

No.A-34012/3/2023/DP&AR (Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 02.03.2023.

I.D. NOTE / MEMORANDUM

Sub: Public Services - Conduct of LABOUR TEST - Regarding.

Ref: G.O.Ms. No.42/91-P&AR (Exam), dated 18-04-1991 of the Department of Personnel & Administrative Reforms (Personnel Wing), Pondicherry.

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The **Labour Test** as prescribed in the G.O. cited is proposed to be conducted tentatively during the month of May, 2023.

2. The Heads of Departments / Officers are requested kindly 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 31.03.2023** 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 as mentioned in the G.O. cited in the reference and those in the feeder posts in the immediate line of promotion need apply.

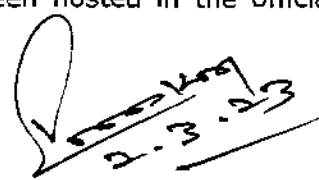
4. The admission of the candidates to the test will be regulated in accordance with the orders contained in G.O.Ms.No.37, dated 15.04.1976 of the GAD, Pondicherry, G.O. MS. No.16, dated 17.02.1999 of the DP&AR (Personnel Wing), Pondicherry and U.O.Note / Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 of the GAD, Pondicherry.

5. 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 Order for ₹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 G.Os. 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 despatch 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.

A handwritten signature in black ink is written over a rectangular date stamp. The date stamp contains the text '2-3-23'.

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To

All Secretariat Departments.

All Heads of Departments / Offices (excluding Judicial Department).

The District Collector, Karaikal.

The Regional Administrator, Mahe / Yanam.

Last Date for submission of Application: 31-03-2023

APPLICATION FORM FOR ADMISSION TO **LABOUR TEST**

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 **BLOCK CAPITAL**) :
- ii) Candidate's **GPF** Number / **PRAN** 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 to be furnished :
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 / D.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 :
- 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) :
11. Specify the Part(s) of the test to which the candidate is willing to attend for (Part-I / Part-II / Part-III / Both Part-I & II / Both II & III) :

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: (i) Application from deputation staff should be routed through their parent department only. (ii) For uniformity, **LEGAL** size printout of Application Form is preferred.

GOVERNMENT OF PONDICHERRY

Abstract

Public Services - Departmental Tests prescribed for Labour Department -
Revision of - Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * *

G.O.Ms.No. 42/91-P&AR(Exam) Pondicherry, the 18th April 1991.

- Read: 1) G.O.Ms.No.109/73(Exam), dt.23-8-73 of the General
2) G.O.Ms.No.116, dt.12/13-12-74 Administration
Department,
Pondicherry.
3) U.O. Note No.F.No.2520/91/Lab/A, dt.18-3-91 from
the Under Secretary to Government, Labour Department,
Pondicherry.

* * *

ORDER:

In the Government Orders first and second read above, Departmental Tests have been prescribed for the officers/staff of the Labour Department. These orders also contain the syllabus of the 'LABOUR TEST'. The question of revising the syllabus of the Labour Test has been engaging the attention of the Government so as to suit the present requirements of the Labour Department. After careful consideration, it has been decided to revise the above orders and syllabus of the Labour Test.

2. Accordingly, approval of the Lt. Governor is accorded to prescribe the following Departmental Tests for the officers/staff of the Labour Department in supersession of the Government Orders first and second read above:-

CATEGORIES	DEPARTMENTAL TESTS PRESCRIBED
<u>NON-TECHNICAL</u>	
I. 1) Surveyor 2) Assistant Employment Officer 3) Vocational Guidance Officer 4) Superintendent, Office of the Commissioner of Labour 5) Assistant Inspector of Labour 6) Junior Employment Officer 7) Women Labour Welfare Officer	1) LABOUR TEST Parts-I & II. and 2) Accounts Test for Executive Officers.
II. Employment Information Assistant	1) LABOUR TEST Parts-I & II. and 2) Accounts Test for Subordinate Officers.
<u>TECHNICAL</u>	
III. 1) Inspector of Factories 2) Deputy Inspector of Factories 3) Assistant Inspector of Factories 4) Superintendent (Industrial Hygiene) 5) Laboratory Assistant Grade-I 6) Surveyor-cum-Technical Assistant 7) Group Instructor 8) Assistant Technical Officer	1) LABOUR TEST Parts-II and III. and 2) Accounts Test for Executive Officers.

3. The syllabus of the 'LABOUR TEST' and other details are given in the annexure to this order. The syllabus of the Accounts Test for Executive Officers and Accounts Test for Subordinate Officers have been prescribed in the G.O.Ms.No.74, dated 30-8-72 of the Appointments Department, Pondicherry and G.O.No.45(Ms)/82, dated 21-7-82 of the General Administration Department (Exam Cell), Pondicherry respectively.

4. The tests will be conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Pondicherry subject to the conditions to be notified by them from time to time and on the dates and centres to be intimated separately.

5. The passing of these tests will not confer on any candidate the automatic right to be appointed to higher posts.

/ BY ORDER OF THE LIEUTENANT GOVERNOR /

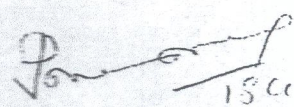
SUBHASH SHARMA
CHIEF SECRETARY TO GOVERNMENT

To

1. The Secretary, Law and Labour Department, Pondicherry.
2. The Labour Commissioner, Pondicherry.
3. The Under Secretary to Government, Labour Department, Pondicherry.

Copy to: Stock File / G.O. File / Central Record Branch.

FORWARDED / BY ORDER


15/08/81
(S. PURUSHOTHAMAN)
UNDER SECRETARY TO GOVERNMENT.

15/12/81
15/14/91

A N N E X U R E
(Syllabus of the Labour Test)

LABOUR TEST
(with books)

PART - I.

Duration : 3 Hrs. ✓
Maximum Marks : 100
Minimum Marks : 40

1. The Payment of Wages Act, 1936 and the rules framed thereunder.
2. The Child Labour (Prohibition & Regulation) Act, 1986 and the rules framed thereunder.
3. The Factories Act, 1948 and the rules framed thereunder.
4. The Maternity Benefit Act, 1961 and the rules framed thereunder.
5. The Apprentices Act, 1961 and the rules framed thereunder.
6. The Pondicherry Industrial Establishments (National & Festival Holidays) Act, 1964 and the rules framed thereunder.
7. The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and the rules framed thereunder.
8. The National Employment Service Manual.
9. The Employees Provident Fund and Family Pension Fund Act, 1952 and the rules framed thereunder.
10. The Employees State Insurance Act, 1948 and the rules framed thereunder.

PART - II.

Duration : 3 Hrs. ✓
Maximum Marks : 100
Minimum Marks : 40

1. The Workmen's Compensation Act, 1923 and the rules framed thereunder.
2. The Trade Unions Act, 1926 and the rules framed thereunder.
3. The Industrial Employment (Standing Orders) Act, 1946 and the rules framed thereunder.
4. The Industrial Disputes Act, 1947 and the rules framed thereunder.
5. The Motor Transport Workers Act, 1961 and the rules framed thereunder.
6. The Pondicherry Shops and Establishments Act, 1964 and the rules framed thereunder.
7. The Pondicherry Catering Establishments Act, 1964 and the rules framed thereunder.
8. The Beedi and Cigar Workers (Conditions of Employment) Act, 1966 and the rules framed thereunder.
9. The Payment of Bonus Act, 1965 and the rules framed thereunder.
10. The Minimum Wages Act, 1948 and the rules framed thereunder.
11. The Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed thereunder.
12. The Payment of Gratuity Act, 1972 and the rules framed thereunder.
13. The Bonded Labour System (Abolition) Act, 1976 and the rules framed thereunder.
14. The Equal Remuneration Act, 1976 and the rules framed thereunder.
15. The Sales Promotion Employees (Conditions of Service) Act, 1976 and the rules framed thereunder.

....Contd. 2/-

(Contd. of syllabus for Labour Test)

PART - III.

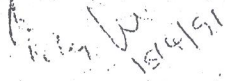
Duration : 3 Hrs.
Maximum Marks : 100
Minimum Marks : 40

1. The Indian Boilers Act, 1923 and the rules framed thereunder.
2. The Payment of Wages Act, 1936 and the rules framed thereunder.
3. The Child Labour (Prohibition and Regulation) Act, 1986 and the rules framed thereunder.
4. The Factories Act, 1948 and the rules framed thereunder.
5. The Employees State Insurance Act, 1948 and the rules framed thereunder.
6. The Employees Provident Fund and Family Pension Fund Act, 1952 and the rules framed thereunder.
7. The Maternity Benefit Act, 1961 and the rules framed thereunder.
8. The Apprentices Act, 1961 and the rules framed thereunder.
9. The Pondicherry Industrial Establishments (National & Festival Holidays) Act, 1964 and the rules framed thereunder.
10. Training Manual for Industrial Training Institute.

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15/4/91

UNDER SECRETARY TO GOVERNMENT.


15/4/91

GOVERNMENT OF PUDUCHERRY
LABOUR TEST
(With Books)

Test held on
16-11-2019 F.N.

PART - I

Time : 3 Hours

Maximum Marks : 100

Instructions

- (i) Answer Question No.9 and any **SIX** of other questions.
- (ii) Question No.9 carries 16 marks and others carry 14 marks each.
- (iii) Answer should be specified by quoting relevant provisions of the Acts/Rules wherever necessary.
- (iv) Mere reproduction of the provisions of the Acts/Rules should be strictly avoided.

1. What are the registers and records to be maintained by the employer under the Payment of Wages Act, 1936 and the rules framed thereunder? What are the powers of an Inspector? If the employer failed to comply with the provisions of the Act, what action can be taken by an Inspector?
2. What are the regulations of conditions of Child Labour? If any dispute arises between an Inspector and an occupier as to the age of any child, what action the Inspector can take on this issue?
3. What are the "Health" and "Welfare" facilities provided under the Factories Act, 1948?
4. What are the penalties prescribed under the Maternity Benefit Act, 1961? Whether the appropriate Government is having the power to exempt the establishments under the Act? If so how?
5. What are the obligations of employers and apprentices specified under the Apprentices Act, 1961? What are the Health, safety Welfare, hours of work provided under the Act?
6. What are the powers of an Inspector appointed under the Puducherry Industrial Establishments (National & Festival Holidays) Act, 1964? What are the exemptions?

7. Whether any time limit is provided for the notification of vacancies under the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and the rules framed thereunder? What are the returns to be furnished to the Employment Exchange? If any employer fails to comply with the provisions of the Act, what action can be taken against the employer under the Act?
8. What is the procedure for registration of employment seekers as per the National Employment Service Manual? What is the procedure for sponsoring of names as Provided in the Manual?
9. Write short Notes on any Two of the following:
 - (i) Employees Deposit-linked Insurance Scheme.
 - (ii) Powers of an Inspector under the EPF Act.
 - (iii) Benefits provided to the dependents under ESI Act.
 - (iv) Penalties provided under the ESI Act for non-compliance.

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GOVERNMENT OF PUDUCHERRY
LABOUR TEST
(With Books)

Test held on
16-11-2019 A.N.

PART - II

Time : 3 Hours

Maximum Marks : 100

Instructions

- (i) Answer Question No.9 and any **SIX** of other questions.
- (ii) Question No.9 carries 16 marks and others carry 14 marks each.
- (iii) Answer should be specified by quoting relevant provisions of the Acts/Rules wherever necessary.
- (iv) Mere reproduction of the provisions of the Acts/Rules should be strictly avoided.

1. Under the Workmen's Compensation Act if any fatal accident is reported during the course of employment what action can be taken against the employer? What are the penalties provided under the Act?
2. What is the procedure of Registration of a Trade Union as provided under the Act? Whether Registrar of Trade Union can cancel the registration of a Union? Explain in detail?
3. What is the rate of payment of subsistence allowance provided under the Standing Orders Act? What are the powers of a certifying officer and appellate authority and the penalties provided under the Act?
4. What are the powers and duties of a Conciliation Officer? What is the procedure for publication of reports and awards and the commencement of the award?
5. What are the "welfare and health facilities" provided under the Motor Transport Workers Act, 1961? What are the hours and limitations of employment in it?
6. What are the powers and duties of an Inspector under the Puducherry Catering Establishments Act? What are the penalties? What are the health and sanitation facilities to be provided by the employer under the Act?

7. What are the powers of an Inspector entrusted under the Gratuity Act? If any employer failed to pay the gratuity what is the procedure for recovery of gratuity?
8. Who are the implementing authorities under the Bonded Labour Act? Explain the provisions of Vigilance Committees and its functions?
9. Write short Notes on any of the two of the following:
 - (i) Registers to be maintained under the Sales Promotion Employees Act, 1976?
 - (ii) Provisions of Health, Safety, Holiday with wages as per the Puducherry Shops and Establishment Act.
 - (iii) Powers of an Inspector under the Minimum Wages Act.
 - (iv) Procedures to be followed for licensing of Contractors.

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GOVERNMENT OF PUDUCHERRY
LABOUR TEST
(With Books)

Test held on
17-11-2019 F.N.

PART - III

Time :3 Hours

Maximum Marks : 100

Instructions

- (i) Answer Question No.9 and any **SIX** of other questions.
- (ii) Question No.9 carries 16 marks and others carry 14 marks each.
- (iii) Answer should be specified by quoting relevant provisions of the Acts/Rules wherever necessary.
- (iv) Mere reproduction of the provisions of the Acts/Rules should be strictly avoided.

1. What are the conditions precedent for repairing boiler and boiler component? What is the procedure for registration of boiler and renewal of certificate?
2. If any employer contravenes the provisions of the Payment of Wages Act, what are the penalties provided under the Act? What is the procedure in trial of offences?
3. What are the powers of an Inspector under the Factories Act? What are the provisions relating to Hazardous processes?
4. What are the matters to be decided by Employees Insurance Court under the ESI Act? Explain in detail about the powers of Employees Insurance Court?
5. What are the powers of an Inspector under the Employees Provident Funds and Miscellaneous Provisions Act, 1952? What are the penalties provided under the Act?
6. Explain about the continuance of payment of maternity benefit in certain cases and notice of claim for maternity benefit and payment thereof under the Maternity Benefit Act, 1961 ?
7. What are the powers of Apprenticeship Advisers, offences by companies and the penalties as specified under the Apprentices Act, 1961 ?

8. What is the procedure of admission in Government and private ITIs?
9. Write short Notes on any two of the following:
 - (i) The registers and records to be maintained under the Puducherry Industrial Establishments (National & Festival Holidays) Act, 1964.
 - (ii) The hours and period of work, weekly holidays provided under the Child Labour (Prohibition and Regulations) Act, 1986.
 - (iii) Salient features of National Policy on Skill Development.
 - (iv) Various kinds of Leave admissible to ITI trainees.

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