

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION
TO THE POST OF ASSISTANT - 2025

PAPER - I

(NOTING, DRAFTING AND PRECIS WRITING)

Duration: 2 Hours

Maximum Marks: 100

NOTE:

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

1. In the absence of a centralized recruiting authority in Puducherry, there has been considerable delay in recruitment process. Further, there has also been no uniformity in the recruitment process. Hence there has been a long felt need to have a Staff Selection Board (SSB) for making such recruitments regularly so that the vacancies are filled without any delay. DP&AR has been directed to prepare a draft proposal to Government for constitution of SSB in Puducherry, with the approval of the Ministry of Home Affairs.

Prepare a draft proposal to be submitted to MHA with due justification indicating the proposed composition of the Board and the broad duties and responsibilities for approval of the Administrator.

(300 Words)
(30 Marks)

2. As per the statistics provided by the Police Department, Puducherry, the following is the crime comparative statement 2022 vs 2023. The Home Department has to analyze the statement and put up a note to Government highlighting the positive things and areas of concern with suitable recommendations. Prepare a note to Government covering the above said points.

Sl. No	Nature of Offence	2023		2022	
		Reported	Detected	Reported	Detected
1	Murder	27	27	30	29
2	Attempt to murder	24	24	22	21
3	Fatal accident	145	120	117	102
4	Motor vehicle theft	259	129	326	155
5	Dacoity	4	4	3	3
6	Preparation of dacoity	6	6	2	2
7	Extortion	13	11	14	11
8	Robbery	13	13	18	15
9	Rape	10	10	9	9
10	Hurt (grievous)	71	69	51	51
11	Hurt (simple)	719	627	665	522
12	Snatching	25	17	21	11

(300 Words)
(30 Marks)

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

India's success in achieving self-reliance in food production is only one of the numerous achievements made possible by our science and technology establishment. Indeed, today there is not a single area of India's socio-economic development that does not bear the signature of Indian S&T in some form or the other. Our scientists are exploring the heights of space and the depths of oceans. India is now one of the leading nations in developing and using space technology for the benefit of humanity. Even developed countries are using our launch vehicles to send their satellites into space. Our ocean scientists have been making impressive strides in harnessing gas hydrates, a vast energy resource in the ocean bed. In industrial R&D, India now ranks the highest among all countries in the rate of growth of patent filings. We want to make India a place that can compete with the best in the world in terms of generation of intellectual property and its commercialization on sound business principles. The results of our R&D in the medical and pharmaceutical fields are attracting international attention and acclaim. There was a time, not very long ago, when Indian pharma industry survived mainly by working on known molecules. Now Indian companies are inventing their own molecules. India's progress in biotechnology shows how quickly we are matching global standards of excellence in a frontier area of science. The spirit of innovation and excellence is now spreading to many other areas as well, notably in automobiles and auto-components.

Undoubtedly, India's most visible success in recent years has been in the field of information technology. The success lies not only in our steadily rising software exports, but also in the rapidly growing opportunities in outsourcing of services. Here again, it is not just the low-value and low-skill services that are coming to India. Rather, India is rapidly emerging as a hub for development of cutting-edge technologies by reputed multinational companies. India, and India's S&T establishment, are no longer what they were even 20-25 years ago. The scale of achievement has completely changed. The level of self-confidence has sharply risen. The situation presents two distinctive features, which were previously absent. Firstly, a strong alliance -- moving on the four wheels of science, technology, business and government -- has been put in place. This has greatly toughened the competitive muscle of the Indian economy and also improved service delivery in the social sector. We will have to constantly strengthen this alliance to meet the challenges of the present and the future. The second change is equally striking. Unlike in the past, top-notch Indian scientists and technology developers are no longer of the view that they can produce high-quality work only by going out of India. A significant number of Indian scientists and engineers, who had gone to western countries for study and work, are now returning to India. This is because attractive opportunities for challenging R&D activities are being created in India itself. Some observers have described this phenomenon as "From Brain Drain to Brain Gain". One can be sure that such opportunities will vastly grow in number and variety in the years to come. We should devise a plan to incentivise world-class scientific talent of Indian origin to return to India in significant numbers and earn international laurels by working in our research institutions.

There is much to feel good about the recent achievements of India and her S&T establishment. Nevertheless, we simply cannot ignore the daunting challenges that still confront us. These challenges are well known. It is also well known that the nation expects effective science and technology inputs for overcoming these challenges. For example, scarcity of water has become a serious issue in several parts of the country. Our S&T establishment must develop low-cost and easy-to-handle technologies for water conservation and recycling. We should also find ways of making desalination of seawater more common. Similarly, we are keenly expecting biotechnology to provide affordable solutions to two of the biggest challenges in health care -- namely, cure and prevention of numerous infectious and non-infectious diseases; and improving the nutritional status of the poor, especially the women and children. We have to vigorously introduce S&T inputs in our agriculture, cottage and small-scale industries, as well as services in the informal sector. After all, making these economic activities more productive and profitable is the key to unleashing their huge potential for employment generation. Excellence is difficult to define, but easy to recognize when one sees it. However, it will not do to have only islands of excellence. We should strive for excellence in the entire S&T establishment -- indeed in every activity of nation building. A famous thinker once said, "The society which scorns excellence in plumbing as a humble activity and tolerates shoddiness in philosophy because it is an exalted activity will have neither good plumbing nor good philosophy...neither its pipes nor its theories will hold water." However, all of you would agree that excellence cannot be achieved simply by increasing levels of funding. More than in any other endeavour, time is a precious resource in R&D. We should be in a hurry to achieve results that can effectively address our national priorities and make the world to take notice. Therefore, to fill up the ranks of Indian researchers with great scientists, there is only one way to go. We have to attract, nurture and retain the brightest and most talented minds, especially young and dreaming minds, in large numbers.

(300 Words) (40 Marks)

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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. (5 x 2 = 10 Marks)
1. By which order the Representative Assembly of the State of Pondicherry was dissolved?
 2. Which Rules indicate the specific duties to be performed by the Law Department?
 3. What is final disposal in relation to a case under consideration?
 4. What is the stage of Indexing?
 5. Write a short note on 'Transfer, reconstruction and renumbering of files'.
- II. Answer any four of the following questions. (4 x 5 = 20 Marks)
1. What is the purpose and periodicity of inspection?
 2. Briefly discuss about 'Pondicherry Administration Act, 1962'.
 3. Write a note on 'Execution of contracts'.
 4. What are the expenditures charged on the Consolidated Fund of the Union Territory?
 5. What are the records to be maintained to aid processing of cases?
- III. Answer any two of the following questions. (2 x 10 = 20 Marks)
1. Explain the procedure regarding noting on files received from other department.
 2. What are the points to be observed in inter departmental consultation?
 3. Explain the procedure to be followed for premature retirement.

PART - B

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

- I. Answer all the questions (10 x 2 = 20 Marks)
1. What is the status of laws inconsistent with or in derogation of the fundamental rights?
 2. Which Article enables treatment of backlog vacancies separate from current vacancies?

3. What is the power of the President to make regulations in respect of the Union Territory of Puducherry?
4. On which dates the provisions of the Union Territory Act, 1963 came into effect?
5. What is the quorum to constitute a meeting of the Legislative Assembly?
6. Which legislative proposals require previous sanction of the Administrator?
7. What is the restriction on discussion in the Legislative Assembly?
8. What is meant by 'Motion'?
9. What is the precedence of private members' business?
10. What is Explanatory Memorandum to Bills delegating legislative power?

II. Answer any three of the following questions: (3 x10 = 30 Marks)

1. Write a short note on the following:
 - i. Business Advisory Committee
 - ii. Committee on Public Accounts
2. Describe the rules to be observed by the Members while present in the House.
3. Write a brief on the following:
 - i. Procedure in Legislative Assembly with respect to estimates
 - ii. Appropriation Bills
4. Enumerate the Directive Principles of State Policy.

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