

No.A-34012/3/2024/DP&AR(Exam)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated: 09.01.2024.

**I.D. NOTE / MEMORANDUM**

Sub: Public Service – Conduct of **Accounts Test for Executive Officers** –  
Regarding.

- Ref: 1. G.O.Ms.No.74, dated 30.08.1972 of the then Appointments Department, Pondicherry.  
2. G.O.Ms.No.20/74-(Exam), dated 05.02.1974 of the General Administration Department (Examination Cell), Pondicherry.  
3. G.O.Ms.No.52/74-(Exam), dated 01.06.1974 of the General Administration Department (Examination Cell), Pondicherry.  
4. G.O.Rt.No.169/82-GAD (Exam) dated 23.11.1982 of the General Administration Department (Examination Cell), Pondicherry.  
5. G.O.Ms.No.37/2017/DP&AR(Exam) dated 22.06.2017 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.

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The **ACCOUNTS TEST FOR EXECUTIVE OFFICERS** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of March, 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 09.02.2024** 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, will summarily be rejected.

3. Only those Officers / Staff for whom the test has been specifically prescribed and those in the feeder posts in the immediate line of promotion need apply, as per U.O. Note / Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983.

4. The admission of the candidates to the test will be regulated in accordance with the orders contained in G.O.Ms.No.37, dated 15.04.1976 of the GAD, Pondicherry and G.O.Ms.No.16 dated 17.02.1999 of DP&AR (PW), Pondicherry.

5. Those who have already appeared for the test twice, except Scheduled Caste / Scheduled Tribe / Ex-Servicemen / Physically Handicapped candidates, should send with their applications an Indian Postal Orders for ₹ 10/- (Rupees ten only) drawn in favour of **THE UNDER SECRETARY TO GOVERNMENT (DP&AR-EXAM), DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL WING), PUDUCHERRY** (by designation only) **payable at PUDUCHERRY** as admission fee in accordance with the Government Orders cited at para 4 above, failing which their applications will summarily be rejected.

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

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

8. This I.D.Note/Memorandum and the Syllabus of the test has been hosted in the official website <https://dpar.py.gov.in> for reference.



**(V. JAISANKAR)**  
**UNDER SECRETARY TO GOVERNMENT**

Encl: As stated.

To  
All Secretariat Departments.  
All Heads of Departments / Offices, Puducherry (Excluding Judicial Department).  
The Collector, Karaikal.  
The Regional Administrator, Mahe / Yanam.

Last Date for submission of Application **09-02-2024**

APPLICATION FORM FOR ADMISSION TO **ACCOUNTS TEST FOR EXECUTIVE OFFICERS**

**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 . . . . . :
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 PwBD 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./Seivi  
\_\_\_\_\_ (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 :

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