

GOVERNMENT OF NAGALAND
Personnel and Administrative Reforms Department

NO. AR-8/20/82

Dated Kohima, the 29th Nov., 1982

Whereas the Government having considered that the mode of recruitment and academic qualification of appointment to the posts of Typist are different and whereas the government are of the view that a Typist after gaining sufficient experience and proficiency in Typing works, when promoted to the post of L.D.A fails to discharge the duties and responsibilities of the post and thus the experiences and knowledge so assiduously acquired over the years are wasted to the disadvantage of the Government.

Now, therefore the Government after careful consideration have decided that the Typist in the Nagaland Civil Secretariat Officers of the Head of the Departments and Subordinate Officers in the State shall form into separate Cadres with effect from the date of issue of this Notification as under:-

A. NAGALAND CIVIL SECRETARIAT

(i) Typist Grade-III

The Typist on first appointment shall join the Grade-III post in pay scale of Rs. 240-5-265 EB-7-335-EB-9-380/P.M. The qualifying speed in typing shall be 30 words per minute.

(ii) Typist Grade - II

The Typist Grade-III shall be eligible to sit in speed test examination conducted by the N.P.S.C for promotion to Grade-II in the scale of pay of Rs. 275-9-320-EB-10-420-EB-11-475/P.M. After completion of 4 years of service in grade-III. The qualifying speed in typing shall be 40 words per minute.

(iii) Typist Grade-I

The typist Grade-II shall be eligible to sit in speed test examination to be conducted by the N.P.S.C. For promotion to Grade-I in pay scale of Rs. 425-15-500-EB-20-700/P.M. After completion of 5 years of service in Grade-II. The qualifying speed in typing shall be 45 words per minute.

(iv) Typist Senior Grade

The Typist Grade-I shall be eligible for promotion to the post of Senior Grade in the scale of pay of Rs. 525-25-700-EB-25-900/-O.M. After rendering 5 years of service in Grade-I and purely on seniority-cum-merit.

(v) Typist Special Grade

The Senior Grade typist shall be eligible for promotion to the post of Special Grade in pay scale of Rs. 650-27-50-815-EB-30-1025/-P.M. After rendering 4 years of service in Senior Grade and purely on seniority-cum-merit. No. Post of Typist shall be gazetted irrespective of the pay scale attached to the post.

B. HEADS OF DEPARTMENTS

In the Heads of the department offices the Typist shall be graded into Grade-III, Grade-II & Senior Grade. The existing mode of recruitment to the posts of typist shall continue. The required length of service as well as qualifying speed in typing for promotion to higher grades shall be the same as prescribed in respect of the Typist in the Civil Secretariat.

1. Grade - III : Rs. 240-5-265-EB-7-335-EB-9-380/-P.M.
2. Grade-II : Rs. 255-6-315-EB-7-350-10-400/-P.M.
3. Grade - I : Rs. 400-15-475-EB-17.50-650/-P.M.
4. Senior Grade : Rs. 600-25-800-EB-30-950/- P.M.

C. SUBORDINATE OFFICES

The Typist in the Subordinate Offices shall have four grades namely Grade-III, II, I & Senior Grade as in the case of Heads of the Departments. The mode of recruitment of conditions of eligibility for promotions to higher shall be the same as prescribed in respect of the Typist in the Heads of Departments.

The scale of pay for each grade shall be as under

1. Grade - III : Rs. 240-5-265-EB-7-335-EB-9-380/-P.M.
2. Grade-II : Rs. 255-6-315-EB-7-350-10-400/-P.M.
3. Grade - I : Rs. 400-15-475-EB-17.50-650/-P.M.
4. Senior Grade : Rs. 425-15-500-EB-20-700/- P.M.

Henceforth no post of LDA-Cum-Typist shall be created and the existing Typist shall be regulated according to this instruction.

Sd/- IMTIKUMZUK

Deputy Secretary to the Govt. of Nagaland.