

No.A-34C12/6/2011/DP&AR (Exam)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\* \* \* \* \*

Puducherry, dated: 06.02.2018.

**I.D. NOTE / MEMORANDUM**

Sub: Public Services - Conduct of **Departmental Test for Engineering Staff/Officers of Public Works Department** - Additional Applications - Called for.

Ref: (i) G.O.Ms.No.36/94-DP&AR (Exam), dated 24.05.1994 of the Department of Personnel and Administrative Reforms (Personnel Wing), Pondicherry.

(ii) This Department's I.D. Note / Memoranda of even No. dt. 11.07.2013 & 21.12.2015.

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The **DEPARTMENTAL TEST FOR ENGINEERING STAFF / OFFICERS OF PUBLIC WORKS DEPARTMENT** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of April, 2018.

2. The Chief Engineer, Public Works Department, Puducherry; The Director, Local Administration Department, Puducherry; The Chief Town Planner, Town and Country Planning Department, Puducherry; The Director, Port Department, Puducherry; The Project Director, District Rural Development Agency, Puducherry; The Chief Executive Officer, Puducherry Slum Clearance Board, Puducherry; The Secretary, Puducherry Housing Board, Puducherry 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 05.03.2018 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, will summarily be rejected.

3. Only Assistant Engineer, Junior Engineer Gr.II and Draughtsman Gr.II as mentioned in the G.O. cited in the reference and Draughtsman Gr.I, Tracer which are feeder posts to Junior Engineer Gr.II, Draughtsman Gr.II respectively for whom the test has been specifically prescribed need apply. The applications received from the officials for whom the test is not prescribed, should not be forwarded to this department. Such applications, if received, should be rejected at their end.

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 15.04.1975 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.

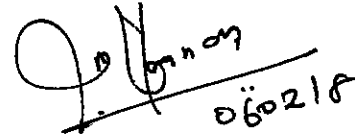
5. Those who have already appeared for the test twice, except Scheduled Caste / Scheduled Tribe / Ex-Servicemen / Physically Handicapped candidates, should send with their applications an Indian Postal Order for ₹10/- (Rupees ten only) drawn in favour of THE UNDER SECY. TO GOVT., DP&AR(PW), PUDUCHERRY (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. **The candidates who have already submitted their applications earlier need to apply again.** 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 <http://dpar.puducherry.gov.in> for reference.

9. In case no application from eligible Officer / Staff is received, a 'NIL' report should invariably be furnished to this Department.

  
(M. KANNAN)

**UNDER SECRETARY TO GOVERNMENT**

Encl: As stated.

To

- (1) The Chief Engineer, Public Works Department, Puducherry;
- (2) The Director, Local Administration Department, Puducherry;
- (3) The Chief Town Planner, Town and Country Planning Department, Puducherry;
- (4) The Director, Port Department, Puducherry;
- (5) The Project Director, District Rural Development Agency, Puducherry;
- (6) The Chief Executive Officer, Puducherry Slum Clearance Board, Puducherry;
- (7) The Secretary, Puducherry Housing Board, Puducherry.

Copy to:

- (1) The Superintending Engineer Circle-I,II,III, PWD, Puducherry.
- (2) The Executive Engineer, I&PH / B&R, PWD, Karaikal / Mahe / Yanam

Last Date for submission of Application: 05-03-2018

APPLICATION FORM FOR ADMISSION TO **DEPARTMENTAL TEST FOR ENGINEERING STAFF/  
OFFICERS OF PUBLIC WORKS DEPARTMENT**

**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 / P.H. :
7. i) Date of Birth :
- ii) Date of initial appointment with designation : Date :  
Designation :
- ii) 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 Paper(s) of the test to which the candidate is  
willing to sit for(Paper-I/Paper-II/Both Papers) :

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.

SIGNATURE OF THE HEAD OF  
DEPARTMENT / OFFICE :

Place:

Date:

NAME & DESIGNATION WITH SEAL:

**Note:** (i) Application from deputation staff should be routed through their parent department only.  
(ii) For uniformity, Application Form may be taken in LEGAL size paper.

GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Departmental Test prescribed for Public Works Department - Revision of - Orders - Issued.

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DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\* \* \*

G.O.Ms.No. 36 /94-DP&AR(Exam) Pondicherry, the 24-05-1994

- READ: 1) Memorandum No.12856/72-Appts., dated 7-7-1972 of the erstwhile Appointments Department, Pondicherry readwith  
G.O.Ms.No.35, dated 20-4-1977 of the General and Administration Department, Pondicherry.  
Order No.227, dated 26-12-1980 of the General and Administration Department, Pondicherry.  
2) Letter No.2214/PW/PE/EC1/91, dated 28-2-1991 from the Principal Engineer, Public Works Department, Pondicherry.

\* \* \*

ORDER:

In the G.Os. first read above, Departmental Tests have been prescribed for the Engineering Staff/Officers of Public Works Department. These orders also contain the syllabus of the "Departmental Test for Engineering Staff/Officers of Public Works Department". The question of revising the syllabus of the Departmental Test for Engineering Staff/Officers of Public Works Department has been engaging the attention of the Government so as to suit the present requirements of the Public Works Department. After careful consideration, it has been decided to revise the above orders and the syllabus of the Departmental Test for Engineering Staff/Officers of Public Works Department.

2. Accordingly, in supersession of the Government orders first read above, approval of the Administrator, is accorded to prescribe the Departmental Test for Engineering Staff/Officers of Public Works Department as indicated below:-

Sl.No.	CATEGORIES	DEPARTMENTAL TEST PRESCRIBED
1.	Assistant Engineer	Departmental Test for Engineering Staff/Officers of Public Works Department.
2.	Junior Engineer Grade-II	
3.	Draughtsman Grade-II	

3. The revised syllabus of the Departmental Test for Engineering Staff/Officers of Public Works Department and other details are given in the annexure to this order.

....2/-

4. The test 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 this test will not confer on any candidate the automatic right to be appointed to higher posts.

/ BY ORDER OF THE ADMINISTRATOR /

S.R. ARYA  
CHIEF SECRETARY TO GOVERNMENT

To  
The Principal Engineer,  
Public Works Department,  
Pondicherry.

Copy to:

1. The Regional Executive Officer, Karaikal/Mahe/Yanam.
2. The Deputy Secretary to Government, Public Works Secretariat, Pondicherry.
3. All Superintending Engineers, Public Works Department, Pondicherry.
4. All Executive Engineers, Public Works Department, Pondicherry/Karaikal/Mahe/Yanam.
5. G.O. File.
6. The Central Record Branch.
7. Stock File.

FORWARDED / BY ORDER

*S. Narayan*  
24/5/94  
(S. NARAYAN)  
UNDER SECRETARY TO GOVERNMENT

D.A.

A N N E X U R E

(Syllabus of the Departmental Test for Engineering Staff/Officers of Public Works Department.)

DEPARTMENTAL TEST FOR ENGINEERING STAFF/OFFICERS OF PUBLIC WORKS DEPARTMENT.

PAPER-I.

(With Books)

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

1. The Indian Contract Act, 1872:-

Chapters-I, II (except Sections 26, 27 & 30), III, IV, VI and X.

2. The Central Public Works Department Manual Volume-II:-

Works, Works Accounts, Contracts, Stores, Budget, Preparation of Bills and Works Abstracts -- Exhaustive problems (Running Account Bills, Transfer Entry Orders, Materials at Site Accounts).

Chapters-I, II, III, IV and V in full.

3. Applications of various clauses of C.P.W.D. contracts.

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PAPER-II.

(With Books)

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

1. The Central Public Works Account Code except Appendices.

2. The General Financial Rules, 1963.

3. The Compendium of Powers of C.P.W.D. Officers (Volumes-I and II).

4. The Central Public Works Department Code.

5. The Delegation of Financial Powers Rules, 1978 -- Rules 1, 2, 3, 4 and 13 with Appendices.

6. The Central Civil Services (Conduct) Rules, 1964.

7. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.

8. The Central Civil Services (Leave) Rules, 1972.

9. The Central Civil Services (Pension) Rules, 1972.

\* \* \* \* \*

Notes: The above two papers may be passed compartmentally.

*S. Narayan*  
(S. NARAYAN) 24.5.94  
UNDER SECRETARY TO GOVERNMENT  
23/5/94

G.A.

GOVERNMENT OF PONDICHERY  
ABSTRACT

Public Services - Conduct of Departmental Tests - Admission to -  
Regarding.

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GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No:37

Dated: 15th April, 1976.

ORDER:

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.38941/74-GAD(Exam) 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 examiner for setting up of question papers and valuation 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 succeeded in their attempts twice 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 to be written.
3. The number of attempts for purpose of collection of fees, will be calculated based on the various departmental test/examination 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 Caste/Scheduled Tribe and Ex-servicemen candidates are exempted from payment of fee for departmental tests.
8. L. D. Cs/Clerks are exempted from payment of fee for departmental test in Typewriting only.

2. 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

: 2:

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

(By Order of the Lieutenant-Governor)

V. S. PARTHASARATHY  
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government.  
All Heads of Departments/Offices  
Administrators of Karaikal, Mahe, Yanam.  
The Central Record Branch, Pondicherry.  
Copy to:

Stock file.  
G.O. File.

*B. Dorressamy*

(B. DORRESSAMY)  
15.4.76.  
DEPUTY SECRETARY TO GOVERNMENT.

*15/4/76*  
*15-4-76*

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. Ms.No. 16

Dt. 17-2-99

ORDER:

READ: GO.Ms.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 engaging 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, stationery 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 issues 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. DJANAGUIRAMANE)  
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/Mahe/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.



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No. 3-1/83-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 admitted to that departmental test in future. The Accounts test for subordinate officers and the common General departmental tests for Ministerial staff will remain open to all as hithertofore.

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/c 

(N. PAJANISSAMY)  
DEPUTY SECRETARY TO GOVERNMENT

To -

4/7

All Secretariat Departments  
All Heads of Departments/Offices  
Administrators, Karaikal/Mahe/Yanam with spare copies.

vb.4.7.

GOVERNMENT OF PUDUCHERRY  
DEPT. OF PERSONNEL & ADMIN. REFORMS,  
(PERSONAL WING)

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DEPARTMENTAL TEST FOR ENGINEERING STAFF/OFFICERS OF  
PUBLIC WORKS DEPARTMENT, PUDUCHERRY.

QUESTION PAPER - I

ANSWER ANY FIVE QUESTIONS  
EACH FROM PART 'A' & PART 'B'  
ALL QUESTIONS CARRY EQUAL MARKS

TIME : 3 hrs.  
MAX.MARKS:100  
MIN. MARKS: 40  
(FOR PASSING)

PART - A

1. briefly:
  - a) Explain Minor works and Special repairs.
  - b) Work completion certificate.
  - c) Contingencies.
  - d) Survey report.
  - e) Final bill.
2. Write short note on:
  - a) Works board.
  - b) Purchase on stores.
  - c) Techno - legal unit
  - d) Appropriation and re appropriation
  - e) Unstamped register
3. What is Performance Guarantee? How is it deposited and under what circumstances forfeiture of the same is to be made?
4. What is contract of indemnity and its guarantee?
5. What is a Lump sum contract? How the technical sanction could be issued on "Turnkey basis work"?
6. Describe the procedure on justification of tenders?
7. Mention the requirements for issue of Technical sanction and issue of NIT?
8. Who is an agent and explain relation with principal and agent
9. Describe the conditions for purchase of cement and steel by the contractor?
10. What is an 'Advance payment' and its procedure while purchase for stores for various materials?

PART - B

11. Write short note on:
  - a) Coercion.
  - b) Undue influence.
  - c) Fraud
  - d) Misrepresentation
12. Explain fair wages and responsibility of department and contractors.
13. Explain about Clauses 2 and 5 of CPWD form No. 7 & 8 and its relation?
14. Brief the consequences of breach of contract and its compensation
15. What is meant by secured advance and mobilization advance?
16. What is audit Para and audit report explain
17. What is charged expenditure?
18. What is contingent contract and its events?
19. Elaborate the provision of contract act for invoking clause 2
20. Write briefly the roll of central technical examiner's organisation.

**DEPARTMENTAL TEST FOR ENGINEERING STAFF/OFFICERS OF PUBLIC WORKS  
DEPARTMENT, PUDUCHERRY**

**PAPER-II (With Books)**

Time: 3 Hours

Max. Marks: 100

Min. Marks: 40

ANSWER ANY 10 QUESTIONS

All questions carry equal marks

Quote relevant rules while answering

- I. Enumerate in brief the guiding principles which a Sub-Divisional Officer should observe in the preparation, examination and payment of Contractor's bills for the work done or supplies made to a Public Works Division?
- II. Define any four of the following:-
  - a. Issue Rate
  - b. Contract
  - c. Liabilities
  - d. Market rate
  - e. Running Account
- III. Explain briefly the procedure prescribed for procurement of goods by obtaining bids.
- IV. What are the general principles of Contract that should be observed by Departmental authorities while entering into Contracts?
- V. Enumerate the general restriction on powers for creation of posts by different authorities in Government?
- VI. Under what circumstances and subject to what limits can Leave Not Due be sanctioned to government servants governed by CCS (Leave) Rules, 1972?
- VII. Describe briefly the salient features of the Scheme of Voluntary Retirement applicable to the government employees?
- VIII. (a) How does periods spent on leave treated for calculation of qualifying service for pension?  
(b) How are the periods of suspension treated for calculating pensionable service of a government servant?
- IX. How will you define "Dowry"? What are the relevant provisions of the Conduct Rules relating to giving or taking Dowry?
- X. Explain the provisions regarding participation of government servants in –
  - a. Politics and Elections
  - b. Demonstrations and Strikes
- XI. List out the orders made by the Disciplinary/Appellate authority in a departmental proceedings against which appeal lies?
- XII. Explain briefly the rules that are to be observed during constructions by the Officers of PWD in charge of execution of Civil Works.