

No.A-34012/9/2016/DP&AR(Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 12.09.2016.

MEMORANDUM

Sub: Public Services – Conduct of DEPARTMENTAL TEST FOR OFFICERS IN HEALTH DEPARTMENT – Applications – Called for.

- Ref: 1. G.O.Ms.No.16, dated 18.02.2000 of DP&AR (Personnel Wing), Pondicherry read with G.O. Ms. No 111/73 (Exam), dated 29.08.1973, G.O.Ms.No.17, dated 24.01.1974, G.O.Ms.No.38, dated 19.04.1979, G.O.Ms.No.26/81-GAD-Exam, dated 01.04.1981 of the erstwhile General Administration Department, Pondicherry; and
2. G.O.Ms.No.44, dated 23.05.2000 of the DP&AR (Personnel Wing), Pondicherry.

The **Departmental Test for Officers in Health Department** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of December, 2016.

2. Only the following categories of officers of the Health & Family Welfare Department of this Administration are eligible to take up the test:-

(i) Medical Officers who belong to General Duty cadre of Puducherry Health Services (Allopathy), (ii) Medical Officers who belong to the Specialist cadre of Puducherry Health Services (Allopathy), (iii) All Dental Doctors, (iv) All Siddha Physicians, (v) All Ayurvedic Physicians, (vi) All Homoeopathy Doctors, (vii) Assistant Drugs Controller, (viii) Bacteriologist, (ix) Senior Biochemist, (x) Biochemist, (xi) Psychiatrists, (xii) Senior Public Analyst, (xiii) Public Analyst, and (xiv) Manufacturing Chemist.

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 of the GAD, Pondicherry, G.O.Ms.No.16 dated 17.02.1999 of DP&AR(PW), Pondicherry and U.O.Note / Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 of the GAD, Pondicherry.

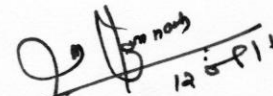
4. Those who have already appeared for the test twice, except Scheduled Castes/ Scheduled Tribes/Ex-Servicemen/Physically Handicapped candidates, should send an Indian Postal Order for Rs.10/- (Rupees ten only) drawn in favour of THE UNDER SECY. TO GOVT., DP&AR(PW), PUDUCHERRY (by designation only) payable at PUDUCHERRY with their applications as admission fee in accordance with the G.Os. cited at para 3 above, 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. The actual date, time and venue of the test will be intimated to the candidates in due course.

7. The Director of Health and Family Welfare Services, Puducherry and the Director of Indian Systems of Medicine & Homoeopathy, Puducherry are requested to bring the contents of this 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 11-10-2016** 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.

8. This Memorandum, the Syllabus and the previous Question Paper of the test has also been hosted in the official website <http://dpar.puducherry.gov.in> for reference.


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT
(DP&AR – EXAM)

Encl: As stated.

To

1. The Director of Health and Family Welfare Services, Puducherry.
2. The Director of Indian Systems of Medicine & Homoeopathy, Puducherry.

Last Date for submission of Application: **11-10-2016**

APPLICATION FORM FOR ADMISSION TO THE **Departmental Test for Officers in Health 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 **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 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 / 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) :

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, **LEGAL** size printout of Application Form is preferred.

GOVERNMENT OF PONDICHERRY
ABSTRACT

Public Services - Departmental Test - Renaming of the Departmental test for Medical Officers as Departmental test for Officers in Health Department - Revision of syllabus Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

G.O.Ms.No. 16

Dated. 18.02.2000

O R D E R:

- READ:
1. GO Ms.No.111/73(Exam), dt.29.8.73 of the erstwhile General Administration Department, Pondicherry.
 2. GO Ms.No.17, dt.24.1.74 of the erstwhile, General Administration Department, Pondicherry.
 3. G.O.Ms.No.38, dt.19.4.79 of the erstwhile, General Administration Department, Pondicherry.
 4. G.O.Ms.No. 26/81-GAD(Exam), dt.1st April 1981 of the erstwhile General Administration department, Pondicherry.

In modification of the orders issued in the Government Orders read above the Departmental test for Medical Officers is renamed as "Departmental test for Officers in the Health Department" and prescribed for the following categories of officers of the Health and Family Welfare Department of this Administration:

1. Medical Officers who belong to General Duty cadre of Pondicherry Health Service (Allopathy)
2. Medical Officers who belong to the Specialist cadre of Pondicherry Health Service (Allopathy)
3. All Dental Doctors
4. All Siddha Physicians
5. All Ayurvedic Physicians
6. All Homeopathy Doctors
7. Assistant Drugs Controller
8. Bacteriologist
9. Senior Biochemist
10. Biochemist
11. Psychiatrist
12. Sr.Public Analyst
13. Public Analyst
14. Manufacturing Chemist

..contd.

2. A revised syllabus for the Departmental test for officers of the Health Department and other details of the test are furnished in the annexure.

3. The test will be conducted by the Department of Personnel and Administrative Reforms (Personnel Wing) subject to the conditions notified from time to time and on the dates and centres to be intimated separately.

4. For the departmental test for Drug Inspectors and Food Inspectors the existing syllabus notified in the G.O. first read above will continue.

5. The passing of the test will not confer on any officer the automatic right to be appointed to higher posts.

/By order of the Lt. Governor/

(H. DASARATHAN)

UNDER SECRETARY TO GOVERNMENT

To

1. The Director of Health and Family Welfare Services, Pondicherry;

Copy to:

1. The Secretary to Govt. (Health), Pondicherry.
2. The Under Secretary to Govt. (Health), Chief Sectt. Pondicherry.
3. All Heads of Offices in the Health and Family Welfare Department Pondicherry/Karaikal/Mahe/Yanam through the Director of Health and Family Welfare Services, Pondicherry (25 copies.)
4. The Central Records Branch, Pondicherry,
5. The Stock File.
6. GO file.

sln

Sl. No.

(3) -> Health Dept - 25 copies
through DHFW

18/2/2000
DESPATCHED

45

ANNEXURE

1. Name of the test: DEPARTMENTAL TEST FOR OFFICERS IN THE HEALTH DEPARTMENT
2. Duration of the test :- 3 hrs.
3. Maximum Marks : 100
4. Minimum marks required for pass: 40 Marks

SYLLABUS OF THE TEST (the test is to be answered with books)

S E C T I O N A (50 Marks)

I MADRAS MEDICAL CODE (relevant Chapters as given below:-)

CHAPTER

SUBJECT

V	Medical Examination and grant of Medical Certificate.
VI	Procedure to be followed in the occurrence of death or infectious or contagious diseases.
VII	Instructions for the guidance of the medical Officer regarding Visceral Examination.
VIII	Special caution while handling plague material.
IX	Water samples.
XIII	Accounts - certificate regarding stores verification.
XIII	Charge Transfer certificate
XIII	Reports of accidents and Police case.
XIII	Upkeep of compounds attached to Government building.
XIII	Sale of usufruct of trees etc.
XVII	Procedure for determining age.
XVII	Postmortem certificates-Instructions for filling in.
XVII	Instruction for filling wound certificate
XIX	Maintenance of essential drugs in hospitals and dispensaries.
XXII	Relationship of Government Servants with the public.
XXII	Participation of Government Servants in the political activities including meetings.

- XXII Instructions for Communication of unfavourable remarks in Confidential Reports to the officers concerned.
- XXII Punishments.
- XXII Public Services-Conviction by criminal courts - Prompt intimation to Administrative authorities.
- XXII Medical Officers not to quit their station or district without leave.
- XXIII Service of summons on Medical Officer - Instructions.
 - Evidence of Medical Officer in the court of law-Procedure.
 - Procedure to be followed when summoned to produce official documents by courts.
- XXIV Instructions to Officers proceeding on leave out of India
- XXIV Casual leave
- XXIX Medical Council of India - Constitution and functions - Reg.

S E C T I O N B. (50 marks)

- II Central Civil Service and Accounts Rules
 - i) Central Civil Services(Conduct)Rules, 1964
 - ii) Central Civil Services (CCA) Rules, 1965
 - iii) Central Civil Services(Leave) Rules, 1972
 - iv) Central (Medical Attendance) Rules, 1944
 - v) Fundamental Rules, (relevant chapter mentioned below).
 - a) Chapter II - Definitions
 - vi) Supplementary Rules (relevant rule/portion mentioned below)
 - a) S.R.-3 Medical Certificates of fitness
 - b) Portion relating to travelling allowances
 - vii) General Financial Rules, 1963 (relevant chapters mentioned below)
 - a) Chapter-2 General system of financial Management and control
 - b) Chapter-6 Establishment
 - c) Chapter-8 - Stores
 - viii) Central Government Account (Receipts and Payments)Rules, 1983 (Relevant part mentioned below)
 - Part I- Preliminary and General Principles.

Ala B
18/12/2013
(H. BASARATHAN)

UNDER SECRETARY TO GOVERNMENT

19/2
18/12

GOVERNMENT OF PONDICHERRY
ABSTRACT

Public Services - Departmental Test for Officers in the Health
Department - Minimum marks for passing the test - Addendum -
Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

G.O.Ms.No. 44

Pondicherry, dated, 23-05-2000

A D D E N D U M

Read: G.O.Ms.No.16 dated 18.02.2000 of the
Department of Personnel & Administrative
Reforms (Personnel Wing), Pondicherry.

O R D E R

The following entries shall be added against Section "A"
and "B" in the annexure to the G.O. read above.

Section "A"	Minimum marks required for a pass	} } 20 }
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Section "B"	Minimum marks required for a pass	} } 20 }
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/ By Order of the Lt. Governor/

o/c
23/5
23/5/2000
(H. DASARATHAN)
UNDER SECRETARY TO GOVERNMENT
23/5

To
The Director of Health and Family Welfare Services,
Pondicherry.

Copy to:

1. The Secretary to Government (Health), Pondicherry.
2. The Under Secretary to Government (Health), Pondicherry.
3. All Heads of Offices in the Health Department,
Pondicherry / Karaikal / Mahe and Yanam.

23/5/15
DESPATCHED

: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)

D. 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. Dhaneswari

(B. DHANESWARI)
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/Mcha/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.

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.

DES
c/c *Sh*
(N. PAJANISSAMY)
DEPUTY SECRETARY TO GOVERNMENT

To -

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

vb.4.7.

11 OCT 2015

GOVERNMENT OF PUDUCHERRY
DEPARTMENTAL TEST FOR OFFICERS IN HEALTH DEPARTMENT

SECTION – B : Central Civil Services and Accounts Rules

Maximum Marks : 50

Time allowed: One and half hours

Minimum Marks : 20

Answer any FIVE questions – All questions carry equal marks

Quote relevant Rules while answering

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- I What are the activities for which prior permission/sanction of competent authority is necessary under Central Civil Services (Conduct) Rules 1964?
- II (a) What is an ex-parte enquiry? How is it to be conducted?
(b) What is a common proceeding? When is it called for and by whom is it conducted?
- III Under what circumstances can commuted leave be granted to a Government servant? Indicate the limits upto which such leave may be granted and Leave Salary admissible during such leave period?
- IV List out the various items of expenses permissible for re-imburement to a Government Servant under Medical Allowance Rules?
- V Write Short Notes on
(i) Duty
(ii) Tenure Post
(iii) Honorarium
- VI (a) What are the provisions relating to drawal of Travelling allowance by Government Servants summoned to give evidence in criminal cases?
(b) What are the duties of Controlling Officers in regard to travelling allowance claims?
- VII (a) What are the Rules governing receipt of money due to Government?
(b) What is the responsibility of a Controlling Officer regarding realization of Government Money?
- VIII What are the general instructions for handling cash by Government Officers who are required to perform functions of Drawing and Disbursing Officers?

17 OCT 2015

GOVERNMENT OF PUDUCHERRY
DEPARTMENTAL TEST FOR OFFICERS IN HEALTH DEPARTMENT

SECTION-A : Madras Medical Code
Time allowed : One and half hours

Maximum Marks : 50
Minimum Marks : 20

Answer any **FIVE** questions - All questions carry equal marks
Quote Relevant Rules while answering

1. Maintenance of Cold Chain in Health Centres.
2. Leave Rules specific to Women employees in Govt. service.
3. Essentials of Wound Certification.
4. Points to be considered while writing Confidential Reports.
5. Procedure to be followed for taking disciplinary proceedings against subordinate Govt. servants.
6. Investigating an epidemic of diarrhoea in the locality.
7. Procedures to be followed in the examination of an alleged rape Victim.
8. Procedure and limitations in issuing Medical Leave Certificate.

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