

**Government of Nagaland  
Personnel and Administrative Reforms Department  
( Administrative Reforms Branch)**

**OFFICE MEMORANDUM**

Dated Kohima, the 16<sup>th</sup> Sept'2008

**No.AR-3/Gen-174/2007:** In partial notification of this Department's Notification No.AR-8/20/82 dated 29/11/1982, the Governor of Nagaland is pleased to amend the following with immediate effect:-

1. A new corresponding scale of pay in the Directorates is being introduced in the pay scale of Rs 6,000-9,750/- in the line of new cadre of Asst. Superintendent in the Directorates. **The existing post Sr. Grade Typist shall be re-designated as Special Grade Typist** in the scale pay of Rs 8,000-13,500/- However, those Typist who have been promoted earlier in the scale of Rs 8,000-13,500/- through regular DPC with the representatives of P&AR and from the concerned Administrative Departments shall not be downgraded in the new scale. All Typist shall be promoted through regular DPC with the representatives of P&AR and from the concerned Administrative Departments in the scale of Rs 6,000-9,750/- from Grade-I and who have completed 5(five) years. The revised grades and the pay scale for the following **Directorate Typist** shall be as under:
    - (i) Special Grade : Rs 8,000-13,500/-
    - (ii) Senior Grade : Rs 6,000-9,750/-
    - (iii) Grade-I : Rs 4,500-7,000/-
    - (iv) Grade-II : Rs 3,200-4,900/-
    - (v) Grade-III : Rs 3,050-4,590/-
  2. The promotions and service conditions of Typist are presently governed by Notification No. AR-8/20/82 dated 29/11/1982 where provisions pertaining to Typists in the Secretariat have been made applicable to the Typist in Directorates and Districts also. All the Typists posts are being proposed to be phased out and converted into LDA-cum-Computer Operator as and when the incumbent vacates the posts Therefore, the present arrangement of promotion as laid down in notification of dated 29/11/1982 shall continue.
  3. In view of the difficulties of the Typists in the Districts to come to Kohima to appear speed tests in the NPSC Office, the Departments shall hold speed tests in the respective Districts Hqrs. The Heads of Office in the District shall forward the list of Typist to the Screening Committee who wish to appear for the tests. The Deputy Commissioners shall constitute a District Level Screening Committee to conduct the test. The Screening Committee shall consist of the Deputy Commissioner, one Head of Office in the District and one expert member. The incidental expenditure in organising the Screening test shall be equitably borne by the Departments whose staff appear for the test.
1. The Typist posts are technical and specific skill-based service. For promotion to various grade, the Typists are required to qualify speed tests ranging from 30 to 45 words per minute. However, the speed test requirements is being reduced to 35 words per minute for promotion from grade-III to grade-II and 40 words per minute from grade-II to grade-I with the number of mistake and exceeding 5%.
  2. This supersedes this Department's O.M of even number dated 9<sup>th</sup> Sept, 2008.

**Sd/- C. J. PONRAJ.**  
Principal Secretary to the Govt. of Nagaland.