No.A-34012/8/2017/DP&AR(Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 02.01.2018.

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.

The Common General Departmental Test for Ministerial Staff as prescribed in the G.Os cited is proposed to be conducted tentatively during the month of February, 2018.

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 22.01.2018 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 ₹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.puducherry.gov.in for reference.

(M. KANNAII)
UNDER SECRETARY TO GOVERNMENT

End: As stated.

To
All Secretariat Departments.
All Heads of Departments / Offices.
The Collector, Karaikal.
The Regional Administrator, Mahe / Yanam.
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.(Origin or Migrant)/S.T/XSM/ O.H./V.H.

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)

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: 
Date: 

SIGNATURE OF THE HEAD OF DEPARTMENT / OFFICE

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

ABSTRACT

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

GENERAL ADMINISTRATION DEPARTMENT

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 Depts/Offices.
Administrator, Karaikal/Mahb/Mam.
The Central Record Branch, Pondicherry/G.O.file.

ANNEXURE

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

SYLLABUS

2) Constitution of India (Articles 14, 15, 16, 19, 20, 31, A, D, E, 239, 240, 302 to 311 and 324 to 329).

Sd/-

G. ARAOUL
DEPUTY SECRETARY TO GOVERNMENT
GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Departmental Test - Prescription of common syllabus for both Secretariat and Non-Secretariat Ministerial staff - Order.

GENERAL ADMINISTRATION DEPARTMENT
(Examination Cell)

G.O.Ms.No.56

Pondicherry-605001, the 1st September 1980.

READ:
2. Letter No.6-65/EB/SC/U.1/79 dated 10.3.1980 from the
   Superintending Engineer, Electricity Deptt., 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, in 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 16.6.1974.
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 -

F.Y. JAIKRISHNAN
CHIEF SECRETARY TO GOVERNMENT

To,

All Secretaries to Government.
All Secretariat Departments,
All Heads of Departments/Offices,
Administrators, Karaikal/Mahé/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/SC/U.1/79 dt.10.3.1980

(S. VINOTHANATHAN)
DEPUTY SECRETARY TO GOVERNMENT
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.10064/P-U.O.T./1974 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 examiners for setting up of question papers and evaluation 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 appeared in their attempts taken 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 not written.
3. The number of attempts for purpose of collection of fees, will be calculated based on the various departmental tests/examinations 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 Castes/Scheduled Tribes and Ex-servicemen candidates are exempted from payment of fee for departmental tests.
8. Life/Death Claims are exempted from payment of fee for departmental test in Appraising only.

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
are specifically prescribed and for those who are in line for promotion to such of the categories for which it is prescribed.

(By Order of the Lieutenant-Governor)

V. S. PATANSABHAN
CHIEF SECRETARY TO GOVERNMENT

To
All Secretaries to Government,
All Heads of Departments/Offices
Administrative Officers, Madras, Yercaud.
The Central Record Branch, Pondicherry.
Copy to:
Stock file.
O.C. file.

[Signature]

(3. Dossary)
DEPUTY SECRETARY TO GOVERNMENT.

[Date]
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. Rs.No.16

Dt.17-2-99

ORDER:

READ: G.O.,Rs.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 engendering 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, Stationary 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 issue 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. D/ANAUGHTAMAC)
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/Puducherry
4. The Central Records Branch, Puducherry.
5. The Stock file.
No. 3-7/83-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 admits to that departmental test in future. The accounts test for subordinate officials 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.

(C, Paganissamy)
Deputy Secretary to Government

To:
All Secretariat Departments
All Heads of Departments/Offices:
Administrators, Seriakal/Mehe/Yanam with spare copies.

vb.4.7.
Time: 3 hours  
Max. Marks: 100

Note: (i). Question No 1 to 5 carry 20 marks each.
(ii) Attempt any 3 questions out of 1 to 5
(iii).Question No 6 is compulsory and carry 40 marks.
(iv).Textual reproduction of answers should not be resorted to.

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Attempt ANY THREE QUESTIONS out of Questions 1 to 5  (3 x 20 = 60 Marks)

1. (a) Explain the procedure to be followed by an Assistant/UDC/LDC on handing over and taking over of records.
   
   (b) What are all to be kept in mind while seeking leave and extension of leave?

2. (a) The procedure to be followed while filing of papers and referencing in files may be explained
   
   (b) Explain in detail on the Disqualification for Membership in respect of a person being chosen as and for being a Member of the Legislative Assembly of a Union Territory.

3. (a) Give details of the special provisions relating to Financial Bills.
   
   (b) The Constitutional Safeguards available to a person employed in civil capacities under the Union or State may be explained.

4. (a) Enumerate the provisions on the Rights to Freedom available to all citizens of India
   
   (b) The Role of Election Commission may be explained in detail.

5. (a) In respect of the Union Territory of Puducherry explain about the duties of Delimitation Commission and the role of Associate Members.
   
   (b) Quote the provisions as to how assent is given to bills passed by the Legislative Assembly.

6. Write detailed Notes on ANY FOUR of the following:  (4 x 10 = 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 Servants without previous sanction of the Government.
   
   (e) What are the Terminal gratuity payable to temporary Government servants?
   
   (f) Terms and conditions under which a Retired Government Officer could be appointed as Inquiry Officer (IO)

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