

No.A-34012/2/2024/DP&AR(Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

-ooOoo-

Puducherry, dated: 24.07.2024.

I.D.NOTE / MEMORANDUM

Sub: Public Service – Conduct of **Common General Departmental Test for Ministerial Staff** - Applications - Called for.

Ref: i) G.O. Ms.No.55/74-(Exam), dated 18.06.1974 of the General Administration Department, Pondicherry.
ii) G.O. Ms.No.56, dated 01.09.1980 of the General Administration Department (Examination Cell), Pondicherry.

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The Common General Departmental Test for Ministerial Staff as prescribed in the G.Os cited is proposed to be conducted during the month of **October, 2024.**

2. The Heads of Departments/Offices are requested to bring the contents of this I.D.Note/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 to 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 23.08.2024** 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. 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 17.02.1999 of DP&AR(PW), Puducherry and U.O.Note/Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 of the GAD, Puducherry.

4. Those who have already appeared for the test twice, except Scheduled Castes / Scheduled Tribes / Ex-Servicemen / Physically Handicapped candidates, should send with their applications an Indian Postal Orders for **Rs.10/-** (Rupees ten only) drawn in favour of THE UNDER SECY. TO GOVT., DP&AR (PW), PUDUCHERRY (by designation only) payable at **PUDUCHERRY** as admission fee in accordance with the Government Orders cited at para 3 above, failing which their applications will summarily be rejected.

5. In case the official is transferred to other department / any outlying region after submission of application, the Department / Office where he / she has been transferred and also the Centre where he / she want to take up the test should be intimated to this Department immediately. If any request for change of Center is received after the despatch of the Hall Ticket, the same will not be entertained.

6. The actual date, time and venue of the test will be intimated to the candidates in due course.

7. This I.D.Note/Memorandum has been hosted in the official website <http://dpar.py.gov.in> for reference.

//By Order//

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To

All Secretariat Departments.
All Heads of Departments / Offices.
The Collector, Karaikal.
The Regional Administrator, Mahe / Yanam.

Last Date for submission of Application **23-08-2024**

APPLICATION FORM FOR ADMISSION TO **COMMON GENERAL DEPARTMENTAL TEST FOR MINISTERIAL STAFF**

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. i) Name of the candidate
(In full and in **BLOCK CAPITAL**) :
- ii) Candidate's PRAN / GPF Number :
- iii) Candidate's Mobile Number :
- iv) Candidate's e-mail Id (if any) :
- v) Candidate's Aadhar Number. :
2. i) Designation :
- ii) Present official address with Office Telephone Number :
- iii) In case the official is on deputation, the name of the Department / Office from which deputed with Office Telephone Number :
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 category of Scheduled Castes / Scheduled Tribes / Ex Servicemen / Physically Handicapped (Answer **YES** or **NO**) :
- ii) If **YES**, specify S.C. / S.T. / XSM / O.H. / V.H. and should enclose copy of relevant certificates (Community Certificate issued by the Revenue Authorities / Medical Certificate issued by the Medical Board).

The P.H. candidates who want to avail grant of extra time / provision of scribe facility to attend the test should enclose requisition letter stating reason for the same along with the proforma. :
7. i) Date of Birth :
- ii) Date of initial appointment with designation : Date :
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./ Selvi _____ (Name of the candidate) _____ (Designation) have been verified with reference to the relevant records and found correct.

Place: SIGNATURE OF THE HEAD OF DEPARTMENT / OFFICE :

Date: NAME & DESIGNATION WITH SEAL :

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

GOVERNMENT OF PONDICHERRY
ABSTRACT

Public Services - Departmental Test for ministerial staff in Non-Secretariat Departments - Prescribed.

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No.55/74-(Exam)

Dated 18th June, 1974.

ORDER:

A decision has been taken to conduct a general departmental test for the following categories of staff in the Non-Secretariat Departments so as to equip them with knowledge in matters like Union Territory Act etc.

Upper Division Clerks
Stenographers
Lower Division Clerks/Typists.

2. This test will in addition to the Accounts Test for Subordinate Officers which all the Non-Secretariat ministerial staffs are required to pass.

3. The test will be conducted by the General Administration Department subject to the conditions to be notified from time to time and the dates to be intimated separately.

4. The syllabus and other details of the test are given in the annexure to this order.

/ BY ORDER OF THE LIEUTENANT GOVERNOR

M. CHANDRAMOULI
Chief Secretary to Government

To
All Secretaries to Government.
All Heads of Deptts./Offices
Administrator, Karaikal/Maho/Yanam.
The Central Record Branch, Pondicherry/G.O.file.

A N N E X U R E

General Departmental Test for Ministerial Staff in Non-Secretariat:
Duration 3 hours (with books)

Maximum Marks - 100
Minimum Marks - 40

S Y L L A B U S

- i) Office Procedure/Office Manual.
- ii) Union Territories Act, 1963.
- iii) Constitution of India (Articles 14, 15, 16, 19, 20, 31, A, D, C, 239, 240, 309 to 311 and 324 to 329)
- iv) Central Civil Services (C.C.A.) Rules, 1965.
- v) Central Civil Services (Conduct) Rules, 1964.
- vi) Central Civil Services (T.S.) Rules, 1964.

Sd/-
(S. ARJUL)
DEPUTY SECRETARY TO GOVERNMENT

GOVERNMENT OF PONDICHERRY
ABSTRACT

Public Services - Departmental Test - Prescription of common syllabus for both Secretariat and Non-Secretariat Ministerial staff - Orders - Issued: - - - - -

GENERAL ADMINISTRATION DEPARTMENT
(Examination Cell)

G.O.Ms.No.56

Pondicherry-605001, the 1st September 1980.

READ:

1. G.O.Ms.No.35/74(Exam)dated 2.4.1974.
2. Letter No.4-65/EB/SE/U.1/79 dated 10.3.1980 from the Superintending Engineer, Electricity Department, Pondicherry.

ORDER:

A question has been raised regarding grant of exemption to Ministerial staff who have originally appointed in Secretariat Departments and who have passed the general departmental test for Secretariat Staff, from passing the general departmental test for ministerial staff in Non-Secretariat Departments.

2. After careful consideration, it has been decided that in future, only one common general departmental test may be conducted for Ministerial staff, viz. Assistants, U.D.C.s, Stenographers, Typists under this Administration irrespective of the fact whether they are working in Secretariat or Non-Secretariat departments. Accordingly the conduct of the general departmental test for Secretariat staff will be discontinued.

3. The syllabus for the common departmental test is the same as that prescribed in this department G.O.Ms.No.55/74(Exam) dated 18.6.1974.

4. It has also been decided that such of those ministerial staff who had passed the general departmental test for Secretariat staff should be exempted from passing the general departmental test for ministerial staff in non-secretariat departments or the common general departmental test prescribed by this Administration under this G.O.

5. This order will take effect from the date of its issue.

-/BY ORDER OF THE LIEUTENANT GOVERNOR/-

P.V. JAIKRISHNAN
CHIEF SECRETARY TO GOVERNMENT

To

- All Secretaries to Government.
- All Secretariat Departments.
- All Heads of Departments/Offices.
- Administrators, Karaikal/Mahe/Yanam with spare copies.
- The General Administration(Services)Department, Pondicherry.
- The Central Record Branch, Pondicherry.
- The Superintending Engineer, Electricity Deptt., Pondicherry with reference to his letter No.4-65/EB/SE/J.1/79 dt.10.3.1980
- G.O. file/Stock file.

Sd/-
(S. VAITHYANATHAN)
DEPUTY SECRETARY TO GOVERNMENT

GOVERNMENT OF PONDICHERRY

ADSTRACT

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

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No.37

Dated: 15th April, 1976

ORDER:

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.Os/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

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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)

U.S. PARTHASARATHY
CHIEF SECRETARY TO GOVERNMENT

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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. Durrusamy
(B. DURRUSAMY)
DEPUTY SECRETARY TO GOVERNMENT.
15.4.26
15.4.26

Government of Pondicherry
Abstract

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

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.

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/Niche/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.

No. 3-1/83-GAD(Exam)
GOVERNMENT OF PONDICHERRY
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 hitherto.

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.

(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.

COMMON GENERAL DEPARTMENTAL TEST FOR MINISTERIAL STAFF

(WITH BOOKS)

Time allowed: 3 hours

Maximum marks: 100

Books Allowed:

- i.) Office Procedure / Office Manual.
- ii.) Union Territories Act, 1963.
- iii.) Constitution of India (Articles 14,15,16,19,20,31,A,D,C, 239,240,309 to 311 and 324 to 329)
- iv.) Central Civil Services (C.C.A) Rules, 1965
- v.) Central Civil Services (Conduct) Rules, 1964
- vi.) Central Civil Services (T.S.) Rules, 1964

- Note:** 1. Answer any 3 questions out of 1 to 5
2. Question **No.6** is compulsory and carry 40 marks
3. Textual reproduction of answers should be not resorted to.

1. a) Describe whether the oral instructions of higher officers are to be complied with and procedure to be followed in complying with oral instructions. (10 marks)
b) How classified documents are to be treated in an office? (10 marks)
2. a) What are the various stages in the procedure for imposing Major penalty? (10 marks)
b) What is an ex-parte enquiry? How is it to be conducted? (10 marks)
3. a) What are the rules to be followed where there is an inconsistency between the laws made by Parliament and laws made by the Legislative Assembly? (10 marks)
b) Explain the provisions relating to the Consolidated Fund of the Union Territory. (10 marks)

4. a) Explain the procedure to be followed by an Assistant/UDC/LDC on handing over and taking over of records. (10 marks)
- b) What are all to be kept in mind while seeking leave and extension of Leave? (10 marks)
5. a) Enumerate the provisions on the Rights to Freedom available to all citizens of India. (10 marks)
- b) The Role of Election Commission may be explained in detail. (10 marks)
6. Write detailed Notes on **ANY FOUR** of the following: (40 marks)
- a) The penalties that could be imposed on a Government Servant.
 - b) The orders against which a Government servant may prefer an appeal.
 - c) Acts and conducts and the acts and omissions of a Government Servant which amount to misconduct.
 - d) Activities that could be undertaken by Government Servant without previous sanction of the Government.
 - e) What are all the Terminal gratuity payable to temporary Government Servant.
 - f) Terms and conditions under which a Retired Government Officer could be appointed as Inquiry Officer (IO).

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