GOVERNMENT OF PUDUCHERRY

Abstract
Public Services – Limited Departmental Competitive Examination for promotion to the post of Upper Division Clerk – Syllabus – Prescribed.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)


ORDER:

The Syllabus for the Limited Departmental Competitive Examination for promotion to the post of Upper Division Clerk shall be as follows:

Paper-I (Without Books) :-

Duration : 2 Hours
Maximum Marks : 100
(Any two of the given choices, limited to 300 words in each)

(a) Short Essay in English --

(b) General English :-

(i) Drafting
(ii) Precise Writing
(iii) Applied Grammar

(Any two of the given choices, limited to 300 words in each)

Each 25 Marks : 50 Marks

15 Marks
15 Marks
20 Marks

Paper-II (Without Books) :-

Duration : 2 Hours
Maximum Marks : 100

Objective Type

(a) General Knowledge and Current Affairs : 40 Marks

Descriptive Type

(b) Constitution of India

(Preamble, Articles 14, 15, 16, 19, 20, 21A, 39, 51A, 52, 53, 54, 239, 239A, 240, 309, 310, 311 & 324)

(c) Office Procedure

(d) Government of Union Territories Act, 1963

20 Marks
20 Marks
20 Marks
20 Marks

3. The Questions in General Knowledge shall be confined to General Science, History and Geography of India, General Economics and Current Affairs. For Paper II (Descriptive Type), the candidates are expected to study the following books:-

i) The Constitution of India.

ii) Manual of Office Procedure


3. The Department of Personnel and Administrative Reforms have the discretion to fix / alter qualifying marks in any or all subjects of the examination.

DR. S. SUNDARAVADIVELU
SPECIAL SECRETARY TO GOVERNMENT

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

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(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT