

Test held on
16.12.2023 FN

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

LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE
POST OF UPPER DIVISION CLERK - 2023

PAPER - I

Duration: 2 Hours

Maximum Marks: 100

Section - A - Short Essay in English

Write a short essay on **any two** of the following topics:
(Maximum 300 words each)

(2 x 25 = 50 Marks)

1. Artificial Intelligence: Its impact on the society
2. Climate Change and Life on the Earth
3. E-Office: An opportunity to improving the operational efficiency
4. Role of women in politics
5. Globalization of Education - Challenges and Opportunities

Section - B - General English

(i) Drafting

Draft a letter, as if from the Secretary (Personnel), to the Joint Secretary, Ministry of Home Affairs requesting him to obtain and convey the approval of the DoPT for two years relaxation in upper age limit for direct recruitment to all Group B (Non-Gazetted) posts citing the Covid-19 pandemic. (15 Marks)

(ii) Precis Writing

Write a precis of the following passage. Word limit should not exceed one third of the word count of the passage. (15 Marks)

One of the outstanding features of the century has been the improvement of living conditions of working man, greater political power, more wealth and leisure and better facilities for health, security and education. In early civilizations, most communities were sharply divided into two classes, those who laboured and those who did not. The small number of rulers - kings, priests, military leaders - lived in great comfort, and did very little work. The vast majority of the population enjoyed very few comforts, did lot of work, and had scarcely any political power. In some societies, there was an even more wretched class, the slaves, who had no rights at all. The Industrial Revolution of Europe led to the production of vast quantities of goods, and workers began to be dissatisfied with their poverty. The factory owners needed skilled workers, and gradually they realized that they must show goodwill to their workforce, in order to stay in business. As in many other reforms, some enlightened slowly spread that workers were entitled to some consideration. Since men were free to work for any master they chose, good master soon had the pick of the workers and old-fashioned employers found themselves with a factory full of lower-grade workforce. Such a situation soon led to an all-round improvement in standards, and good employers tried to raise working conditions still higher. These improvements were speeded up by the increased organization of workers in Trade Union movements, particularly in low-standard factories, where the owner often had to deal with strike action by dis-satisfied workers. Now that the working classes are getting better and better working conditions, the need to strike has lessened considerably; and employers and workers alike have come to realize that they depend on each other for their livelihood. This is a welcome development. (300 words)

(iii) Applied Grammar

(20 x 1 = 20 Marks)

Choose the correct option. (Questions 1 to 20)

1. The chapters are lacking interest
 - a. later
 - b. latter
 - c. latest
 - d. late

2. The quality of the mangoesnot good
 - a. were
 - b. was
 - c. does
 - d. did

3. Fire and water agree
 - a. does not
 - b. do not
 - c. are not
 - d. is not

4. Neither the chairman nor the directors present
 - a. is
 - b. have
 - c. has
 - d. are

5. His friends expected that he would.....with a fine
 - a. get through
 - b. get off
 - c. get at
 - d. get on

6. "That is a fault that will right itself". In this sentence the word 'right' is used as
 - a. verb
 - b. adjective
 - c. noun
 - d. adverb

7. Choose the one word substitution for 'a speech delivered without any previous preparation'
 - a. ephemeral
 - b. maiden
 - c. extempore
 - d. novel

8. Select the most appropriate synonym for the word, 'avert'
 - a. face
 - b. permit
 - c. confront
 - d. prevent

9. Select the most appropriate antonym for the word 'adversity'
- a. sincerity
 - b. prosperity
 - c. curiosity
 - d. animosity
10. Please don'tin my business.
- a. mettle
 - b. meddle
 - c. metal
 - d. medal
11. 'We could.....believe it when we read the letter.'
- a. hard
 - b. hardly
 - c. harder
 - d. hardest
12. He felt he had gotten a raw deal but didn't complain. In this sentence 'raw deal' means
- a. unfair treatment
 - b. unripe fruit
 - c. business not over
 - d. deal to be finalised
13. Johnson died cancer.
- a. by
 - b. from
 - c. of
 - d. through
14. She had beenHindi before quitting her teaching profession.
- a. taught
 - b. teaching
 - c. teaches
 - d. teach
15. Rearrange the jumbled parts given at 1,2,3 and 4 of the following sentence begins with 'Towards Midnight.....' to make a complete sense.
- Towards midnight.....
- 1. so that the sky was lighted
 - 2. the clouds driven away
 - 3. the rain ceased and
 - 4. with incredible lamps of stars
- a. 3124
 - b. 3421
 - c. 3241
 - d. 3214

16. Substitute the part given in bold in the following sentence with appropriate one from among the options given below:

'Is your brother **yet at** the University?'

- a. still at
- b. till at
- c. continue at
- d. stay at

17. Change the following sentence into indirect speech and choose the correct one from the options given below.

He said, "I bought this pen only yesterday."

- a. He said that I bought this pen only yesterday.
- b. He said that he had bought that pen only the previous day.
- c. He said that he would have bought that pen only the previous day.
- d. He said that he bought that pen only yesterday.

18. Change the following sentence into a simple sentence and choose the correct one from the options given below.

'Be kind and you will be happy.'

- a. If you want to be happy then you will have to be kind.
- b. You will have to be kind so that you can be happy.
- c. Be kind to be happy.
- d. If you are not kind you will not be happy.

19. Change the following sentence into passive voice and choose the correct one from the options given below

'We could help him.'

- a. He could help us.
- b. We could be helped by him.
- c. He could be helped by us.
- d. Help him.

20. 'Maria went to school every day'. Transform this sentence into negative without changing the meaning and choose the correct one from the options given below.

- a. Maria did not go to school everyday
- b. Maria never attended the school
- c. Maria never absented herself from school
- d. Maria did not go to school daily

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PAPER – II

Duration: 2 Hours

Maximum Marks: 100

A. General Knowledge and Current Affairs (MCQ)

Choose the correct option (Question No. 1 to 40)

1. 'National Milk Day 2023' was observed on

 - a. 26th November 2023
 - b. 25th November 2023
 - c. 27th November 2023
 - d. 24th November 2023

2. Which country will be the Chair of the International Sugar Organization for 2024?

 - a. Brazil
 - b. India
 - c. Thailand
 - d. Mexico

3. 'Surya Kiran' is the joint military exercise between

 - a. India and Sri Lanka
 - b. India and Bangladesh
 - c. India and Nepal
 - d. India and Bhutan

4. 'National Gopal Ratna Award' is one of the highest National Awards in the field of

 - a. Horticulture
 - b. Fisheries
 - c. Floriculture
 - d. Livestock and dairy

5. ASEAN – India Millet Festival 2023 was held in

 - a. Singapore
 - b. Malaysia
 - c. Philippines
 - d. Indonesia

6. 'Karmayogi Prarambh Programme' is an initiative of

 - a. Ministry of Personnel, Public Grievances and Pension
 - b. Ministry of Finance
 - c. Ministry of Sports and Youth Affairs
 - d. Ministry of Commerce and Industries

7. This year 'One Bharat Sari Walkathon' was held in.....
 - a. Surat
 - b. Mumbai
 - c. Chennai
 - d. Hyderabad

8. Who is the present Chief of the Army Staff?
 - a. General Manoj Pande
 - b. General M M Naravane
 - c. General Bipin Rawat
 - d. General Bikram Singh

9. Mick Jagger who has been in the news in India recently is a.....
 - a. French actor
 - b. German scientist
 - c. British musician
 - d. Swedish novelist

10. International Day of Care and Support is observed on.....
 - a. 25th October
 - b. 29th October
 - c. 25th November
 - d. 29th November

11. Kaladan Multimodal Transit Transport Project (KMTTP) aims to connect the seaport of Kolkata with Sittwe seaport in
 - a. Myanmar
 - b. South Korea
 - c. Bangladesh
 - d. Japan

12. Mhadei Wildlife Sanctuary is located in....
 - a. Kerala
 - b. Karnataka
 - c. Goa
 - d. Odisha

13. The State which has won the Global Responsible Tourism Award 2023 is
 - a. Assam
 - b. Mizoram
 - c. Karnataka
 - d. Kerala

14. Which term refers to warming of ocean surface in the central and eastern tropical Pacific Ocean?
 - a. El Nino
 - b. La Nina
 - c. Continental pattern
 - d. Monsoon pattern

15. FoSCoS is the portal of which institution?
 - a. FCI
 - b. FAO
 - c. FSSAI
 - d. FICCI

16. India's Wholesale Price Index (WPI) is released by
 - a. Ministry of Finance
 - b. Ministry of Commerce and Industry
 - c. NITI Aayog
 - d. Reserve Bank of India

17. The Jallianwala Bagh Massacre occurred on.....
 - a. April 3, 1919
 - b. April 23, 1919
 - c. April 13, 1919
 - d. April 12, 1919

18. Where is the headquarters of Tea Board located?
 - a. Guwahati
 - b. Ooty
 - c. Kochi
 - d. Kolkata

19. Credit Rating Agencies in India are regulated by
 - a. SEBI
 - b. RBI
 - c. SIDBI
 - d. NSE

20. Which gland is known as the third eye?
 - a. Sweat gland
 - b. Adrenal gland
 - c. Pituitary gland
 - d. Pineal gland

21. Measles is caused by ...
 - a. Virus
 - b. Bacteria
 - c. Fungus
 - d. Amoeba

22. 'Thang ta', a form of martial art is practiced in
 - a. Mizoram
 - b. Manipur
 - c. Nagaland
 - d. Tripura

23. Tilottama Sen is associated with.....
- Weightlifting
 - Archery
 - Shooting
 - Swimming
24. The President gives resignation to the
- Chief Justice of India
 - Prime Minister
 - Vice President
 - Speaker of the Lok Sabha
25. Which of the following dates has been mentioned in the Preamble to the Constitution of India?
- 26th November 1949
 - 26th January 1950
 - 15th August 1947
 - 1st November 1949
26. Pangi Valley is situated in..
- Jammu and Kashmir
 - Ladakh
 - Himachal Pradesh
 - Chattisgarh
27. Which instrument is used to measure the force of wind?
- Ammeter
 - Galvanometer
 - Anemometer
 - Hygrometer
28. has won the Inaugural OTT Award for Web Series at the 54th IFFI held in Goa.
- Panchayat 2
 - Made in Heaven
 - Guns and Gulaabs
 - Taaza Khabar
29. When a new illness spreads globally, it is called....
- epidemic
 - endemic
 - pandemic
 - academic
30. The first President of Indian National Congress was.....
- Annie Besant
 - W.C. Bonnerjee
 - Dadhabai Naoraoji
 - George Yule

31. "Swaraj is my birth right, I shall have it", who said these words?
- a. Lajapath Roy
 - b. Bipin Chandrpal
 - c. Bala Gangadhar Tilak
 - d. N.S.C Bose
32. Sri Aurobindo came to Puducherry in
- a. 1908
 - b. 1909
 - c. 1910
 - d. 1911
33. Who was the first Governor of French East India Company in Puducherry?
- a. Francois Martin
 - b. Bellanger
 - c. Dumas
 - d. Lenoir
34. Which one of the following is not a RAMSAR site?
- a. Karikili Bird Sanctuary
 - b. Pichavarm Mangrove
 - c. Point Calimere
 - d. Oussudu Sanctuary
35. Who is the winner of the Booker Prize, 2023?
- a. Paul Lynch
 - b. Paul Beatty
 - c. Paul Murray
 - d. Paul Harding
36. Which City is hosted the World Climate Action Summit (WCAS) 2023?
- a. London
 - b. Paris
 - c. Dubai
 - d. Sharjah
37. Who is the author of the book, 'The Guide'?
- a. Natwar Singh
 - b. Raghuram Rajan
 - c. R.K. Narayan
 - d. APJ Abdul Kalam
38. LIBOR stands for
- a. Long Island Borrowing Offer Rate
 - b. London Inter-Bank Offer Rate
 - c. Luxemburg International Banks Organisation Regime
 - d. Laos International Bank Offer Rate

39. 'Cue' is a term used in which of the following sports?
- Billiards
 - Football
 - Hockey
 - Chess
40. Study of 'origin and development of human societies' is known as
- Anthropology
 - Anthology
 - Arthology
 - Apiology

B. Descriptive Type

(i) Constitution of India:

Answer any two questions. Quote Authority for your answers. (2 x 10 = 20 marks)

- Narrate the Constitutional provisions vesting the powers of superintendence, direction and control of elections on the Election Commission of India, its composition, appointment of Chief Election Commissioner and other Election Commissioners and their removal from the office.
- Explain the concept of Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth as enumerated in the Constitution of India
- Enumerate the salient features of Article 39 of the Constitution of India.

(ii) Government of Union Territories Act, 1963:

Answer any two questions. Quote Authority for your answers. (2 x 10 = 20 marks)

- What are the powers and privileges of the Members of the Legislative Assembly as provided in the Government of Union Territories Act, 1963.
- Briefly state the provisions relating to the Consolidated Fund and Contingency Fund of the Union Territory.
- Write a short note on the following:
 - Inconsistency between laws made by Parliament and laws made by Legislative Assembly
 - Procedure as to lapsing of bills

(iii) Office Procedure:

Answer any two questions. Quote Authority for your answers. (2 x 10 = 20 marks)

- Enumerate the procedure for drafting.
- Write a short note on the classification of records
- Explain the procedure to deal with a confidential paper