GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
-00o00-

No. A-12024/24/2024/DP&AR (Exam)/   Puducherry, dt.12.11.2024.

CIRCULAR/I. D. NOTE

Sub: DP&AR (Exam) – Proposal to introduce Common Written Examination for various levels of direct recruitment examinations in Government of Puducherry-Meeting to discuss the Pattern and Syllabus-Reg.

***

At present, the Government of Puducherry is conducting direct recruitment examinations for filling up of vacancies in Group C and Group B (Non-Gazetted) posts in various departments through the Examination Cell of the DP&AR, Chief Secretariat, Puducherry. The Departments concerned issue recruitment notifications and the pattern and syllabus of the examinations are also prescribed by the departments concerned. This leads to multiple examinations at short intervals and in some cases, even though the basic qualifications are found to be similar, separate examinations are conducted causing undue stress on the applicants and involving huge financial implications to the Government. Hence, to streamline the process of direct recruitment examination in Group C and Group B (Non-Gazetted) posts, it is proposed to conduct common recruitment exams based on the basic qualification.

2.   A draft scheme of examination has been proposed as given in the annexure to this note.

3.   All the Cadre Controlling Authorities are requested to examine the draft scheme of examination including the indicative syllabus for paper I for each level and offer their views / suggestions on the proposed scheme of examination so as to firm up the proposal for submission to the Government for approval.

..2/-

4.   In this regard, a meeting will be held under the Chairmanship of Shri. Pankaj Kumar Jha, IAS, Secretary-cum-Controller of Exam on 18.11.2024 at 04.00 pm at the Conference Hall, III Floor, Chief Secretariat, Puducherry.

5.   All the Heads of Departments are therefore requested to attend the meeting without fail to have a detailed discussion on the draft scheme of examination and to finalize the proposal quickly.

/By Order/

Encl.: As stated

(V.JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

To

All Head of Departments, Puducherry.

Copy to:

1.   All Secretaries to Government.
2.   P.S. to Chief Secretary.
3.   P.S. to Controller of Examination.

DRAFT SCHEME OF EXAMINATION

(1) The recruitment examinations shall be conducted by grouping the posts depending upon the basic qualifications, i.e., 10th standard level, 12th standard level and degree level.

(2) There shall be a common Paper I for each level as given below:

Sl. No.	Name of the examination	Paper	Type of examination	Duration of examination	Group to which applicable
1.	Common SSLC level (CSL) exam	Paper-I	Objective (Multiple choice questions)	2 hours	Group-C with SSLC as qualification
2.	Common H.Sc. level (CHL) exam	Paper-I	Objective (Multiple choice questions)	2 hours	Group-C with H.Sc. (or) Diploma as qualification
3.	Common Degree level (CGL) exam	Paper-I	Objective (Multiple choice questions)	2 hours	Group-B Non-Gazetted posts

(3) The recruitment to all Group-C (Non-Technical) posts will be based on a single paper of Common SSLC level (CSL) or Common H.Sc. level (CHL) examination, as the case may be, according to the qualifications prescribed for the post.

(4) As per the requirement of the recruiting department, a Skill Test, if any prescribed in the Recruitment Rules for the post concerned, will be conducted as Paper-II.

(5) The syllabus for paper II shall be fixed as per the requirement of the recruiting department.

(6) In respect of all Group-C (Technical) posts, the examination will consist of two papers.

(7) Paper-I will be either Common SSLC level (CSL) or Common H.Sc. level (CHL) examination, as the case may be, according to the qualifications prescribed for the post.

(8) Paper-II will be in the technical subject of the post concerned.

(9) The syllabus for Paper II shall be fixed as per the requirement of the recruiting department.

(10) The recruitment to all Group-B (Non-gazetted) posts will be based on a single Paper or two papers according to the qualifications prescribed for the post.

(11) Paper-I will be of Common Degree level (CGL) examination.

(12) Paper-II will be in the technical subject of the post concerned or as required by the recruiting department.

(13) The syllabus for Paper II shall be fixed as per the requirement of the recruiting department.

(14) The indicative syllabus for Paper I of each level is attached.

INDICATIVE SYLLABUS FOR PAPER I

i.   Common SSLC Level (CSL) Exam

Subject	Number of questions	Maximum Marks	Time allowed
A. General Intelligence & Reasoning	25	25	
B. Quantitative Aptitude	25	25	
C. General Knowledge	35	35	2 hours
D. English Language (Basic Knowledge)	15	15	

Indicative Syllabus

A. General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion,

Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

B. Quantitative Aptitude:

Number Systems:
Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations:
Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry:

Familiarity with elementary geometric figures and facts:

Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration:
Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry:

Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin2\theta + \cos2\theta = 1$ etc.

Statistical Charts:

Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

C. General Knowledge:

Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

D. English Language:

Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

ii. Common H.Sc. Level (CHL) Exam

Subject	Number of questions	Maximum Marks	Time allowed
A. General Intelligence and Reasoning	20	20	
B. Quantitative Aptitude	20	20	
C. General Knowledge	50	50	2 hours
D. English Language (Basic Knowledge)	15	15	
E. Computer Knowledge	10	10	

Indicative Syllabus for Part-A, B, C&D may be the same as prescribed for Common SSLC level (CSL) exam. Indicative syllabus for Part-E is given below:-

E. Computer Knowledge:

Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back-up devices, PORTs, Windows Explorer. Keyboard shortcuts.

Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

Basics of networking and cyber security: Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

iii. **Common Graduate Level (CGL) Exam**

Subject	Number of questions	Maximum Marks	Time allowed
A. General Intelligence and Reasoning	20	20	
B. General Knowledge	25	25	
C. Quantitative Aptitude	20	20	2 hours
D. English Language and Comprehension	25	25	
E. Computer Knowledge	10	10	

Indicative Syllabus

A. General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern folding& un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

B. General Knowledge:

Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current

events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

C. Quantitative Aptitude:

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

D. English Language and Comprehension:

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, three or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other two paragraphs should be on current affairs, based on a report or an editorial.

E. Computer Knowledge:

Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back-up devices, PORTs, Windows Explorer, Keyboard shortcuts.

Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

Basics of networking and cyber security: Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

The questions in Parts A, & B will be of a level commensurate with the essential qualification viz. Graduation, questions in Part-C will be of 10th standard level and question in Part-D will be of 10+2 level.