

No.A-34012/12/2011-DP&AR (EXAM)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
-ooOoo-

Puducherry, dated: 02.07.2013

**M E M O R A N D U M**

Sub: Public Service – **Conduct of Departmental Test in Agriculture-** Reg.

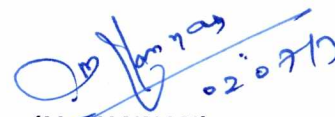
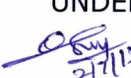
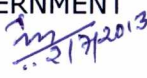
Ref: G.O.Ms.No.106/73-Exam, dated 17.08.1973, readwith Order No.64/81,  
dated 29.07.1981 of the GAD, Puducherry.  
-ooOoo-

The **DEPARTMENT TEST IN AGRICULTURE** as prescribed in the G.O. cited is proposed to be conduct tentatively during the month of August, 2013.

2. The Director of Agriculture is requested to bring the contents of this Memorandum to the notice of all officers/staff concerned including those working in Karaikal / Mahe/ Yanam and also to those who are on deputation and forward applications in the prescribed form (specimen enclosed) of officers/staff who are willing and eligible to take up the test so as to reach this Department **on or before 22.07.2013** after scrutiny. Applications received after the prescribed date will not be entertained on any account. Applications which are not in the prescribed form or which are found to be defective or incomplete shape, will summarily be rejected.
3. Only those Officers/Staff as mentioned in the G.O. cited in the reference and those in the feeder posts in the immediate line of promotion need apply.
4. The admission of the candidates to the test will be regulated in accordance with orders contained in G.O.Ms.No.37, dated 15-04-1976 of the GAD, Puducherry; G.O.Ms.No.16, dated 17-10-1989 of DP&AR(PW), Puducherry and U.O.Note / Memorandum No.3-1/83-GAD (Exam), dated 04-07-1983 of the GAD, Puducherry.
5. Those who have already appeared for the test twice, except Scheduled Caste / Scheduled Tribe / Ex-Servicemen / Physically Handicapped candidates, should send with their applications an Indian Postal Orders for **₹10/-** (Rupees ten only) drawn in favour of **THE UNDER SECRETARY TO GOVERNMENT (DP&AR-II/Exam), DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL WING), PUDUCHERRY** (by designation only) **payable at PUDUCHERRY** as admission fee in accordance with the Government Orders cited at para 4 above, failing which their applications will summarily be rejected.
6. **The candidates who have already submitted their applications in response to the Circular No.A-34016/1/2010/DPAR(Exam), dated 05.08.2011 of the DP&AR(PW), Puducherry need not apply again.** In case the official is transferred to other departments / any outlying region after the submission of application, the Department / Office where he / she has been transferred and also the Centre where he / she wants to take up the test should be intimated to this Department immediately. If any request for change of Centre is received after the despatch of the Hall Ticket, the same will not be entertained.
7. The actual date time and venue of the test will be intimated to the candidates in due course.
8. This Memorandum and the Syllabus of the test has been hosted in the official website <http://dpar.puducherry.gov.in> for reference.
9. In case no application from eligible Officer/Staff is received, a '**NIL**' report should invariably be furnished to this Department.

Encl: As above.

To  
The Director of Agriculture,  
Puducherry.

  
(M. KANNAN)  
UNDER SECRETARY TO GOVERNMENT  
(DP&AR-II / EXAM)  27/7/13  27/7/2013

Last Date for submission of Application: **22-07-2013**

APPLICATION FORM FOR ADMISSION TO **DEPARTMENT TEST IN AGRICULTURE**

**IMPORTANT NOTE:**

(i) No column should be left blank. (ii) Any omission will lead to summary rejection of the application and no correspondence will be entertained on this matter.

**(To be filled by the candidate's own handwriting)**

1. Name of the candidate :  
(In full and **BLOCK CAPITAL**)
2. i) Designation :  
ii) Present official address :  
  
iii) In case the official is on deputation,  
the name of the Department / Office  
from which deputed to be furnished :
3. i) Post held (whether regular or ad-hoc basis) :  
ii) In case the candidate officiates in the present post on  
ad-hoc basis, indicate whether he / she hold any other  
post on regular basis :
4. Classification of the post :
5. Educational Qualification :
6. i) Whether the candidate belongs to Scheduled Caste /  
Scheduled Tribe/Ex-Serviceman/Physically Handicapped  
(Answer YES or NO) :  
ii) If YES, specify S.C./S.T./XSM/P.H. :
7. i) Date of Birth :  
ii) Date of initial appointment with designation :  
iii) Date of appointment in the present post :
8. i) Whether appeared previously for the test (tests  
conducted after 15-04-1976 alone need be taken  
into account) (Answer YES or NO) :  
ii) If YES, indicate the Number of attempts already made  
with particulars of date of conduct of the test :
9. Fee paid, if any, vide Indian Postal Order Number,  
Date and Amount :
10. Name of the Centre in which the candidate is to be  
examined (PUDUCHERRY / KARAIKAL / MAHE / YANAM) :

Place:

Date:

**SIGNATURE OF THE CANDIDATE**

**(TO BE FILLED IN BY THE HEAD OF DEPARTMENT / OFFICE)**

Certified that the particulars furnished against item Nos. 1 to 8 by Thiru/Tmt./Seivi

\_\_\_\_\_ (Name of the candidate)

\_\_\_\_\_ (Designation) have been verified with  
reference to the relevant records and found correct.

SIGNATURE OF THE HEAD OF  
DEPARTMENT / OFFICE :

Place:

Date:

NAME & DESIGNATION WITH SEAL :

**Note:** Application from deputation staff should be routed through their parent department only.



Government of Pondicherry  
Abstract

Public Services - Prescription of departmental tests - Agriculture  
Department - Prescribed.

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General Administration Department

G.O.Ms.No.106/73-Exam

Dated: 17 AUG 1973.

ORDER:

A decision has been taken to conduct departmental tests for all categories of officers/staff, periodically. Accordingly, the following tests have been prescribed in so far as the Agriculture Department is concerned.

Categories	Tests Prescribed
Gazetted Officers(mentioned in appendix "A")	Departmental test in Agriculture. Accounts test for Executive Officers.
Upper Subordinates(mentioned in appendix "A")	Departmental test in Agriculture. Accounts test for subordinate Officers
2. The Accounts test for Executive Officers has been prescribed in the Appointments Department's G.O.Ms.No.74 dated 30.8.1972. The syllabus and other details for the Accounts Test for Subordinate Officers have been communicated in the General Administration Department's G.O.Ms.No. 59 dated 14.4.1973. The syllabus and other details of the departmental test in Agriculture are given in the Appendix "B".	
3. The tests will be conducted by the General Administration Department subject to the condition to be notified by them from time to time on the dates and centres to be intimated separately.	
4. The passing of these tests will not confer on any candidate the automatic right to be appointed to higher posts.	

(By order of the Lieutenant Governor)

M. CHANDRAMOULI  
Chief Secretary to Government

To  
The Director of Agriculture,  
Pondicherry.

Copy to: The Secretary to Government, Development Department,  
Pondicherry.

The Stock File.

The G.O.file.

The Central Record Branch, Pondicherry.

Sd/-

(S. AROUL)

Deputy Secretary to Government

/True Copy/

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- CLASS. II.

- (B) 1. Agriculture Demonstrator.
2. Marketing Assistant.
3. Technical Assistant.
4. Sugarcane Development Assistant.
5. Assistant Agricultural Supervisors.
6. Soil Conservation Assistant.
7. Vegetable Development Assistant.
8. Horticultural Development Assistant.
9. Farm Manager.
10. Radio Contact Officer.
11. Agricultural Instructor.
12. Plant Protection Assistant
13. Agricultural Extension Officer.
14. Horticultural Research Assistant.
15. Analytical Assistant.
16. Fertiliser Inspector
17. Quality Control Inspector
18. ~~Fertiliser Inspector~~ *Inspection. Supermarket*
19. Special Agricultural Demonstrator
20. Agricultural Engineering Supervision
21. Section Officer (Junior Engineer)

2. Malya Suvha

16. Fertiliser Inspector  
17. Quality Control Inspector  
18. ~~Fertiliser Inspector~~ Superintendent, Botanical Garden  
19. Special Agricultural Demonstrator

Duration: 2 hours.

APPENDIX - "B"

B" Minimum  
Maximum Marks: 100. Marks : 40

## Syllabus

Syllabus  
Agricultural Department Test.

- Chapter. III Crop Committees.  
IV Agricultural Stations  
V Agricultural Engineering.  
VI Issue of Government Loans to Agriculturists  
VIII Publicity and Propaganda  
IX Miscellaneous and following Appendixes.

- Appendix.I List of departmental farms.
10. Regr. of collection of hire charges of farm carts
  11. Regr. of collection of hire of implements.
  13. Special rules, restrictions etc., regarding particular items of contingent and miscellaneous expenditure.
  15. Form of tender and contract of supply of goods.
  16. Standard equipment of furniture necessary for Gazotted and Non-Gazotted officers of the Agricultural Department.
  17. Ledger for stocks received on transfer by subordinates.
  19. Application for write off of negative difference of form produce.
- ...../-

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- 31
20. Statement of write off of articles worn out other-wise than by fair wear and tear.
  21. Register of Auction sales.
  25. Register of sanctioned works
  32. Questionnaire for audit of the office of the Gazetted subordinates Form "A".
  33. Questionnaire for audit of agricultural Stations Form 'B'
  35. Questionnaire for audit and inspection of agricultural Depots Form "C"
  36. Instruction Book.
  37. Instructions for the maintenance of filed Register.
  38. Instructions for writing up cultivation sheets.
  39. Forms for presenting results of irrigation experiments in the Annual Reports of Agricultural Stations.
  42. Half-yearly drain stock report.
  43. Day book of sales.
  44. Ledger for credit sales.
  45. Milk yield record.
  46. Regr. of disposal of milk.
  47. Livestock register.
  48. Bee service Register.
  49. Weekly rainfall statement.
  52. Agreement for the lease of usufruits of trees standing in the Agricultural stations.
  53. Rules for levy of fees and charter for work done by the Agricultural Engineering Branches.
  54. Application for tractor ploughing and levelling operations.
  55. Log book of tractor.
  56. Machinery history sheet.
  57. Fortnightly statement showing the number of applications received for loans for the purchase of seeds, manures and implements pending with the Agricultural Demonstrator.
  58. Monthly statement showing the number of loans applications pending in the district.
  59. Standard distribution of work in District Agricultural Offices.
  60. Distribution of work among the staff in the office of the Deputy Director of Agriculture
  66. Weekly report of Agricultural Demonstrators.
  69. Monthly diary of the Deputy Director of Agriculture.
  70. Seed farm agreement.
  71. Seed farm produce, purchase and disposal register.
  72. Results of demonstration posts.
  73. Report on trial of Agricultural implements.
  74. Report on trial of Agricultural machinery.
  76. Register for distributions of seeds and manure free of cost or at concessional rates to poor and deserving ryots.
  77. Instructions for maintaining District Work Register.
  85. Instructions for sending samples of soils and manures for analysis.

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Appendix.

86. Instructions for reporting insect damage and for forwarding insects for examination (for all the above reference books in departmental Manual of Agriculture Department, Government of Tamilnadu.

Office Procedure in Non-Secretariat.

Departments/Offices - system of uniform office Management communication in G.O.Ms.No.60/Appts. dt.25.7.70 of the Appointments Department, Pondicherry.

Records: Maintenance and Destruction of Records Communicated in Memorandum No.40-2/67-Appts. dt.8.12.1967 of the Appointment Department, Pondicherry (for the above relevant circulars issued by the Local Government can be had as reference while answering the paper.)

- a) The central Civil Services (Classification, Control and Appeal) Rules, 1958.
- b) Centre, Civil Services (Temporary Service) Rules, 1965.
- c) Staff Car Rules.
- d) Central Civil Services (Conduct Rules 1964.)
- e) General Provident Fund (Central Services) Rules 1960.

In addition to the above the following Acts and Rules will also form part of the syllabus.

- 1. The Land Improvement Loan Act, 1883.
- 2. The Agriculturists Loans Act, 1884.
- 3. The Pondicherry Land Improvement and Agriculturists Central Rules 1969 and Pondicherry Land Improvement Agriculturists (Pumping installations and Agriculture machinery or plant) Rule, 1969.
- 4. Fertiliser Control Order, 1957.
- 5. Seeds Act, 1966 and Rules, 1967.
- 6. Insecticides Act, 1968 and Rules, 1971.
- 7. Pondicherry Plant Disease and Pests Act, 1970.

All the above concerned Acts can be had as reference.

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Public Services - Conduct of Departmental Tests - Admission to -  
Regarding.

G.O.Ms.No.37

Dated: 15 th April, 1976

Government have prescribed departmental tests in respect of various categories of officers/staff working in different departments and the tests are conducted periodically as per the programme drawn and communicated in Circular No.F.38941/74-GAD(Exam) dated 5th March, 1974. Although these tests are meant for the categories of officers/staff for whom they are specifically prescribed, other categories of officers/staff have also been allowed to write the tests in response to the requests received from the various service Associations. Such unrestricted admission of candidates to the departmental test(s) has been causing a lot of administrative inconvenience. Besides, a huge amount has also to be spent by way of payment of honoraria to the examiner for setting up of question papers and valuation of answer papers, payment of honoraria to invigilators, etc. With a view to meeting part of the above expenditure, it has been decided that fees may be collected from the candidates who have not succeeded in their attempts twice in the departmental test(s). Accordingly, the following orders are issued with regard to the payment of fees.

1. A fee of Rs.5/- be collected for each departmental test/examination.
2. The fee payable will be Rs.5/- even if a part/paper of a particular test is to be written.
3. The number of attempts for purpose of collection of fees, will be calculated based on the various departmental test/examination which will be conducted after the issue of this order.
4. The fee is payable by Indian Postal Order payable to the Deputy Secretary to Government, General Administration Department, Pondicherry (by designation only).
5. Fees once paid will not be refunded on any account.
6. Applications without the Indian Postal order will be summarily rejected.
7. Scheduled Caste/Scheduled Tribe and Ex-servicemen candidates are exempted from payment of fee for departmental tests.
8. L. D. Cs/Clerks are exempted from payment of fee for departmental test in Typewriting only.

2. In supersession of the earlier orders, the following instructions are issued for strict compliance in so far as admission of candidates to the departmental tests are concerned:-

1. For departmental tests, all categories of staff except Class IV will be admitted.
2. Only candidates who are on regular employment in Government service, in any capacity, will be admitted to the departmental test.
3. The Departmental tests, such as departmental test for Medical Officers, Engineers, etc., the syllabus for which contain technical subjects will be thrown open to only such of those for whom they

: 2:

are specifically prescribed and for those who are in line for promotion to such of the categories for whom it is prescribed.

(By Order of the Lieutenant-Governor)

E. S. PARTHASARATHY  
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government.  
All Heads of Departments/Offices  
Administrators of Karaikal, Mahe, Yanam.  
The Central Record Branch, Pondicherry.  
Copy to:

Stock file.  
G.O. File.

*B. Doressamy*

(B. DORESSAMY)  
DEPUTY SECRETARY TO GOVERNMENT.

*15.4.76*  
*15.4.76*



Government of Pondicherry  
Abstract

Public Services - Conduct of Departmental Tests -  
Revision of Admission Fees - Orders - Issued.

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DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

G.O. Ms.No. 16

Dt. 17-2-99

ORDER:

READ: GO.Ms.No.37, dated 15.4.1976 of General Administration  
Department, Pondicherry.

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In the Government Order read above, the fee for admission to the Departmental Tests Examination has been prescribed. The question of enhancing the fee has been engaging the attention of the Government, as a huge amount is being spent by way of payment of honoraria to the Examiners for setting up of Question Papers/Valuation of Answer Papers, payment of honoraria to the Invigilators, stationery charges etc., and with a view to meet a part of the above expenditure it has been decided to increase the fee to be collected from the candidates appearing for the Departmental Tests /Competitive Examination.

2. Accordingly in partial modification of the G.O. read above the fee prescribed for the Departmental Test and Competitive Examination stands increased from Rs.5/- to Rs.10/- as indicated below with immediate effect.

i. For competitive Examination - Rs.10/-

ii. For Departmental Test after two attempts - Rs.10/-

3. No fee is collected in the following cases:-

i) Departmental Test for the first two attempts

ii) In the case of SC/ST/PH/Ex-servicemen for Competitive Examination as well as Departmental Test.

4. This issues with the concurrence of the Finance Department vide their U.O. No.14310/98/F4, dated 16.02.1999.

/BY Order of the Lieutenant Governor/

(T. DJANAGUIRAMANE)

UNDER SECRETARY TO GOVERNMENT

To

1. The All Secretaries to Government/All Sectt. Departments
2. All Heads of Departments/offices
3. The Regional Executive Officer, Karaikal/Miche/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.



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No.3-1/83-GAD(Exam)  
GOVERNMENT OF PONDICHERY  
General Administration Department

Pondicherry-605001, the 4th July '83

U.O. NOTE/MEMORANDUM

Subject: Public Services - Conduct of departmental tests  
Admission to - Regarding.

Reference: Circular No.38941/74-GAD(Exam) dated 5.3.1974  
of the General Administration Department.

Departmental tests have been prescribed for various categories of officials of this Administration and tests are being conducted periodically by this department as per the programme drawn in the Circular cited above. Although these tests are meant for those for whom they are specifically prescribed, this department has been admitting even candidates who do not fall under such categories. This, of late, has caused much administrative inconveniences. The matter has been carefully examined by this Administration and it has been decided that only officials who belong to the category for which a particular departmental test is specifically prescribed and those who are in the immediate line of promotion to the category for which a test is prescribed will be admitted to that departmental test in future. The Accounts test for subordinate officers and the common General departmental tests for Ministerial staff will remain open to all as hithertofore.

2. The Heads of departments/Offices are requested kindly to bring the above decision to the notice of all officials under their control. They are also requested to screen the applications at the time of submission itself and forward to this department only the applications of those for whom the test is prescribed and who are on the immediate line of promotion if they pass the relevant tests.

c/c   
(N. PAJANISSAMY)

DEPUTY SECRETARY TO GOVERNMENT

To -

All Secretariat Departments  
All Heads of Departments/Offices.  
Administrators, Karaikal/Mahe/Yanam with spare copies.

vb.4.7.



## LIST OF CADRES ADMITTED TO THE DEPARTMENTAL TEST IN AGRICULTURE

1. Director of Agriculture.
2. Project Officer.
3. Subject matter specialist.
4. Deputy Director of Agriculture.
5. Project Agriculture Officer.
6. Assistant Soil Chemist.
7. Agriculture Officer.
8. Assistant Agriculture Officer.
9. Agriculture Training Officer.
10. Assistant Agriculture Engineer.
11. Marketing Officer.
12. Sugarcane Development Officer.
13. Workshop Superintendent.
14. Assistant Engineer, State Ground Water unit.
15. Assistant Geologist.
16. Agriculture Demonstrator.
17. Marketing Assistant.
18. Technical Assistant.
19. Sugarcane Development Assistant.
20. Assistant Agriculture Supervisors.
21. Soil Conservation Assistant.
22. Vegetable Development Assistant.
23. Horticultural Development Assistant.
24. Farm Manager.
25. Radio Contact Officer.
26. Agricultural Instructor.
27. Plant Protection Assistant.
28. Agricultural Extension Officer.
29. Horticultural Research Assistant.
30. Analytical Assistant.
31. Fertiliser Inspector.
32. Quality Control Inspector.
33. Superintendent Botanical Garden.
34. Special Agricultural Demonstrator.
35. Agricultural Engineering Supervisor.
36. Section Officer (Junior Engineer).
37. Mukya Sevikas.



(51)

**GOVERNMENT OF PUDUCHERRY  
DEPARTMENTAL TEST IN AGRICULTURE**

Duration: 2 hrs.

Maximum Marks: 100

Minimum Marks : 40

1. Questions I and II in Part-A are compulsory.
2. Also answer any four out of the remaining questions in Part-B..
3. Authority should be quoted wherever necessary and quoting mere reference to the authority alone will not be treated as answer.
4. Wrong numbering of questions and illegible handwriting are liable to deduction of marks.

**PART – A (COMPULSORY)**

I. Describe the procedure prescribed for disposal of non-standard fertilizers. 20 Marks

II. Write short notes on any five of the following:- 20 Marks

- |                            |                             |
|----------------------------|-----------------------------|
| 1. Isolation distance      | 6. Red hairy caterpillar    |
| 2. Cono weeder             | 7. Drip irrigation          |
| 3. Combine harvester       | 8. Soil health card         |
| 4. Daily record sheet      | 9. Zinc phosphide           |
| 5. Electrical conductivity | 10. Water users association |

**PART – B (OPTIONAL)**

Answer any four questions only. All questions carry 15 marks each

III. What are the advices to be made to the farmers before and after the incidence of natural calamities like cyclone or heavy rains?

IV. What are the basic differences in the marketing procedures adopted in the Regulated Markets and Uzhavar Sandhais?

V. Distinguish between any three of the following:-

- a) Method demonstration and result demonstration
- b) Surface irrigation and lift irrigation
- c) Farmers field school and field day celebration
- d) Catchment area and ayacut area
- e) Pipe lining and channel lining
- f) Bio-fertiliser and organic fertilizer

VI. Describe the Integrated Pest Management techniques recommended for adoption in cultivation of paddy crops.

.....2.../..



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VII. Furnish the general fertilizer recommendations for any three of the following crops with break-up of basal application and top dressing:-

- |                        |                              |
|------------------------|------------------------------|
| a) Banana              | d) Irrigated MCU cotton      |
| b) Sugarcane           | e) 20 years old coconut palm |
| c) Irrigated groundnut |                              |

VIII. Give the expansion for any three of the following abbreviations and also explain briefly:-

- |             |               |
|-------------|---------------|
| a) E.T.L.   | d) I.N.M. and |
| b) S.R.I.   | e) M.S.P      |
| c) A.T.M.A. |               |

IX. Mention the kinds of drilling equipments and machineries used for tapping shallow and deep ground water aquifers. What are the testing and developing equipments used in the tube wells. What are the general restrictions imposed for tapping ground water in Puducherry region?

X. Describe the procedure adopted in the Agriculture Department to determine eligible farmers including tenant cultivators for providing substantial financial assistance for natural calamity relief and for purchase of tractors and power tillers.

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