

Held on 08-12-2024
F.N.

GOVERNMENT OF PUDUCHERRY
LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR
PROMOTION TO THE POST OF ASSISTANT - 2024
PAPER - I

(NOTING, DRAFTING AND PRECIS WRITING)

Time: Two hours

Maximum Marks: 100

NOTE:

1. Candidates should attempt all questions.
2. The marks carried by each question is indicated within the brackets below the question.
3. Each answer should be restricted to the number of words indicated below each question.
4. Each question must be started on a fresh page.

1. The UNIFIED DISTRICT INFORMATION SYSTEM FOR EDUCATION PLUS (UDISE+) has provided the following data with regard to 'Enrolment of students by school management and level of school education' in respect of the Union territory of Puducherry for the years 2019-20, 2020-21 and 2021-22. The data has shown an encouraging trend in enrolment in government schools. Analyze the data at various levels, discuss the possible reasons and prepare a note to the Government, as if it originates from the Directorate of School Education, suggesting more measures to be taken to improve the enrolment in government schools further.

Year of report	Type of Management	Pre-primary	Primary (1-5)	Upper Primary (6-8)	Elementary (1-8)	Secondary (9-10)	Higher Secondary (11-12)	Total Pre-primary to 12
2019-20	Government	7025	26642	20456	47098	15003	14683	83809
	Govt. aided	2249	9921	8067	17988	5375	2629	28241
	Private unaided	22696	64994	34137	99131	20841	17520	160188
2020-21	Government	7197	29544	20984	50528	15371	14771	87867
	Govt. aided	1246	9083	7616	16699	5317	2428	25690
	Private unaided	14652	62581	34353	96934	20819	17671	150076
2021-22	Government	9739	34055	22519	56574	15384	15671	97368
	Govt. aided	1031	8423	7036	15459	5271	2437	24198
	Private unaided	11748	52610	31212	83822	20347	18063	133980

(300 words)

(30 marks)

2. The Department of Personnel and Administrative Reforms (Personnel Wing) propose to conduct a Cadre review in respect of all common category cadres coming under their cadre control, viz, MTS, Driver, Record clerk, LDC, UDC, Assistant, Stenographer and Superintendent on functional and structural consideration with due regard to duties and responsibilities and the need to promote efficiency in the department. The last cadre restructure was done in 2006. Put up a proposal to Government to constitute a Cadre Review Committee explaining the necessity to undertake the cadre review in the context of evolving responsibilities, workload imbalance, stagnation in career, organizational efficiency, etc. Prepare a draft G.O also indicating the composition of the cadre Review Committee with the terms of reference.

(300 words)

(30 marks)

3. Write a precis of the following passage with a suitable title:

Our Constitution is the strong foundation stone of our democratic republic. Our Constitution ensures our collective and individual dignity. It is the good fortune of the country that the Chairman of the Constituent Assembly, Dr. Rajendra Prasad and the Chairman of the Drafting Committee, Dr. Babasaheb Ambedkar, guided the process of constitution-making. The imprint of Babasaheb Ambedkar's

progressive and inclusive thinking can be found in our Constitution. Babasaheb's historic addresses in the Constituent Assembly make it clear that India is the mother of democracy. On completing the seventy-five years of Independence, all the citizens celebrated 'Azadi Ka Amrit Mahotsav'. On 26th January, next year, we will celebrate the 75th anniversary of our Republic. Such celebrations provide us with opportunities to take stock of the journey so far and plan better for the journey ahead. Such celebrations strengthen our unity and show that we are all together in our efforts to achieve the national goals.

During our freedom struggle, many great personalities outlined our national ideals. The diversity of our country found expression in our Constituent Assembly. The presence of representatives from all the provinces and regions in the Constituent Assembly gave voice to the pan-Indian consciousness. The debates in the Constituent Assembly and the addresses by the members provide us with deep insight into the process of constitution-making as well as our country. In one sense, the Constitution of India was the outcome of nearly three years of deliberations by some of the greatest minds. But, in the true sense, it was the outcome of our long freedom struggle. The ideals of that incomparable national movement came to be enshrined in the Constitution. Those ideals have been captured succinctly in the Preamble of the Constitution. The ideals highlighted in the Preamble of the Constitution complement each other. Together, they create an environment in which every single citizen finds an opportunity to flourish, contribute to society, and help fellow citizens. In accordance with the spirit of the Constitution, it is the responsibility of the Executive, Legislature, and Judiciary to work together to make the lives of common people better. The aspirations of the people have found expression in the many legislations enacted by the Parliament. Our parliamentarians have also given an impressive demonstration of adopting modern thinking.

The Government has taken many steps for the development of all sections of the society, especially the weaker sections. Such decisions have improved the lives of the people and are providing them new opportunities for development. Poor people are getting their own houses, and also electricity, water and road facilities. Food security and medical services are being provided. World-class infrastructure is being developed on a large scale in the country. Many such efforts for holistic and inclusive development take our Constitutional ideals forward. With the efforts of the Supreme Court, the judiciary of the country is making efforts to make our judicial system more effective. The judiciary is also working on the issues of undertrial prisoners and prison reforms. The scope of the Fundamental Rights in our country has been expanding over the years. Awareness and action towards the Constitutional Directive of providing legal aid, to the under-privileged, have been increasing.

Our Constitutional ideals get strength from the active participation of the Executive, Legislature and Judiciary as well as all the citizens. The Fundamental Duties of every citizen have been clearly mentioned in our Constitution. Protecting the unity and integrity of India, promoting harmony in the society, ensuring the dignity of women, protecting the environment, developing a scientific temper, safeguarding public property and taking the nation to higher levels of achievement are included among the Fundamental Duties of the citizens. Our Constitution is a living and progressive document. Our farsighted Constitution-makers had provided for a system of adopting new ideas, according to the needs of the changing times. We have achieved many ambitious goals related to social justice and inclusive development through the Constitution. With a new approach, we are earning for India a new identity in the comity of nations. Our Constitution-makers had given a Directive for India to play an important role in promotion of international peace and security. Today, besides being a leading economy, our country is playing this role very well as the 'Vishwa-Bandhu'. At the same time, with humility, we readily assimilate the good ideas and changes available anywhere in the world. Our Constitution-makers had demonstrated an example of this spirit of adopting excellent ideas and methods according to the context of our country.

The farsighted members of the Constituent Assembly gave us an inspiring Constitution which has proved to be a model for other countries as well. In his speech on this day in 1949, Dr. Rajendra Prasad had expressed the view that it is up to those who operate the Constitution to keep it alive. He had also said that many things which cannot be written in the Constitution are done by the conventions. He had hoped that our country would acquire those capacities and develop those conventions. The lessons we have learnt should be passed on to the next generations. The celebrations of 'Samvidhan Divas' on November 26th every year have helped in increasing awareness among our youth about our founding document, the Constitution. All the fellow citizens shall inculcate our Constitutional ideals in their conduct; follow the Fundamental Duties and move forward with dedication towards the national goal of building a 'Viksit Bharat' by the year 2047.

(300 words)
(40 marks)

Held on 08-12-2024
A.M.

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PAPER – II
(Without books)

Time: Three hours

Maximum Marks : 100

PART – A

(Procedure and Practice in the Government of Puducherry, Secretariat and
Non-Secretariat Departments/ Offices)

- I. Answer all the following questions: (Marks: 5 x 2 = 10 Marks)
1. Which Act extended the jurisdiction of the Madras High Court to Puducherry?
 2. What is meant by 'Docketing'?
 3. Write two instances where files need not be opened.
 4. When a current is to be transferred to the 'Call Book'?
 5. How many copies of the answers in English and in Tamil should be sent to an Unstarred Assembly Question?
- II. Answer any four of the following questions: (Marks: 4 x 5 = 20 Marks)
1. Write a short note on compensatory holidays.
 2. Elucidate the procedure to deal with oral orders from or on behalf of Ministers.
 3. Bring out the points to be satisfied before confirming a government servant.
 4. Explain the process of perusal and marking of receipts by a Superintendent.
 5. In which order the papers in a case are arranged?
- III. Answer any two of the following questions: (Marks: 2 x 10 = 20 Marks)
1. Explain the procedure for review and weeding of records.
 2. What are the general principles for noting?
 3. Describe the process of "Referencing".

PART – B

(Constitution of India, Union Territories Act, 1963 and Practice and Procedure of Puducherry Legislative Assembly)

IV. Answer all the following questions: (10 X 2 = 20 marks)

1. What is the time limit to declare a seat vacant in the case of absence of a Member of Legislative Assembly without permission of the Assembly?
2. What is the penalty if a person sits or votes as a Member of Legislative Assembly before making oath or affirmation or when not qualified or when disqualified?
3. What is a Motion?
4. What are the Hours of Sitting of the Legislative Assembly?
5. Who will preside over a Parliamentary Consultative Committee of the Legislative Assembly?
6. What are the rights protected under Article 19?
7. What is the composition of the Council of States?
8. Which Amendment provided for reservation of seats for women in Parliament and Legislatures?
9. What is the composition of the National Commission for Scheduled Castes?
10. Brief the power of Administrator to promulgate Ordinances during recess of Legislature.

V. Answer any three of the following questions: (3 X 10 = 30 marks)

1. Write short notes on the following:
 - (a) Inconsistency between laws made by Parliament and laws made by Legislative Assembly.
 - (b) Bills reserved for consideration.
2. Write a brief on the following:
 - (a) The effects of Prorogation.
 - (b) Short Notice Questions.
3. Discuss the salient features of Article 16 -Equality of opportunity in matters of public employment.
4. Enumerate the functions of Public Service Commissions as enshrined in Article 320.