MEMORANDUM

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


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:-


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 / Mahé / 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://dppar.puducherry.gov.in for reference.

Encl: As stated.

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

Place: 
Date: 

SIGNATURE OF THE HEAD OF DEPARTMENT / OFFICE

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

ORDER:

READ:

1. G.O. Ms.No.11/73(Exam), dt.29.8.73 of the erstwhile General Administration Department, Pondicherry.

2. G.O. Ms.No.17, dt.24.1.74 of the erstwhile General Administration Department, Pondicherry.

3. G.O. Ms.No.38, dt.13.4.79 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. Dasabathan)

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 Secr. Pondicherry.
3. All Heads of Offices in the Health and Family Welfare Department, Pondicherry/Karaikal/Mahé/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.

slm

[Stamp: Health Dept. 25 copies through DHMS]

DESpatched

18/2/2000
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)

SECTION A (50 Marks)

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

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

SECTION B (50 marks)

II Central Civil Service and Accounts Rules

i) Central Civil Services (Conduct) Rules, 1964

ii) Central Civil Services (CCA) Rules, 1989

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.
GOVERNMENT OF PONDICHERRY

ABSTRACT

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

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DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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G.O.Ms.No. 44

Pondicherry, dated, 23-05-2000

ADDENDUM


ORDER

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 } 20
a pass } 

Section "B" Minimum marks } required for } 20
a pass }

/ By Order of the Lt. Governor/

(H. DASARATHAN)
UNDER SECRETARY TO GOVERNMENT

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.

DESPATCHED
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 government rules and communicated in Circular No. P.3584/74-AM(Comp) 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 unpretained admission of candidates to the departmental test(s) has been causing a lack of administrative incorporation. 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 deemed that fees may be collected from the candidates who have not succeeded in their attempts to do 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/piece 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 tests/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, Postal Order (by designation only).
5. Fees once paid will not be refunded on any account.
6. Applications without the Indian Postal order will be generally rejected.
7. Scheduled Castes/Scheduled Tribes and Transgender candidates are exempted from payment of fee for departmental tests.
8. Day/Evening are exempted from payment of fee for departmental test in appearing only.

In accordance 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:

L 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 tests.
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 each of the categories for whom it is prescribed.

(By Order of the Lieutenant-Governor)

D.S. PATIL
Chief Secretary to Government

To

All Secretaries to Government,
All Heads of Departments/Offices
Administrators of Kudakal, Hele, Yercaud
The Central Record Branch, Pondicherry

Copy to:

Block Ala.
O.O. Ala.

[Signature]

(B. Raghavan)
Chief Secretary to Government
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.17-2-76

ORDER:

READ: G.O.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 arising 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.6/- to Rs.10/- as indicated below with immediate effect.

i) For Competitive Examination - Rs.10/-

ii) For Departmental Test after - Rs.10/-
two attempts

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. The issues with the concurrence of the Finance Department vide their U.O. No.14310/86/F4, dated 18.02.1999.

/By Order of the Lieutenant Governor

(T. Djanasuiraman)

UNDER SECRETARY TO GOVERNMENT

To

1. The All Secretaries to Government/All Ex-officio. Departments

2. All Heads of Departments/offices

3. The Regional Executive Officer, Karaikal/YeYamey

4. The Central Records Branch, Pondicherry.

5. The Stock file.
Département tests have been prescribed for various
categories of officials of this Administration and tests are being
conducted periodically by this department so far 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 adminis-
trative inconvenience. 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 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 applica-
tions 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.

[Signature]

Deputy Secretary to Government

To:
All Secretariat Departments
All Heads of Departments/Offices
Administrators, Karaikal/Mahb/Yennam with spare copies.

v.b. 47.
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

.....

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-imbursement 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?

*****
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.
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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