

No.A.34016/1/2010/DP&AR(Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 21.06.2010

C I R C U L A R

Sub: Public Services- Conduct of various Departmental Tests-
Calendar for the year 2010-11- Circulated.

The Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry as nodal Department is conducting various Departmental Tests to different categories of employees working in Government.

2. A calendar of Departmental Tests for the year 2010-11 is drawn, as detailed and enclosed herewith in the Annexure-I (Year-wise schedule) and Annexure-II (Half-yearly schedule). The Head of Departments/ Offices are therefore requested to kindly circulate this to all officers/ staff including those working in the outlying region of Karaikal/Mahe/Yanam and those who are on deputation to whom these tests are relevant. The applications from the eligible and willing employees may be obtained before the due date(s) prescribed for the respective tests and those applications duly verified and found in complete shape may be forwarded to this Department. The specimen application is appended herewith. The applications which are not in the prescribed form or defective or incomplete shape will summarily be rejected. The applications submitted by the officials after the expiry of the due dates prescribed for the respective test need not be referred to this Department.

3. 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 and G.O.Ms.No.16 dt. 17.2.1999 and U.O. Note / Memorandum No.3-1/83-GAD(Exam) dated 04-07-1983.

...2/-

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4. Those who have already appeared for the respective tests twice except Scheduled Caste / Scheduled Tribe /Ex-Servicemen /Physically Handicapped candidates, should send with their applications an Indian Postal Order for Rs.10/- (Rupees Ten only) drawn in favour of the **UNDER SECRETARY TO GOVERNMENT, DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL WING), PUDUCHERRY** (by designation only) **payable at PUDUCHERRY** as admission fee, failing which their applications will summarily be rejected.

5. 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.

6. However, the actual date(s), time and venue for the conduct of the respective tests will be intimated to the candidates as per the schedule finalized/ approved.

7. This circular has been hosted in the official website <http://www.pon.nic.in>, for reference.

Sd/-
(GIDDI MRUTHYUNJAYA DURGA RAO)
UNDER SECRETARY TO GOVERNMENT

Encl: As above.

To

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

Copy to:

The Technical Director, National Informatics Centre, Puducherry - with a request to host the calendar for conducting various Departmental Tests for year 2010-11 in the Official Website.

SPECIMEN APPLICATION FORM FOR

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(To be filled by the Candidate's own handwriting)
IMPORTANT NOTE: (1) No column should be left blank.(2)Any omission will lead to summary rejection of the application and no correspondence will be entertained on this matter.

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- 1. Name of the candidate :
(in full and BLOCK CAPITAL)
- 2. i) Designation :
ii) Present official address :
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 holds any other post on regular basis :
- 4. Classification of the post :
- 5. Educational Qualification :
- 6. i.) Whether the candidate belongs to Scheduled Caste /Scheduled Tribe /Ex-Serviceman/Physically Handicapped (Answer YES or NO) :
ii) If YES, specify S.C./S.T./XSM/P.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) :
- 11. Specify the Part(s) /Paper(s)of the test in which :
the candidate is willing to sit for

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 :
NAME & DESIGNATION WITH SEAL:

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