.O.,  
Thodupuzha - 685 583

**REGIONAL UNIT, THRISSUR**

The Deputy Director  
LBS Regional Unit, NSIC Tech,  
Training Centre Campus,  
Alumvettuvazhi Road, Chiyaram,  
Thrissur-680026.

**SUB CENTRES**

The Officer-in-charge,  
LBS Sub Centre, Victory Shopping  
Complex, Victory Press Road  
Kunnamkulam.

The Officer-in-charge,  
LBS Sub Centre, Brohers Tower,  
Main Road, Alathur,  
Palakkad.

**L.B.S. SUB CENTRE**

Door No. 26/631, II Floor,  
Charutha Chambers, Noorani, Shornur Road,  
Yakkara Amsom, Palakkad Taluk,  
Palakkad.

**LOCAL CENTRE**

The Director,  
Al-Noor Technical Institute & Computer  
Centre, Vatanappally,  
Thrissur.

## REGIONAL UNIT, CALICUT

The Deputy Director,  
LBS Regional Centre,  
17/420, Indira Gandhi Road,  
Kozhikode-673004

### SUB CENTRES

The Officer-in-charge,  
LBS Sub Centre,  
The Kondotty Producers-cum-Consumers  
Co-operative Society Ltd, Kondotty,  
Malappuram-673 638  
The Officer-in-charge,

LBS Sub Centre,  
S.T.U. Building Grand Floor, Mavoor  
Kozhikode.

The Officer-in-charge,  
LBS Sub Centre,  
Kottapadi, Down Hill  
Malappuram.

The Officer-in-charge,  
LBS Sub-centre,  
K.C Building, OPP: JUMA MASJID  
Pandikkad Road, Manjeri - 676 121.

### LOCAL CENTRE

The Director,  
Digidynamic ITC & Computer  
Centre, Near Town Hall,  
Vadakara, CALICUT.

The Secretary,  
North Kerala, LBS Local Centre Forum,  
C/o DATA Tech. Computer Academy  
OPP: Town Hall, Vadakara, Calicut.

The Director  
DATA Tech. Computer Centre  
Mananthavady, Wayanad.

The Director,  
Comountech  
Al Ameen Charitable Trust (ACT)  
Meladi P.O., Calicut.

The Director,  
DATA Point Computer Academy of  
Information Technology,  
Sultan Bathery, Wayanad Dt.

The Director  
INFOTECH, Near State Bank,  
P.B No.6, Main Road, Quilandy.

The Director,  
Institute of Computer Education,  
Near MKH Hospital P.O.,  
Thirurangadi - 676 306, Malappuram Dt.

## REGIONAL UNIT, KANNUR

The Deputy Director  
LBS Regional Centre, Old Engg. Camoys,  
Near S.N. Park, Kannur-1.

### SUB CENTRES

The Officer-in-charge,  
LBS Sub-centre, Near Bus Stand  
Kanhangad, Kasaragod.

The Officer-in-charge  
LBS Sub-centre,  
Room No. V/5558,  
Unit Complex, Gokul St.  
Koothuparamba, Kannur

The Officer-in-charge,  
LBS Sub-centre,  
Taluk Office Compound, Kasaragod.

### LOCAL CENTRE

Shri K.V. Soopy  
Microtech Computer Centre,  
Panoor, Kannur.

The Director,  
UPTECH Computer Centre,  
Cherukunnu, Kannur.

The Managing Director,  
COMDEX  
Yatheem Khana Building  
Pier Road, Thalassery.

The Principal,  
Sir Syed College, Thaliparamba  
Kannur-670 142

The President  
Thaliparamba Educational Co-operative  
Society Ltd., No.C.855, Thaliparamba,  
Kannur.

## Subject of Study and Scheme of Evaluation

### Typewriting Lower (English)

Subject	Evaluation of Marks
Typewriting I Paper (Speed)	100
Typewriting II Paper	100
Computer Word Processing I	100
<b>Total</b>	<b>300</b>

### SCHEME OF EXAMINATION TYPEWRITING ENGLISH – LOWER I PAPER

Maximum Marks	-	100	Time : 10 mts.
Mini.required for a pass	-	40	
First Class	-	75%	
All pass except I Class is treated as II Class.			

To typewrite an ordinary printed passage containing 300 words. i.e., 1500 strokes (i.e. five strokes are treated as a word) with minimum capital letters in double line spacing with ten degrees margin on the left and five degrees margin on the right side. Special attention should be paid to accuracy and neatness of execution.

**Note:** Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. Two strokes are counted after a full stop (full stop is a dot put at the end of a sentence), Interrogation sign, an exclamation mark and colon. One stroke after and one before a bracket, quotation and hyphen and one stroke after coma and semi-colon. The candidate will not be eligible for a pass in this paper if the errors or omissions are more than 5%.

#### II Paper

Time	:	1.30 hours
Max.Marks	:	50
Min.requiread for a pass	:	20
I Class	:	75%

This paper will contain four questions. It is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printers correction and common abbreviations and the ability to present in proper form the fair copies for signature. This consists of

(a)	Statement	:	25%
(b)	Official letters, business letters, private letters & Professional letters with carbon copies	:	25%
(c)	Simple Govt.Orders	:	30%
(d)	Display – Advertisement, tender notice, notice	:	20

## Scheme of Valuation

Mistakes are:-

Spelling mistakes, Omissions, Overtyping, Wrong spacing etc. Each mistake is treated as a stroke mistake.

Five stroke mistakes are treated as a full mistake.

<i>Full mistakes</i>	<i>Marks</i>
0	100%
1	98%
2	96%
3	94%
4	92%
5	90%
6	86%
7	82%
8	78%
9	74%
10	70%
11	64%
12	58%
13	52%
14	46%
15	40%

(Mistakes in strokes = 5\* full mistakes)

### KGTE Typewriting – Lower

Subject	:	Computer Word Processing – I
Duration	:	*30 Hours
Maximum marks	:	100

### Content Outline

#### Fundamentals of Computer

- Application and usage of computers
- Classification of computers
- Functional blocks of a computer
- Input unit – Output unit – Memory unit
- Block Diagram
- Hardware/Software
- Memory Devices
- High/Low level Language
- Operating Systems

#### MS – Window:

- Fundamentals of Window: 95/98
- Components of a Window
- Applications and usage of a window
- Desktop-Taskbar – Recycle bin

## Word Processing

Basic Feature and advantages over typewriting

### MS-Word 97/2000

#### Getting Started with Word

- Starting Word
- Learning the Word Window
- Exiting Word

#### Creating a Document

#### Saving and Document

- Saving the Document
- Closing the created Document

#### Working on a New document

- Creating a new Document
- Opening an existing document

#### Editing the created Document

- Navigating in Word Document
- Selecting text
- Inserting and Deleting text
- Moving and Copying text

#### Formatting Text

- Formatting with toolbar
- Formatting with the Menus and Dialog Boxes
- Setting tabs and Indentations

#### Working with Several Documents

- Opening Several Documents Simultaneously
- Switching between Documents
- Displaying Multiple Documents Simultaneously

#### Managing Word Environment

- Using Views
- Zooming Documents
- Displaying Hidden Codes
- Splitting the Document

#### Formatting Long Documents

- Using Styles
- Using Lists

#### Creating Consistent Look with Templates

- Using Templates
- Modifying Templates

#### Creating Sections,

- Headers and footers
- Dividing the document into sections
- Creating headers and footers

#### More on Editing

- Finding and replacing a word in a document
- Checking and correcting Spelling

#### Incorporating Tables

- Creating a Word Table
- Formatting the Table
- Advanced Table Features

#### Printing the Document

- Setting up the page for printing
- Previewing and printing Documents



**Using Mail Merge**

- Conducting a Simple Mail Merge
- Merging Mail List with Form Letters
- Creating Labels
- Edit a Data Source

**Subject of Study and Scheme of Evaluation  
Typewriting Higher (English)**

Subject	Evaluation of Marks
Typewriting (I Paper) Speed	100
Typewriting (II Paper)	100
Computer Word Processing II	100
<b>Total</b>	<b>300</b>

**TYPEWRITING ENGLISH HIGHER**

It consists of three papers.

1. Typewriting I Paper - Speed
2. Typewriting II Paper
3. Computer Word Processing II

**TYPEWRITING I PAPER**

Typewriting on one side of the paper an ordinary printed passage with or without heading and few figures if necessary and not exceeding three paragraphs consisting of 2250 strokes at the rate of 45 w.p.m. in double line spacing with ten degrees margin on the left and five degrees on the right.

Note:- Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph or depression of shift key. Two strokes are counted after a full stop interrogation mark, collon and exclamation mark. One stroke counted after coma and semicolon. One stroke before and one stroke after brackets, quote and dash.

If the mistakes exceed 5% candidates will not be eligible for pass.

## TYPEWRITING II PAPER

Maximum Marks : 100  
Time : Two Hours

This paper is intended to serve as a test of the candidate, knowledge of spelling, punctuations and common abbreviations and his ability to present in proper form the fair copies for signature.

This consists of any five questions from the following:

1. Type and advanced statistical statement with vertical heading (Mark:15)
2. Type private letters/business letters, D.O letters/Official letters, letters from autonomous bodies and professional letters Know how to take carbon copies. (Marks :20)
3. Type G.O.s/Proceedings/Circulars/Notices and Notification. (Marks:20)
4. Type balance sheet/profit and loss account in two separate sheet of paper so as to match together. (Marks:30)
5. Type judgement/agreement/display/notice, advertisement/programme and invitation with ornamental borders. (Marks:15)

### KGTE Typewriting – Higher

Subject : Computer Word Processing – II  
Duration : 30 Hours  
Maximum Marks : 100

### Content Outline

#### More on MS WORD 97/2000

#### More on Formatting

- Formatting Documents Automatically
- Letting Word to do the Work with automatically
- Using Shrink to Fit Feature
- Formatting Drawing Objects Clip Art Auto Shapes etc.

#### Organising the document views

- Switching to Outline View
- Creating and Editing Outline Text
- Reorganising Outline Families
- Showing and Hiding Outline Text

#### Writing Efficiently with the help of shortcut Keys

- Assigning Styles to Shortcut Keys
- Assigning Word Commands to Shortcut Keys

#### Making Spelling Painless

- Using Auto Correct Feature
- Check Spelling as you Type

- Adding words to the Auto Correct List
- Finding just the right word
- Checking the Grammar
- Checking Spelling and Grammar at once

#### **Documenting Points with Footnotes**

#### **Organising the Reports with a Table of contents**

- Creating a Table of Contents
- Updating a Table of Contents

#### **Automating Letters**

- Using the include Letter Templates
- Using letter Wizard
- Creating a Letter Template
- Automatically addressing Correspondence
- Inserting Address
- Printing Envelopes
- Using a memo Wizard
- Sending a Fax
- Using Auto Text

#### **More on Mail Merge**

- Merging From other Databases. Excel Access Outlook Contact List.
- Selecting recipients-Sorting and Selecting Records

#### **Preparing Documents in Workgroups**

- Creating Master Documents and Subdocuments
- Renaming Subdocuments
- Protecting Master Document
- Expanding & Collapsing Master Documents
- Splitting & Merging Sub Documents

#### **Web Page Features of Word:**

### **TYPEWRITING ENGLISH HIGH SPEED**

Time	:	10 minutes
Marks	:	100

Typewrite on one side of the paper an ordinary printed passage with or without heading and few figures if necessary consisting of 3375 strokes with minimum capital letters in double line spacing with ten degrees margin on the left side and five degrees margin on the right. Special attention should be paid for accuracy and neatness of execution, Type the passage at the rate of 67.5 w.p.m.

**Note:-** Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift.

Two strokes after full stop(full stop is a dot put at the end of a sentence), exclamation mark interrogation sign, and colon. One stroke after semi colon and coma, one stroke after and one stroke before brackets, quotation and hyphen.

The candidates who commit more than 3 % of mistake are not eligible for pass.

**Subject of Study and Scheme of Evaluation Typewriting High Speed(English)**

<i>Subject</i>	<i>Evaluation of Marks</i>
Typewriting speed paper	100
Total	100

**TYPEWRITING ENGLISH HIGHER SCHEME OF VALUATION**

Full Mistakes	-	Marks
0	-	100
1	-	98
2	-	96
3	-	94
4	-	92
5	-	90
6	-	88
7	-	86
8	-	84
9	-	82
10	-	80
11	-	77
12	-	74
13	-	71
14	-	68
15	-	65
16	-	62
17	-	59
18	-	56
19	-	53
20	-	50
21	-	46
22	-	42
23 <sup>5</sup>	-	40

(Five strokes mistakes are treated as a full mistake)

(Number of stroke mistakes = full mistake \*5)

Mistake in stroke for pass is  $23 * 5 = 115$

## TYPEWRITING ENGLISH HIGH SPEED SCHEME OF VALUATION

Five stroke mistake is treated as word mistakes. A candidate who commits 101.5 strokes or 20.5 words or below is eligible for pass.

Full Mistakes	-	Marks
0	-	100
1	-	98
2	-	96
3	-	94
4	-	92
5	-	90
6	-	87
7	-	84
8	-	81
9	-	78
10	-	75
11	-	72
12	-	69
13	-	66
14	-	63
15	-	60
16	-	56
17	-	52
18	-	48
19	-	44
20 and 21	-	40

### Subject of Study and Scheme of Evaluation Typewriting Lower (Malayalam)

Subject	Evaluation of Marks
Typewriting I Paper (Speed)	100
Typewriting II Paper	100
<b>Total</b>	<b>200</b>

### Scheme TYPEWRITING MALAYALAM LOWER Grade I PAPER

Time: 10 Minutes

Maximum Marks : 100  
Minimum for pass : 40%  
I class : 75%

Typewrite an ordinary printed passage of 1250 strokes (25 w.p.m.) in double line spacing on one side of the paper with ten degrees margin on the left and five degrees on the right. Special attention must be paid for neatness and accuracy.

- Note:
- 1 Five Strokes will be counted as a word.  
Each depression of a character key or the space bar will be counted as a stroke.  
No stroke is counted for paragraph indentation or depression of shift key.
  - 2 Standard required for a pass will be ability to type with not more than 7% of errors or omissions. Total mistakes allowable - 88 strokes.

## TYPE WRITING MALAYALAM PAPER II

Time: 1.30 Hours

Maximum Marks : 100  
Minimum for a pass : 40  
I Class : 75%

- This paper must contain any 4 question from the following:
1. Type from printed or manuscript matter containing short and simple tabular statement/bills/invoices etc.
  2. Typewrite any one of the following correctly and in proper form taking not more than two carbon copies of rough and unarranged drafts in manuscripts of officials/professional letters/ D.O. letters.
  3. Type any one of the following in proper form – Government order-proceedings.
  4. Display typing with borders such as advertisement, notice, tender notice etc.

### SCHEME OF VALUATION TYPEWRITING MALAYALAM LOWER

Candidates who commits 17.5 word mistakes or 87.5 stroke mistake or below are Eligible for pass.

<i>Full Mistake</i>	-	<i>Marks</i>
0	-	100
1	-	98
2	-	96
3	-	94
4	-	92
5	-	90
6	-	87
7	-	84
8	-	81
9	-	78
10	-	75
11	-	71
12	-	67
13	-	63
14	-	59
15	-	55
16	-	50
17	-	45
18	-	40

#### Subject of Study and Scheme of Evaluation

##### Typewriting Higher (Malayalam)

<b>Subject</b>	-	<b>Evaluation of Marks</b>
Typewriting I Paper (Speed)	-	100
Typewriting II paper	-	100
<b>Total</b>	-	<b>200</b>

## SCHEME: TYPEWRITING MALAYALAM HIGHER GRADE I PAPER

Time : 10 Minutes

Maximum Marks : 100  
Minimum for pass : 40%  
I Class : 75%

To typewrite an ordinary printed passage of 1750 strokes i.e., 35 w.p.m. in double line spacing on one side of the paper with ten degrees of margin on the left and 5 degrees margin on the right. Special care must be paid for neatness and accuracy.

Note: 5 strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift key. Two strokes are counted after every full stop (full stop is a dot put at the end of a sentence).

Interrogation mark, exclamation mark and colon. One stroke after comma and semi-colon.

One stroke before and after bracket, quotation and hyphen.

The candidate who commits more than 7% of errors/omissions are not eligible for pass.

## TYPEWRITING MALAYALAM HIGHER II PAPER

Time : 2 Hours

Maximum Marks : 100  
Minimum for pass : 40%  
I Class : 75%

This paper is intended to serve as a test of candidates knowledge of spelling, punctuation, Common abbreviations and his ability to present in proper form the fair copies for signature.

This shall contain five questions consisting the following.

1. To typewrite an advanced tabular and other matters such as invoices, statements etc.
2. Balance sheet/profit and loss account/income and expenditure account should be typed on two separate sheets with headings and auditor's report so as to match together.
3. To typewrite correctly and in proper form taking not more than two carbon copies from a confused and abbreviated rough manuscript of official letters/personal letters/D.O. letters/professional letters.
4. Another question for Display work such as advertisement/Notice/Tender Notice with Borders.
5. To typewrite in proper form a Government order/proceedings/amendment from a Confused, abbreviated manuscript.

15

## SYLLABUS

### TYPEWRITING ENGLISH LOWER

Candidate should acquire speed of 30 w.p.m. i.e., 150 strokes per minute. There will be three theory papers for the typewriting lower grade examination. Theory papers include 3 paper i.e., speed test, II Paper (i.e., typing of 4 different manuscript questions from a confused, abbreviated and unarranged matter into proper form by correcting spelling mistakes, expanding the abbreviations etc.) and Computer Word Processing I. Special attention should be paid for accuracy and neatness. There must be a separate minimum of 40% for each Paper for a pass. Candidate who commit more than 5 % of mistakes are not eligible for a pass in speed test.

### TYPEWRITING ENGLISH HIGHER

Candidates who have successfully completed lower grade examination can appear for Higher grade examination. When they acquire 45 w.p.m. or 225 strokes per minute. There will be theory papers for the typewriting higher grade examination. Theory paper includes I paper i.e., speed test, II paper i.e., typing of five different manuscript questions from a confused, abbreviated and unarranged matter into proper form by correcting spelling mistakes, expanding abbreviations etc., and Computer Word Processing II. Special attention should be paid for accuracy and neatness. There must be a separate minimum of 40% for each Paper for a pass. Candidates who commit more than 5% mistakes are not eligible for pass.

### TYPEWRITING ENGLISH HIGH SPEED

Candidates who have successfully completed higher grade examination can appear for high speed examination when they acquire 67.5 w.p.m. or 337.5 strokes p.m. There will be only one speed test for high speed exam and those who commit more than 3% of omission/omission and mistakes are not eligible for pass.

## SYLLABUS

### TYPEWRITING MALAYALAM LOWER

Candidate should acquire speed of 25 w.p.m. i.e., 125 strokes per minute. There will be two theory papers and for the typewriting lower grade examination. Theory paper includes I paper i.e., speed test, II Paper i.e., typing of 4 different manuscript questions from a confused, abbreviated and unarranged matter into proper form by correcting spelling mistakes, expanding the abbreviations etc. Special attention should be paid for accuracy and neatness. There must be separate minimum of 40% for each paper for a pass. Candidates who commit more than 7% of mistakes are not eligible for a pass in the speed test.

### TYPEWRITING MALAYALAM HIGHER

Candidates who have successfully completed the lower grade examination can appear for higher grade examination when they acquire 40 w.p.m. or 200 strokes p.m. There will be 2 theory papers for the typewriting higher-grade examination. Theory paper includes I paper i.e., speed test, II Paper i.e., typing of 5 different manuscript questions from a confused, abbreviated and unarranged



matter into proper form by correcting spelling mistakes, expanding abbreviations etc., Special attention should be paid for accuracy and neatness.

**SCHEME OF VALUATION  
TYPEWRITING MALAYALAM HIGHER**

Candidates who commits 24.5 words mistake or 125-stroke mistakes or less are eligible for a pass.

<i>Full mistake</i>	<i>Marks</i>
0	100
1	98
2	96
3	94
4	92
5	90
6	88
7	86
8	84
9	82
10	80
11	78
12	76
13	74
14	72
15	70
16	68
17	66
18	64
19	62
20	60
21	56
22	52
23	48
24	44
24.5/25	40

**Subject of Study and Scheme of Evaluation**

**Short Hand English (Lower)**

<i>Subject</i>	<i>Evaluation of marks</i>
Shorthand English I Paper	50
Shorthand English II Paper	50
<b>Total</b>	<b>100</b>

Subject

Shorthand English I Paper

Maximum Marks	-	50
Time for dictation	-	7 minutes
Minimum for pass	-	20 marks

Candidate will have to take down in Shorthand an English passage dictated at 80 w.p.m. The passage shall consist of two parts: viz.,

- a. A Speech, essay or any such matter of 400 words
- b. A simple official or business letter of 160 words

The dictated passage shall be transcribed into long hand. Time allowed for transcription is 1 hour and 5 minutes. Maximum permissible mistakes or omissions or omissions and mistakes together shall be 5%. i.e., 28. Those who commit more than 28 mistakes shall be considered as failed.

Omissions shall be treated as full mistakes (Omission of words, full stops, exclamation marks and question marks). Omission of paragraph/indentation and important punctuations (semi-colon, colon&comma) shall be treated as half mistakes.

**SCHEME OF VALUATION**

Number of mistakes	Marks
0	50
1	49.5
2	49
3	48.5
4	48
5	47.5
6	47
7	46
8	45
9	44
10	43
11	42
12	41
13	40
14	39
15	38
16	36.75
17	35.5
18	34.25
19	33
20	31.25
21	30.5
22	29
23	27.5
24	26
25	24.5
26	23
27	21.5
28	20

4061  
4073  
Duration of the  
Egs. lower II  
for Mark II's  
III Part

Subject : Shorthand (English) Lower II Paper  
 Maximum Marks : 50  
 Minimum for a pass : 20  
 Time : 1 Hour 15 minutes

The question paper shall consist of :

- a
1. Transcription of a lithographed passage of 200 words into short hand - 10 marks
  2. Transcription of an English passage of 200 words into Shorthand - 10 marks
  3. Answering of 4 questions on the Principles of Pitman System of Shorthand (covering portions upto and including exercise No.144) - 15 Marks
- b
1. Summarising a passage (English) of 360 words into one-third. The Passage may be a Public Speech, an essay or even a story - (part there of) - 15 Marks

*Classification of passed candidates*

I Class	- I Paper	- 75%
	II Paper	- 75%
II Class	- In between 40% and 74%	

**Subject of Study and Scheme of Evaluation**

Shorthand English(Higher)		Evaluation of Marks
Subject	:	
Shorthand English I Paper (Speed)	:	100
Shorthand English II Paper (Elaboration of Notes)	:	50
Shorthand English III Paper(Condensation and Theory)	:	50
<b>Total</b>	:	<b>200</b>

**SHORTHAND ENGLISH HIGHER GRADE**

Name of paper : Shorthand English I Paper  
 Maximum Marks : 100  
 Minimum marks required for pass : 40  
 Time for dictation : 7 minutes

Candidates shall have to take down in shorthand a passage-a speech, essay or story or part thereof-of about 600 words and a letter-official, professional or business-consisting of 240 words dictated at 120 w.p.m. Dictation of speed shall be regulated at every quarter of the minute.

The dictated passage shall be transcribed into longhand in 1 hour and 30 minutes time. Maximum permissible mistakes/errors and omissions together shall be 4% i.e., 34. Those who exceed this limit shall be deemed to have failed. Omission shall be treated as full mistakes, (omissions of words, full stops, exclamation marks, question marks). Omission of paragraph indentations, and important punctuation (semi colon, comma, colon) shall be treated as half mistakes.

### SCHEME OF VALUATION

Number of mistakes	:	Marks
0	:	100
1	:	99
2	:	98
3	:	97
4	:	96
5	:	95
6	:	94
7	:	93
8	:	92
9	:	91
10	:	90
11	:	88
12	:	86
13	:	84
14	:	82
15	:	80
16	:	78
17	:	76
18	:	74
19	:	72
20	:	70
21	:	68
22	:	66
23	:	64
24	:	62
25	:	60
26	:	58
27	:	56
28	:	54
29	:	52
30	:	50
31	:	47.5
32	:	45
33	:	42.5
34	:	40

### SHORTHAND ENGLISH HIGHER GRADE

Name of Paper	:	Shorthand(English) Higher II Paper Elaboration
Maximum Marks	:	50
Minimum for pass	:	20
Time for dictation	:	4 minutes

4

Brief notes of varied character covering any four of the following shall be dictated at a speed of 120 w.p.m. for a period not exceeding 4 minutes. Speed shall be regulated at every quarter of the time. Proper names and figures shall be dictated clearly.

- a. Official, professional or business correspondence
- b. Notice inviting tenders
- c. Advertisement for jobs and applications in response to them
- d. Circular and Petitions
- e. Eye witness account of an accident /event/incident
- f. Letter to the Editor
- g. Press Note
- h. Government Order
- i. Notice concerning the general body meeting of a Joint stock company or similar body
- j. Matters of public interest.

Candidates shall have to take down the dictation in shorthand and elaborate them in their proper form. (Letter form/tender form/documentary form etc.)

Time for elaboration - 1 ½ hours

### SHORTHAND ENGLISH HIGHER III PAPER

Name of paper	:	Shorthand English III Paper (Condensation and theory)
Maximum Marks	:	50
Minimum for pass	:	20
Time for dictation	:	7 minutes
Time for answering	:	2 ½ hours

In this first part candidates shall have to answer questions of the principles of shorthand based on the syllabus i.e., from Exercise 145 onwards to the end of Pitman Instructor. There shall be 4 questions - objective and short note type.

Candidates will have to take down in shorthand a passage - a speech, essay or story - of 840 words dictated at 120 w.p.m. The same shall be condensed into longhand in indirect speech to its one-third i.e., 280 words.

Candidates shall also have to transcribe into longhand a passage of about 200 words of lithographed shorthand matter.

Candidates shall have to transcribe into shorthand, a longhand passage of about 200 words in reporting style employing principles of advanced phraseography.

*Allocation of marks*

Principles of Pitman Shorthand	-	30%	-	15 marks
Transcription of shorthand matter into longhand	-	20%	-	10 marks
Transcription of longhand into shorthand	-	20%	-	10marks
Condensation	-	30%	-	15marks
<b>Total</b>	-			<b>50 marks</b>

*Classification of passed candidates*

If a candidate secures 75% of marks in all the papers together he/she shall be deemed to have passed in first class. All the others shall be deemed to have passed in second class i.e., (marks in between 75% and 40%)

*Subject of Study and Scheme of Evaluation*

*Shorthand English High Speed*

<b>Subject</b>	<b>:</b>	<b>Evaluation of marks</b>
Shorthand English I Paper (Speed)	:	100
Shorthand English II Paper (Condensation)	:	100
<b>Total</b>	<b>:</b>	<b>200</b>

**SHORTHAND ENGLISH HIGH SPEED**

*Paper I Dictation:*

Candidates shall have to take down in shorthand a passage - a speech, essay or any other matter-dictated - 150 w.p.m. Time for dictation - 5 minutes. Maximum marks- 100. Time for transcription is 1 hour 15 minutes. Maximum permissible mistakes/ error or errors and omissions together shall not exceed 3 % of the total words i.e., 23 mistakes. Classification of mistakes is exactly the same as specified under paragraph 2 in rules for higher grade.

**SCHEME OF VALUATION**

<b>Number of mistakes</b>	<b>:</b>	<b>Marks</b>
0	:	100
1	:	90
2	:	80
3	:	70
4	:	68
5	:	66
6	:	64
7	:	62

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8	:	60
9	:	58
10	:	56
11	:	54
12	:	52
13	:	50
14	:	49
15	:	48
16	:	47
17	:	46
18	:	45
19	:	44
20	:	43
21	:	42
22	:	41
23	:	40

**PAPER II CONDENSATION**

Time	:	5 minutes
Time for Transcription	:	1 Hours 15 minutes
Marks	:	100

Candidates shall have to take down a passage in shorthand dictated at 150 w.p.m. The same shall be condensed giving proper headings and sub headings wherever necessary. The length of the condensed passage shall be one-third of the original passage i.e., 250 words.

Those who obtain 75% of marks in both papers (separately or together) shall be placed in the I Class. All the others in between 74% and 40% are placed in II class. However, separate minimum is a must for a pass in both papers.

*Subject of Study and Scheme of Evaluation*

*Shorthand Malayalam. Lower*

Subject	:	Evaluation of marks
Shorthand Malayalam I Paper	:	50
Shorthand Malayalam II Paper	:	50
Total	:	100

**SHORTHAND MALAYALAM LOWER**

Maximum marks	:	50
Minimum for pass	:	20
Time for dictation	:	7 minutes

The candidate shall have to take down in shorthand a passage - a speech, essay, story dictated at 50 w.p.m. The dictated passage shall be transcribed into Longhand-time allowed for transcription is 1½ hours.

Maximum permissible mistakes is limited to 5%.

**Note:**

1. Calculation of words shall be made on the basis of an average of  $3\frac{1}{2}$  letters per word.
2. A semi-vowel or a semi vocal shall be calculated as  $\frac{1}{2}$  letter.
3. A compound letter may be calculated as one letter.
4. Mistakes may be counted as letters.
5. Total mistakes allowable is 61 letters.

**SCHEME OF VALUATION**

Number of mistakes	Marks
0	50
1	49
2	48
3	47
4	46
5	45
6	44
7	42
8	40
9	38
10	36
11	34
12	32
13	30
14	28
15	26
16	24
17	22
18	20

**SHORTHAND MALAYALAM LOWER II PAPER**

Maximum Marks : 50  
Time : 1 Hour

*The second paper shall consist of:*

1. 4 questions on principles of shorthand - 20 marks
2. Transcription of 5 short sentences of long hand into shorthand - 15 marks
3. Transcription of 5 sentences (lithographed) of shorthand into longhand - 15 marks

**Classification of passed candidates:**

I Class - 75%  
II Class - In between 40% and 74%



Subject of Study and Scheme of Evaluation

SHORTHAND MALAYALAM HIGHER

Subject	Evaluation of Marks
Shorthand Malayalam I Paper	50
Shorthand Malayalam II Paper (Elaboration)	50
Shorthand Malayalam III paper (Condensation and theory)	50
<b>Total</b>	<b>150</b>

SHORTHAND MALAYALAM HIGHER I PAPER

Maximum Marks	: 50
Minimum for pass	: 20
Time for dictation	: 7 minutes

The candidate shall have to take down in shorthand a passage of 525 words dictated at 75 words per minute.

Time for transcription - 2 hours

The shorthand passage shall be transcribed into longhand. Maximum permissible mistakes/error, or errors and omissions together shall be 4%.

Note:

1. Calculation of words shall be made on the basis of an average of 3½ letters per word.
2. A semi-vowel or a semi vocal shall be calculated as ½ letter.
3. A compound letter may be calculated as one letter.
4. Mistake may be counted as letters.
5. Total mistakes allowable is 74 letters.

SCHEME OF VALUATION

Number of mistakes	Marks
0	50
1	48
2	46
3	44
4	42
5	40
6	38
7	36
8	34

25

9	-	32
10	-	31
11	-	30
12	-	29
13	-	28
14	-	27
15	-	26
16	-	25
17	-	24
18	-	23
19	-	22
20	-	21
21	-	20

**SHORTHAND MALAYALAM HIGHER II PAPER**

Name of paper	:	Shorthand (Malayalam) Higher II Paper Elaborated
Time of dictation	:	4 minutes
Maximum Marks	:	50
Minimum for pass	:	20

Brief notes of varied character covering any four of the following shall be dictated at a speed of 75 words per minute for a period not exceeding 4 minutes. Speed shall be regulated at every quarter of the minute. Proper names and figures shall be dictated clearly.

- a. Official, professional or business correspondence
- b. Notice inviting tenders
- c. Advertisement for jobs and applications in response to them
- d. Circular and petitions
- e. Eye witness of an accident/event/incident
- f. Letter to the Editor
- g. Press Note
- h. Government Order
- i. Notice concerning the general body meeting of a Joint stock company or similar body
- j. Matters of public interest

Candidate shall have to take down the dictation in shorthand and elaborate them in their proper form. (Letter form/tender form/documentary form etc.)

Time for Elaboration - 1 ½ hours

## SHORTHAND MALAYALAM III PAPER (HIGHER)

Name of paper	:	Shorthand (Malayalam) III paper (Condensation and theory)
Maximum Marks	:	50
Minimum for pass	:	20
Time for dictation	:	7 minutes
Time for answering	:	2 ½ hours

In the first part candidates shall have to answer questions on the principles of shorthand based on the shorthand text book. There shall be 4 questions - objective and short note type.

Candidates will have to take down in shorthand a passage- a speech, essay or story of 525 words dictated at 75 w.p.m. The same shall be condensed into longhand in indirect speech to its one-third i.e., 175 words.

Candidates shall also have to transcribe into longhand a passage of about 200 words of lithographed shorthand matter.

Candidates shall have to transcribe into shorthand, a longhand passage of about 200 words in reporting style-employing principles of advanced phraseography.

### Allocation of marks:

Principles of shorthand	-	30%	-	15 marks
Transcription of shorthand Matter into longhand	-	20%	-	10 marks
Transcription of longhand into shorthand	-	20%	-	10 marks
Condensation	-	30%	-	15 marks
<b>Total</b>	-		-	<b>50 marks</b>

### Classification of passed candidates

If a candidate secures 75% of marks in all the papers together he/she shall be deemed to have passed in first class. All the others shall be deemed to have passed in second class i.e., (marks in between 74% and 40%)

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