ABSTRACT

Technical Education – Government Technical Examination – Certificate course in Computer on Office Automation – Cancellation of existing Rules and Regulation and approval of new Rules and Regulation for the Certificate course – Orders – Issued.

Higher Education (B1) Department

G.O.(Ms).No. 187

Dated : 28.10.2024

ஸ்ரீ குரோதி வருடம், ஐப்பசி -11

திருவள்ளுவர் ஆண்டு 2055

Read :-

1. G.O. (Ms.) No. 47, Higher Education (B1) Department, dated 20.02.2002.

2. G.O. (Ms.) No. 50, Higher Education (B1) Department, dated 24.02.2004

3. G.O. (Ms.) No. 190, Higher Education (B1) Department, dated 16.12.2020

4. G.O. (Ms.) No. 82, Higher Education (B1) Department, dated 17.03.2023

5. From the Secretary, HRM (S) Department, Letter No.9074/S1/2023-1, Dated 13.08.2024.

6. From the Chairman, Board of Examination, Directorate of Technical Education, Letter No.109595/Q3/2024, dated 19.09.2024.

ORDER:

In the G.O. first read above, the Government have approved the Rules and Regulations and syllabus for Certificate Course in Computer on Office Automation, submitted by the Director of Technical Education and subsequently amendments were issued in G.Os 2nd,3rd and 4thread above for the above certificate course.

2.   In the letter fifth read above, the Human Resource Management Department has sent the minutes of the meeting held on 10.05.2024 for taking necessary action. In the minutes the decision were taken to include touch typing skills in the syllabus of the 'Certificate course in Computer on Office Automation' and to dispense with the requirement of Junior / Higher Grade   typing   as   pre-requisite qualification for appearing the above certificate course examination.

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3.   In the letter sixth read above, the Chairman, Board of Examination, Directorate of Technical Education has sent the proposal based on the minutes of the meeting and stated that it is essential to obtain a new Government order as an amendment to the previous Government orders issued in G.O.'s first, second, third and fourth read above for reformation of the syllabus of the certificate course in Computer on Automation incorporating Typing Skill Examination. He has also stated that the Government Technical Examination (GTE) namely Certificate Course in Computer on Office Automation (CoA) and the Typewriting (TW) Examination are conducted by the Chairman, Board of Examination twice a year during the month of February and August. The Typewriting Examination and Certificate Course in Computer on Office Automation are combined together as a single certificate course as a pre-requisite qualification for getting appointment to the Tamil Nadu State and Subordinate services. Hence he has submitted new Rules and Regulations for the Certificate course in Computer on Office Automation for the approval of the Government.

4.   The Government after careful examination, approve the new Rules and Regulations for the Certificate course in Computer on Office Automation submitted by the Chairman, Board of Examination, Directorate of Technical Education appended to this order and cancel the G.O first, second, third and fourth read above issued for the above Certificate course.

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(BY ORDER OF THE GOVERNOR)

K. GOPAL
ADDITTIONAL CHIEF SECRETARY TO GOVERNMENT

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To :-
The Commissioner of Technical Education, Chennai-25.
The Secretary, Human Resources Management Department, Chennai – 9.
The Chairman, Tamil Nadu Public Service Commission, Chennai – 3.
The Accountant General, Chennai-18.
The Pay and Accounts Officer (South), Chennai-35.
The Director of Collegiate Education, Chennai-15.
The Director of School Education, Chennai-6.
The Director of Elementary Education, Chennai-6.
Copy to:-
The School Education Department, Chennai-9.
The Joint Secretary (TE), Higher Education Department, Chennai-9
All Department of Secretariat.
All Heads of Departments.
All District Collectors.
Sf/Sc.

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//Forwarded / By order//

SECTION OFFICER.

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Appendix

RULES AND REGULATIONS

1. **Title of the Certificate:**

   CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION

   e-Certificate will be issued in a digital form after successful completion of the examination which is subjected to the Genuiness Verification in Department of Technical Education applied through the concerned department after recruitment.

2. **Essential Qualification to apply for this Examination:**
   A pass in SSLC or equivalent examination.

3. **Learning Resources:**
   A Candidate shall undergo learning process through available e-resources like course material or e-contents prescribed in the syllabus.

4. **Syllabus:**
   Prescribed by the Chairman, Board of Examination, Directorate of Technical Education, Chennai - 600 025.

5. **Centres of Examination:**
   Selected Government / Government Aided / Self-financing Polytechnic Colleges throughout Tamil Nadu, as per requirements and also in Engineering Colleges (if required).

6. **Examination Fees:**
   The Examination fees for the course is Rs.1500 + Rs. 100 for Registration Fees and it has to be paid through online payment gateway provided during online application.

7. **Scheme of Examination:**
   The Notification for the Registration of eligible candidates for the Examination shall be announced in two spells in a year during the month of June and December.

   The Examination will be conducted in various batches based on the no. of candidates registered for the spell and availability of resources.

Paper	Description	Total Marks and Duration of Examination
I	Theory Test on Computer and Office Automation tools	50 Marks / 60 minutes
II	English Typing Touch and Speed Skill Test @ 30 wpm	50 Marks / 10 minutes

III	Tamil Typing Touch and Speed Skill Test @ 30 wpm	50 Marks / 10 minutes
IV	Practical Test on Computer and Office Automation tools	50 Marks / 60 minutes

8. Mode of Conduct of Examination:

The Examination will be conducted through Web Applications with digital evaluation modules for Paper I to Paper - III and Onscreen Digital Evaluation for Paper – IV.

9. Pass Criteria:

A candidate is declared to have passed, if he/she has got 40% of Total Marks each in Paper - I, II, III and IV and an aggregate mark of 50% from all the Papers - I, II, III and IV.

10. Expenses for Conduction of Examination:

The Travel Allowances, Daily Allowances, Remuneration, Contingency Expenses, Postal Charges and other related expenses involved in the conduct of this certificate course shall be held with the discretion of the Chairman, Board of Examination on self-supporting basis with reference to any of the Tamil Nadu Government undertaken self-supporting programme

11. Competent Authority:

The decision of the Chairman, Board of Examination shall be final at any stage of the conduction of Certificate Course in Computer on Office Automation Examination.

The new rules and regulations for Certificate Course in Computer on Office Automation in Government Technical Examination shall be implemented with effect from the date of subsequent notification.

K.GOPAL
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT

//TRUE COPY//

N. Gnanacekaran
28/10/24
SECTION OFFICER.