

**List of qualifications accepted so far as equivalent to KGTE Computer Word Processing for selection to the post of LD Typist in Various Departments.**

**(Please see the notification for the post published as Category No.388/2014 and 389/2014 in the Gazette dated 10/09/2014)**

As per GO (MS) No. 21/2011/P&ARD dated 01.07.2011, KGTE Computer Word Processing is one of the qualifications prescribed for the post of LD Typist in Various Departments. Those who have passed KGTE English Typewriting (Lower) before 2002, should produce separate Certificate in Computer Word Processing or its equivalent. In accordance with the Government Order and other conditions incorporated in the Gazette Notification, the Hon'ble Commission have examined the acceptability of the qualifications submitted by the applicants of previous selection, as equivalent to Computer Word Processing and decided to accept the following qualifications are acceptable. The criteria will be followed subject to scrutiny of the claim and subsequent decision of the Hon'ble Commission regarding the other qualifications claimed by the candidates.

| Sl. No. | Name of Course                                 | Name of Institution                          | Designation of Issuing Authority                 |
|---------|------------------------------------------------|----------------------------------------------|--------------------------------------------------|
| 1       | PG Diploma in Computer Science and Application | TKM College of Engineering                   | Principal (Engg.)                                |
| 2       | Wordstar and dBase III Plus                    | Polytechnic (Any Govt. Aided Polytechnic)    | Principal (Polytechnic)                          |
| 3       | A' Level Advanced Diploma                      | DOEACC Society                               | Executive Director                               |
| 4       | Certificate in DTP                             | C-Dit                                        | Secretary, I & PR Department                     |
| 5       | Certificate in Office Automation               | Board of Technical Examinations, Kerala      | Secretary                                        |
| 6       | Certificate in Word Processing & Data Entry    | National Institute of Technology (CDIT)      | Controller of Examinations                       |
| 7       | Computer & DTP Operation                       | Board of Technical Education                 | Joint Controller, SBTE                           |
| 8       | Computer & DTP Operation                       | State Audio Visual & Reprographic Centre     | Director                                         |
| 9       | Computer and DTP                               | Department of Technical Education            | Joint Controller of Technical Examinations       |
| 10      | Computer Data Entry Operation                  | Shramik Vidyapeeth                           | Chairman (Vice-Chancellor), University of Kerala |
| 11      | Computer Data Entry & Console Operation        | Rajiv Gandhi Centre for Software Development | Director                                         |
| 12      | Computer Data Entry & Console Operation        | Shramik Vidyapeeth                           | Chairman (Vice-Chancellor), University of Kerala |

|    |                                                              |                                                                                                                        |                                                  |
|----|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 13 | Computer Operating and Data Entry                            | Keltron                                                                                                                | Keltron                                          |
| 14 | Computer Word Processing                                     | Canada India Institutional Co-operation Project (Continuing Education Cell) [Please see the appendix I (a), (b) & (c)] | Principal, Polytechnic                           |
| 15 | Computerised Office Automation                               | Continuing Education Cell, Polytechnic [Please see the appendix I (a), (b) & (c)]                                      | Principal                                        |
| 16 | Computerised Office Management with Desktop Publishing       | STED Project                                                                                                           | Project Director                                 |
| 17 | Computerized Office Management                               | STED Project, Govt. of Kerala                                                                                          | Project Director                                 |
| 18 | Data Entry & Computer Word Processing                        | Continuing Education Cell [Please see the appendix I (a), (b) & (c)]                                                   | Principal                                        |
| 19 | Data Entry & Console Operation                               | LBS Cente for Science and Technology                                                                                   | Director                                         |
| 20 | Data Entry & Office Automation                               | LBS Cente for Science and Technology                                                                                   | Director                                         |
| 21 | Data Entry & Software Operation                              | LBS Cente for Science and Technology                                                                                   | Director                                         |
| 22 | Data Entry and Console Operation                             | C-Dit                                                                                                                  | Secretary                                        |
| 23 | Data Entry Operation                                         | Shramik Vidyapeeth                                                                                                     | Chairman (Vice-Chancellor), University of Kerala |
| 24 | Data Entry Operator (Provisional State Trade Certificate)    | Industrial Training Department                                                                                         | Secretary, State Council for Vocational Training |
| 25 | Data Entry Operator Course                                   | (SCA-SCP Training) Please see appendix I (a), (b), (c)                                                                 | Principal                                        |
| 26 | Data Entry Operator, Wordstar, Word Processing, dBase, Lotus | Community Development through Polytechnic Scheme [Please see the appendix I (a), (b) & (c)]                            | Principal                                        |
| 27 | DCA                                                          | LBS Cente for Science and Technology                                                                                   | Director                                         |
| 28 | DCA                                                          | Keltron                                                                                                                | Head (Information Technology)                    |

|    |                                                       |                                                                                              |                                                                       |
|----|-------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 29 | DCA                                                   | Continuing Education Cells [ <i>Please see the appendix I (a), (b) &amp; (c)</i> ]           | Principal                                                             |
| 30 | DCA                                                   | STED Project, Kozhikode                                                                      | Project Director                                                      |
| 31 | DCA                                                   | IHRD                                                                                         | Director                                                              |
| 32 | DCA & Business Management                             | State Board of Technical Education, Kerala                                                   | Joint Controller                                                      |
| 33 | DCA & Office Management                               | IHRD                                                                                         | Director                                                              |
| 34 | DEOEACC (O) Level Examination                         | Department of Information Technology                                                         | Controller of Examinations                                            |
| 35 | Desktop Publishing                                    | STED                                                                                         | Project Director                                                      |
| 36 | Desktop Publishing                                    | Electronic Corporation of India Ltd.                                                         | Director                                                              |
| 37 | Diploma in Computer Application                       | Continuing Education Sub Centre, [ <i>Please see the appendix I (a), (b) &amp; (c)</i> ]     | Principal                                                             |
| 38 | Diploma in Computer Application & Office Management   | IHRD                                                                                         | Director, IHRD                                                        |
| 39 | Diploma in Computer Application and Multilingual DTP  | National Council for URUDU Language, Ministry of HRD, Govt. of India                         | Director                                                              |
| 40 | Diploma in Computer Engineering                       | State Board of Technical Examination [ <i>Please see the appendix I (a), (b) &amp; (c)</i> ] | Joint Controller of Technical Examinations                            |
| 41 | Diploma in Computer Management                        | ER & DCI / C-DAC (Direct/Franchisee)                                                         | Director/ Course Director/ Co-ordinator, ER & DCI / C-DAC             |
| 42 | Diploma in Office Automation                          | ER & DCI / C-DAC, GIST-PACE (Direct/Franchisee)                                              | Course Co-ordinator                                                   |
| 43 | Diploma in Office Automation                          | Kerala State Literacy Mission Authority                                                      | Director, Kerala State Literacy Mission Authority, Thiruvananthapuram |
| 44 | Diploma in Office Automation                          | C-Dit                                                                                        |                                                                       |
| 45 | Diploma in Office Automation & Financial Accounting   | ER & DCI / C-DAC, GIST-PACE (Direct/Franchisee)                                              | Director / Course Director / Programme Co-ordinator                   |
| 46 | Diploma in Office Automation and Financial Accounting | ER & DCI / C-DAC) GIST-PACE Programme (Direct/Franchisee)                                    | Director / Course Director / Programme Co-ordinator                   |

|    |                                                           |                                                                                                                                       |                                                     |
|----|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 47 | Diploma in Software Engineering                           | State Board of Technical Examinations                                                                                                 | Joint Controller of Technical Examinations          |
| 48 | DTP                                                       | Jansikshan Sansthan                                                                                                                   | Chairman (Vice-Chancellor), University of Kerala    |
| 49 | DTP                                                       | Kerala State Audio Visual Reprographic Centre                                                                                         | Managing Director                                   |
| 50 | DTP                                                       | Canada India Institutional Co-operational Project, Polytechnic (Continuing Education Cell) [Please see the appendix I (a), (b) & (c)] | Principal                                           |
| 51 | DTP & Computer Word Processing                            | Continuing Education Sub Centre, Polytechnic [Please see the appendix I (a), (b) & (c)]                                               | Principal                                           |
| 52 | DTP with Digital Imaging                                  | STED Project, Govt. of Kerala                                                                                                         | Project Director                                    |
| 53 | Electronic Typing, Word Processing & DaTA Entry Operation | Kerala State Audio Visual Reprographic Centre                                                                                         | Joint Controller                                    |
| 54 | MCA                                                       | University of Kerala                                                                                                                  | Vice-Chancellor                                     |
| 55 | MCA                                                       | IGNOU                                                                                                                                 | Vice-Chancellor                                     |
| 56 | MS Office & DTP                                           | Polytechnic (Continuing Education Cell) [Please see the appendix I (a), (b) & (c)]                                                    | President                                           |
| 57 | Multilingual Office Automation                            | ER&DCI / C-DAC / GIST-PACE (Direct/Franchisee)                                                                                        | Director / Course Director / Programme Co-ordinator |
| 58 | NTC- Data Preparation & Computer Software                 | NCVT                                                                                                                                  | Secretary                                           |
| 59 | O Level Examination                                       | DOEACC Society                                                                                                                        | Controller of Examinations/ Executive Director      |
| 60 | Office 2000 with Internet                                 | STED Project                                                                                                                          | Project Director, STED                              |
| 61 | Office Automation                                         | AICTE (Govt. of India)                                                                                                                | Chairman, Continuing Education Programme            |
| 62 | Office Automation                                         | C-DAC, GIST-PACE (Direct/Franchisee)                                                                                                  | Co-ordinator, Applied AI & GIST Group               |
| 63 | Office Automation                                         | Keltron                                                                                                                               | Head, IT Training                                   |

|    |                                                                   |                                                                                      |                                                    |
|----|-------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------|
| 64 | Office Automation                                                 | Government Commercial Institute                                                      | Superintendent                                     |
| 65 | Office Automation                                                 | IHRDE - Thiruvananthapuram                                                           | Director                                           |
| 66 | Office Automation                                                 | Polytechnic [Please see the appendix I (a), (b) & (c)]                               | Principal                                          |
| 67 | Office Automation - dBase 111+, LOTUS 1-2-3 and Word Project      | Community Polytechnic Scheme [Please see the appendix I (a), (b) & (c)]              | Principal Co-ordinator                             |
| 68 | Office Automation & Salesmanship                                  | Kerala State Audio Visual Reprographic Centre                                        | Joint Controller - Board of Technical Examinations |
| 69 | Office Automation & Word Processing                               | Polytechnic [Please see the appendix I (a), (b) & (c)]                               | Principal                                          |
| 70 | Office Automation (Computer)                                      | Polytechnic [Please see the appendix I (a), (b) & (c)]                               | Principal                                          |
| 71 | Office Automation including W/P Entrepreneurship Development Cell | Regional Engineering College, Calicut                                                | Principal, TEC, Calicut                            |
| 72 | PC & Software Packages                                            | LBS Cente for Science and Technology                                                 | Director and Chairman                              |
| 73 | PC Software                                                       | Polytechnic                                                                          | Principal/Co-ordinator                             |
| 74 | Windows & Word                                                    | Polytechnic, Technical Education                                                     |                                                    |
| 75 | Word Processing                                                   | Jansikshak Sansthan under Ministry of IHRD                                           | Director, Jansikshak Sansthan                      |
| 76 | Word Processing                                                   | Polytechnic (Continuing Education Centre) [Please see the appendix I (a), (b) & (c)] | Principal                                          |
| 77 | Word Processing & Data Entry Console Operation                    | Jansikshan Sansthan                                                                  | Director                                           |
| 78 | Certificate in Word Processing & Data Entry                       | Rutronix                                                                             | Managing Director                                  |
| 79 | DCA                                                               | Rutronix                                                                             | Managing Director                                  |
| 80 | Diploma in Computer Application                                   | ER & DCI / C-DAC, GIST-PACE (Direct/Franchisee)                                      | Director/Course Director/Programme Co-ordinator    |
| 81 | DTP with Screen Printing                                          | Community Polytechnic scheme [Please see the appendix I (a), (b) & (c)]              | Principal, Polytechnic                             |

|    |                                                                                                                                     |                                                                                                  |                                                    |
|----|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 82 | DTP                                                                                                                                 | Continuing Education Programme - State Literacy Mission Authority                                | Director, State Literacy Mission Authority         |
| 83 | Certificate in Computer Application                                                                                                 | Community Polytechnic scheme <i>[Please see the appendix I (a), (b) &amp; (c)]</i>               | Principal                                          |
| 84 | Short Term Practical Course on Word Processing, Electronic Typewriting & Data Entry Technics                                        | IHRDE                                                                                            | Course Co-ordinator                                |
| 85 | Computer Programme Course in Word Processing, DTP & MS Office                                                                       | Jan Shikshan Sansthan, Calicut (Formerly Shramik Vidyapeeth)                                     | Chairman                                           |
| 86 | Office Automation                                                                                                                   | Shramik Vidyapeeth                                                                               | Chairman / Vice-Chancellor, University of Kerala   |
| 87 | NTC (DTP Operator)                                                                                                                  | NCVT                                                                                             |                                                    |
| 88 | MS Office                                                                                                                           | TCIL                                                                                             |                                                    |
| 89 | PGDCA                                                                                                                               | <i>Please see the appendix II (a) &amp; (b)</i>                                                  | Authorised signatory of the institution concerned. |
| 90 | MS Office                                                                                                                           |                                                                                                  |                                                    |
| 91 | Certificate in Computing                                                                                                            | IGNOU                                                                                            | Registrar                                          |
| 92 | DCA                                                                                                                                 | IGNET                                                                                            | Co-ordinator Principal Chairman                    |
| 93 | Advanced Diploma in Computer Application                                                                                            | Accredited by DOEACC Society (Franchisee)                                                        | Director, Course Co-ordinator                      |
| 94 | Basic Office Automation                                                                                                             | KELTRON                                                                                          | Head, IT Training                                  |
| 95 | Specialised Managerial Course in Office Automation                                                                                  | Small Industries Service Institute Ministry of India - Small Industries Development Organization | Director                                           |
| 96 | Advanced Computer Packages for Office Automation                                                                                    | Seethi Sahib Memorial Polytechnic/ Continuing Education Cell                                     | Principal                                          |
| 97 | Computer Packages for Office Automation                                                                                             | Seethi Sahib Memorial Polytechnic                                                                | Principal, Seethi Sahib Memorial Polytechnic       |
| 98 | Computerised Office Management , Internet & E-Commerce (DOS, Windows 98, MS Word, Excel, Power Point, Access, Internet & E Commerce | Centre for Science & Technology Entrepreneurship Development (C-STED)                            | Project Director                                   |

|     |                                                                                  |                                                                                       |                                                  |
|-----|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------|
| 99  | Computer Operation                                                               | Polytechnic (Community Polytechnic Scheme) [Please see the appendix I (a), (b) & (c)] | Project Officer- Co-ordinator/ Principal         |
| 100 | Data Processing and Console Operation                                            | VHSE                                                                                  | Secretary, BPE                                   |
| 101 | Desktop Publishing                                                               | Skill Development and Computer Centre, Kozhikode                                      | Chairman & Director                              |
| 102 | DTP with Practical Training                                                      | LBS                                                                                   | Course Co-ordinator                              |
| 103 | Diploma in Graphics & Multilingual DTP                                           | CDAC GIST PACE (Direct / Franchisee)                                                  | Programme Co-ordinator, AAI & GIST Group         |
| 104 | MS Office Automation & DTP                                                       | Jan Shikshan Sansthan                                                                 | Director, Chairman                               |
| 105 | Certificate Course in Office Automation                                          | Multidata under STED Project (Franchisee)                                             | Course Co-ordinator                              |
| 106 | Data Entry Operator Training Course                                              | Scheme [Please see the appendix I (a), (b) & (c)]                                     | Principal / Co-ordinator                         |
| 107 | Data Preparation and Computer Software                                           | State Council for Vocation Training (State Trade Certificate)                         | Secretary, SCVT                                  |
| 108 | MS Office                                                                        | Council for Technology & Science Kerala                                               | Chairman, Board of Examination, C-Tech Kerala    |
| 109 | MS Office with Internet                                                          | Canada-India Institutional Cooperation Project                                        | Manager & Principal                              |
| 110 | MS Office with Practical Training                                                | LBS                                                                                   | Course Co-ordinator & Director                   |
| 111 | Post Graduate Diploma in Computer Applications                                   | CDAC (Director/Franchisee)                                                            | Course Co-ordinator & Course Director            |
| 112 | Certificate in Electronic Office                                                 | ER&DCI /CDAC (Direct /Franchisee)                                                     | Course Director                                  |
| 113 | Business Professional Programmer Certificate (after passing O Level Examination) | DOEACC Society                                                                        | Controller of Examinations / Executive Director  |
| 114 | Office Automation                                                                | ER & DCI (C-DAC) with Thiruvananthapuram Corporation , GIST-PACE                      | Secretary, Corporation & Director, ER&DCI (CDAC) |

Sd/-  
 UNDER SECRETARY  
 DR I SECTION  
 KPSC  
 THIRUVANANTHAPURAM

| <b>Sl. No.</b> | <b>Name of Course</b>                       | <b>Nature of Institution</b>                         | <b>Issuing Authority</b>                                        |
|----------------|---------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------|
| 115            | Certificate Course in Computer Application  | ET & T Corporation Ltd.                              | Head, Computer Education & Training.<br>ET & T Corporation Ltd. |
| 116            | Certificate in Electronic Office            | Centre for Development of Imaging Technology (C-DIT) | Director (C-DIT) & Secretary (PRD Kerala)                       |
| 117            | Windows Package                             | Janshikshan Sansthan, Calicut                        | Director & Chairman                                             |
| 118            | Desktop Publishing                          | ER & DCI / Franchisee                                | Principal & Course Director, ER & DCI                           |
| 119            | Computer Literacy Programme                 | Janshikshan Sansthan                                 | Director & Chairman                                             |
| 120            | Computer Software                           | Community Polytechnic Scheme                         | Project Officer, Principal & Co-ordinator                       |
| 121            | Diploma in Graphics & Multilingual DTP      | C DAC GIST PACE                                      | Director/ Course Co-ordinator                                   |
| 122            | Office Management with Financial Accounting | STED Project                                         | Project Director                                                |
| 123            | Computerised Office Management & Accounting | STED Project                                         | Project Director                                                |
| 124            | MS Office                                   | Government Polytechnic                               | Principal                                                       |

**List of Qualifications accepted so far as Equivalent to KGTE Computer  
Word Processing for selection to the post of LD Typist in Various  
Departments**

| <b>Sl.<br/>No.</b> | <b>Name of Course</b>                         | <b>Name of Institution</b> | <b>Designation of Issuing<br/>Authority</b>                         |
|--------------------|-----------------------------------------------|----------------------------|---------------------------------------------------------------------|
| 125                | Certificate in Office Automation              | C-DIT                      | Director (C-DIT) & Secretary<br>I&PR Department, Govt. of<br>Kerala |
| 126                | Diploma in Computer<br>Application (6 months) | KELTRON                    | Head (KSG) & Head<br>(Information Technology)                       |
| 127                | MS Office with Internet                       | C-DAC (Direct/Franchisee)  | Course Co-Ordinator and/<br>Course Director                         |
| 128                | MS Office                                     | BSS (Bharat Sevak Samaj)   | General Secretary                                                   |
| 129                | Data Entry Techniques & Office<br>Automation  | IHRD                       | Director                                                            |

**For SECRETARY  
KERALA PUBLIC SERVICE COMMISSION**

List of Qualifications accepted so far as Equivalent to  
**KGTE Computer Word Processing**

| SL.No. | Name of Course                             | Name of Institution                                                                              | Designation of Issuing Authority |
|--------|--------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------|
| 130    | Training in Computerised Office Automation | Small Industries Service Institute Ministry of India - Small Industries Development Organization | Director                         |
| 131    | DCA -Fast track                            | Kerala State Centre for Advanced Printing and training (C-apt)                                   | Managing Director                |

for SECRETARY  
KERALA PUBLIC SERVICE COMMISSION