

GOVERNMENT OF PONDICHERRY

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THE ASSISTANTS LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION

PAPER: NOTING, DRAFTING AND PRECIS-WRITING

Time: 2 Hours

Maximum Marks: 100

- Note:
1. Candidates should attempt all Questions.
  2. The number of marks carried by each Question is indicated within brackets.
  3. Each answer should be restricted to the number of words indicated against each Question.
  4. Each Question must be started on a fresh page.

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1. A department wants to award a work contract to a company by name 'Rags Ltd' who has quoted Rs.20 lakhs and not to another company by name 'Rifs Ltd' who has quoted Rs.10 lakhs. The following are the reasons.

- a) 'Rags Ltd' is a reputed company.
- b) 'Rags Ltd' have 10 years of experience executing similar works through out India.
- c) The financial rules/<sup>do</sup>not say that the lowest quotationer should always be given the contract. It only says that 'lowest with due regard to quality'.
- d) The department does not possess any expertise in executing this work hence wants to give it to 'Rags Ltd' who are very reputed in the field.

The note prepared by the department also points out that the 'Rifs Ltd' has foreign experts. These foreign experts have world wide experience of executing such works. They will be called to India, if necessary at the time of execution but the charges will be extra. Not only that the engineers working in 'Rifs Ltd' are those who resigned from 'Rags Ltd' and hence experienced individually, though the company as a whole do not have any experience.

Based on the above details write a concise note to be put upto the Government either justifying or rejecting or modifying by giving reasons thereof.

Marks will be awarded to logical development of your ideas and do not bring in any informations which is not given in the text above while evaluating the proposals of the department.

Marks will be deducted for just copying the proposals of the department.

( 300 words )

( 25 Marks )

2. Draft a U.O. Note to Director of transport department pointing to him the large number of complaints received from public regarding auto-rikshaw drivers not adhering to meter charges, refusal to ply on certain routes, drunken driving, mis behaviour with 'travelling public', over loading etc. and asking him to take action against such drivers. The note should impress upon the Director the necessity for taking immediate action in order to redress the grievances of public.

( 300 words )

( 25 marks )

3. Write a Precis of the following passage.

( 300 words )

( 50 Marks )

*L that*  
The tiny State of Kerala in the South Western corner of the subcontinent has the widest range of geographical variations in the smallest possible space. Perhaps nowhere else can one reach a hill resort with a ride of one-and-half hours as Ponnudi in Trivandrum. Rarely does one come across the intricate waterways and sprawling backwaters as the ones in Kerala State. There is wild life and heritage; there is adventure and entertainment. Verily, Kerala has everything that a tourist destination should have.

The people of Kerala are, however, the biggest human resources, congenial for tourism development. With literacy as high as 70 per cent - the highest in the country - the state has a large number of educated youth, whose resources can be used for the development of tourism.

*X of.*  
With a very high level for hygienic and civic sense, Kerala can endear itself to the tourists more than any other destination. The state can boast ~~for~~ excellent infrastructure in transportation and communication. Accessible from all major destinations within the country, the Trivandrum Airport is also open to international flights from the Middle East, Sri Lanka and Maldives.

The inflow of foreign tourists has been consistently growing. Out of more than a million tourists who visit India annually, over 55,000 visitors come down to Kerala. In a survey conducted by the Department of Tourism, it was discovered that nearly 30 per cent of these visitors are visiting the state for the second or third time. Those who have come here for the first time go back with a feeling that there is much more to be seen. Certainly, Kerala has the potential of becoming pleasant addiction with the tourists. However, the awareness about the state and its multifarious attractions have not reached the potential markets. The product is there, the task is only to reach out the market.

The flow of domestic tourists to the state is mostly on account of religious destinations like Guruvayoor, Kaladi and Sabarimala. The ever increasing traffic of Kanyakumari also touches Trivandrum on their route.

Realizing the potential of the state and the limitations in marketing, the State Tourism Development has now decided to be in the market with a rather aggressive strategy. The department has stepped up its interaction with the private trade who are instrumental in deciding the itinerary for many a visiting group.

The share of the state publicity in the promotional efforts of Government of India in the overseas market has also been stepped up. To reach out to the larger number of potential domestic travellers the Department has been in the media with captivating advertisements.

The thrust of the marketing strategy of Kerala Tourism is now on the untarnished natural charm of the state. It is only befitting that the department speaks of Kerala as 'God's own country'.

To meet the demands of possible increase in the tourist traffic, the state has geared up its tourist services and infrastructural facilities. With the handsome assistance of Government of India, Kerala has now got five Yatri Nivas, 10 Motels, two Forest Lodges and a number of cruises in varying stages of completion. Some of the luxury boats which are already in commercial use have become the most favourite attractions for the tourists. 'Mainakom', a twin hull luxury boat based at Cochin, has been receiving abundant support from the tourists, with heavy bookings right from the beginning.

The picturesque Kovalam beach is now world renowned. But Kovalam is not the only beach that Kerala can offer its visitors. The beach at Varkala about 50 Kms off Trivandrum, as well as the one at Kappad at Calicut are equally attractive. It was for this reason beach resorts in these places have been taken up.

The backwaters of Kerala are an exclusive attraction of the state. Goa may have its beaches and Kashmir its mountains. But a combination of beaches, backwaters and mountains is something unique to Kerala. With a view to promoting backwater tourism, the State Tourism Department has given shape to a few attractive packages and boat festivals on the lakes of Kerala. The well-known Nehru Trophy Boat race held in the month of August is not, however, timed properly for the convenience of the tourists. Therefore, Kerala Tourism is now planning a special boat race with the elegant snake boats to be held in January 1990 in the backwaters of Alleppey. This will be an exclusive event mainly meant for the foreign tourists.

The fairs and festivals conducted regularly has an important role in the marketing of a destination. It has been now decided to promote internationally, a few fairs and festivals in Kerala which will be held regularly on fixed dates announced earlier.

The great elephant march in the month of January 1990 (16th to 20th), Trichur Pooram, Nehru Trophy Boat Race, Tourism Week Celebrations and the Spices Fair are some of the fairs which have been chosen for international promotion.

The elephant march being organised for the first time in January 1990, is a unique event. With 100 elephants displayed majestically at Trichur as well as in Trivandrum, this festival will provide an opportunity to the visitors to ride on the elephants as well as to witness a grand display of caparizoned elephants. The State Tourism Department has developed attractive packages suitable to all ranges of tourists to take part in the proposed elephant march. It is hoped that in the years to come this elephant show would be a prime attraction of the State.

For the 'Visit India Year 1991' the state has already drawn up a detailed plan providing for more attractions and amusements in the state which will tempt a visitor to spend more days in the state. The State Tourism Department hopes to increase its tourist traffic from the present 55,000 to 100,000 in another three years, which it is felt is not an impossible figure.

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LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO THE POST OF ASSISTANT

PAPER II (without books)

PART A

(Procedure and Practice in the Government of Pondicherry  
Secretariat and Non Secretariat Departments/Offices)

I. Answer the following:

Marks: 5x2= 10

- (i) Who in the Administration is the Secretary to the Council of Ministers?
- (ii) Who acts as the Chief Adviser to the Administration?
- (iii) Are Heads of Directorates necessarily Heads of Departments?
- (iv) How many Restricted Holidays can a person avail in a year?
- (v) Expand D.P.C.

II. Write short notes on any 3 of the following:-

Marks: 4x5=20

- (i) Promotion by selection method.
- (ii) Ad-hoc appointments.
- (iii) Handing over/Taking over of records by Assistant/UDC/LDC
- (iv) Part file.
- (v) Purpose and periodicity of inspection of various units of the Government.
- (vi) Discipline and Conduct of Government servants.

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III. Answer any 2 of the following:- Marks: 2x10= 20

- (i) What are the instructions on the procedure to be followed in dealing with petitions/redressal of public grievances?
- (ii) What are the inbuilt checks in the procedures followed to prevent delays in disposal of work?
- (iii) Explain the different stages from the time of receipt of a dak to its final disposal?  
(only important points need be indicated)

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**PART B**

(Constitution of India, Union Territories Act and Practice and Procedure of Pondicherry Legislative Assembly).

- |  | <u>Marks</u>          |
|--|-----------------------|
| 1. What is the objective of the Union Territory Act?   | (3)                   |
| 2. What are the grounds on which a person shall be disqualified from being a Member of the Legislative Assembly of the Union Territory?  | (5)                   |
| 3. Indicate clearly the meaning of the following and as to who has the powers to perform the acts stated therein:-   | (4x2=8)               |
| 1. Summon the Assembly   |                       |
| 2. Prorogue the Assembly   |                       |
| 3. Dissolve the Assembly   |                       |
| 4. Adjourn the Assembly <b>sine-die</b> .  |                       |
| 4. Name any <u>three</u> of the Parliamentary Committees that can be constituted in the Legislative Assembly and briefly explain their composition, term, working procedure, functions and powers. | (3x3=9)               |
| 5. Indicate the salient features of the Tenth Schedule to the Constitution.  | (5)                   |
| 6. Answer any <u>four</u> of the following:  | <u>Marks:</u> 4x5= 20 |
| (i) Write short notes on Fundamental Duties as enshrined in the Constitution.  |                       |
| (ii) Briefly explain the differences between Fundamental Rights and Directive Principles of State Policy.  |                       |
| (iii) Explain the manner of election and qualification for election of a President.  |                       |

**OR**

Explain the manner of election and qualification for election of a Vice-President.

- (iv) What is the role of the Attorney-General for India and Comptroller and Auditor-General of India, as prescribed in the Constitution?
- (v) What is the need to have the Union List, State List, and Concurrent List in the Seventh Schedule of the Constitution? Also touch upon the relative position of the Parliament and the State Legislatures on residuary matters and other peculiar situations.
- (vi) What is a Money bill? Also give the Special procedure in respect of introduction and passing of Money Bills.
- (vii) Is the term 'President's Rule' provided in the Constitution? If not, how is it imposed in the States?
- (viii) How is an amendment to the Constitution carried out?

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