

**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

Rules – The Telangana Secretariat Subordinate Service Rules, 1997 –  
Amendment- Orders – Issued.

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**GENERAL ADMINISTRATION (SER.B) DEPARTMENT**

**G.O.Ms.No. 238**

**Dated: 02-12-2025**

**Read the following:-**

1. G.O.Ms.No.455, G.A (Ser.B) Department, dated.31.10.1997.
2. G.O.Ms.No.134, G.A (Ser.B) Department, dated.12.05.2014.
3. G.O.Ms.No.330, GA (Ser.B) Department, dated.27.07.2015.
4. G.O.Ms.No.186, G.A (Ser.B) Department, dated.27.05.2016.
5. G.O.Ms.No.55, GA (Ser.A) Department, dated.25.04.2022.
6. From the Secretary, Telangana Public Service Commission,  
Lr.No.167/RR/TGPSC/2022, dated.11.02.2025.

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**ORDER:**

Government after careful examination, have decided to make mandatory that, the employees holding the posts of Assistant Section Officers, Senior Stenographers, Junior Stenographers and Typist-cum-Assistants, whose service conditions are governed by the Telangana Secretariat Subordinate Service Rules, 1997, and who are recruited after 12.05.2014 to pass the departmental test "Proficiency in Office Automation with usage of Computers and Associated Software", if the employee is recruited for the posts without passing of the test, during his probation period.

2. Accordingly, the following notification shall be published in the Telangana Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Telangana hereby makes the following amendment to the Telangana Secretariat Subordinate Service Rules, 1997, issued vide G.O.Ms.No.455, G.A (Ser.B) Department dated 31.10.1997 read with G.o.Ms.No.186, G.A(Ser.B)Department dated:27.05.2016 and as subsequently amended from time to time:-

p.t.o

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**AMENDMENT**

In the said rules in rule 9, clause (c) for the Procedure thereunder, the following shall be substituted, namely, -

“It is mandatory that the employees holding the posts of Assistant Section Officers, Sr. Stenos, Jr. Stenos and Typist-cum-Assistant, whose service conditions are governed by the Telangana Secretariat Subordinate Service Rules, 1997, who are recruited after 12.05.2014 shall pass the departmental test “Proficiency in Office Automation with usage of Computers and Associated Software”, if the employee is recruited for the posts without passing of the test, during his/her probation period”.

3. The Secretary, Telangana Public Service Commission shall conduct the “Test of Proficiency in Office Automation usage of Computer Associated Software” along with the other Departmental tests which are being conducted by Telangana Public Service Commission twice in a year regularly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**K. RAMAKRISHNA RAO  
CHIEF SECRETARY TO GOVERNMENT**

To

The Commissioner, Printing, Stationery & Stores Purchase,  
Telangana, Hyderabad (with a request to publish in Telangana Gazette  
and supply 500 copies of the same).

All the Departments of Secretariat.

All the Heads of the Departments.

All the District Collectors.

All District Judges.

The Law(A) Department.

The Secretary, TGPSC, Hyderabad.

All Services Sections in GAD.

SF/SC.

**//FORWARDED:BY ORDER//**

**SECTION OFFICER**

