

No.A-34012/4/2016/DP&AR (Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 08.09.2016.

I.D. NOTE / MEMORANDUM

Sub: Public Services – Conduct of LABOUR TEST – Applications –
Called for.

Ref: G.O.Ms. No.42/91-P&AR (Exam), dated 18-04-1991 of the Department of
Personnel & Administrative Reforms (Personnel Wing), Pondicherry.

* * *

The **Labour Test** as prescribed in the G.O. cited is proposed to be conducted tentatively during the month of December, 2016.

2. The Heads of Departments / Officers are requested kindly 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 30.09.2016 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.

3. Only those officers / staff as mentioned in the G.O. cited in the reference and those in the feeder posts in the immediate line of promotion need to apply.

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 15.04.1976 of the GAD, Pondicherry, G.O. MS. No.16, dated 17.02.1999 of the DP&AR (Personnel Wing), Pondicherry and U.O.Note / Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 of the GAD, Pondicherry.

5. Those who have already appeared for the test twice, except Scheduled Castes/Scheduled Tribes/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 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 in response to the Circular No.A-34016/1/2010/DPAR (Exam), dated 05.08.2011 of the DP&AR (PW), Puducherry should furnish a fresh application.** 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.


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT
DP&AR (Exam)



Encl: As stated.

To
All Secretariat Departments.

All Heads of Departments / Offices (excluding Judicial Department).

The District Collector, Karaikal.

The Regional Administrator, Mahe / Yanam.

Last Date for submission of Application: 30-09-2016

APPLICATION FORM FOR ADMISSION TO **LABOUR TEST**

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 **GPF** Number / **PRAN** 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) :
11. Specify the Part(s) of the test to which the candidate is willing to attend for (Part-I / Part-II / Part-III / Both Part-I & II / Both II & III) :

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: **SIGNATURE OF THE HEAD OF DEPARTMENT / OFFICE** :

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 Tests prescribed for Labour Department -
Revision of - Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * *

G.O.Ms.No. 42/91-P&AR(Exam) Pondicherry, the 18th April 1991.

- Read: 1) G.O.Ms.No.109/73(Exam), dt.23-8-73 of the General
2) G.O.Ms.No.116, dt.12/13-12-74 Administration
Department,
Pondicherry.
3) U.O. Note No.F.No.2520/91/Lab/A, dt.18-3-91 from
the Under Secretary to Government, Labour Department,
Pondicherry.

* * *

ORDER:

In the Government Orders first and second read above, Departmental Tests have been prescribed for the officers/staff of the Labour Department. These orders also contain the syllabus of the 'LABOUR TEST'. The question of revising the syllabus of the Labour Test has been engaging the attention of the Government so as to suit the present requirements of the Labour Department. After careful consideration, it has been decided to revise the above orders and syllabus of the Labour Test.

2. Accordingly, approval of the Lt. Governor is accorded to prescribe the following Departmental Tests for the officers/staff of the Labour Department in supersession of the Government Orders first and second read above:-

CATEGORIES	DEPARTMENTAL TESTS PRESCRIBED
<u>NON-TECHNICAL</u>	
I. 1) Surveyor 2) Assistant Employment Officer 3) Vocational Guidance Officer 4) Superintendent, Office of the Commissioner of Labour 5) Assistant Inspector of Labour 6) Junior Employment Officer 7) Women Labour Welfare Officer	1) LABOUR TEST Parts-I & II. and 2) Accounts Test for Executive Officers.
II. Employment Information Assistant	1) LABOUR TEST Parts-I & II. and 2) Accounts Test for Subordinate Officers.
<u>TECHNICAL</u>	
III. 1) Inspector of Factories 2) Deputy Inspector of Factories 3) Assistant Inspector of Factories 4) Superintendent (Industrial Hygiene) 5) Laboratory Assistant Grade-I 6) Surveyor-cum-Technical Assistant 7) Group Instructor 8) Assistant Technical Officer	1) LABOUR TEST Parts-II and III. and 2) Accounts Test for Executive Officers.

3. The syllabus of the 'LABOUR TEST' and other details are given in the annexure to this order. The syllabus of the Accounts Test for Executive Officers and Accounts Test for Subordinate Officers have been prescribed in the G.O.Ms.No.74, dated 30-8-72 of the Appointments Department, Pondicherry and G.O.No.45(Ms)/82, dated 21-7-82 of the General Administration Department (Exam Cell), Pondicherry respectively.

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

/ BY ORDER OF THE LIEUTENANT GOVERNOR /

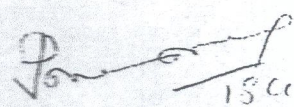
SUBHASH SHARMA
CHIEF SECRETARY TO GOVERNMENT

To

1. The Secretary, Law and Labour Department, Pondicherry.
2. The Labour Commissioner, Pondicherry.
3. The Under Secretary to Government, Labour Department, Pondicherry.

Copy to: Stock File / G.O. File / Central Record Branch.

FORWARDED / BY ORDER


15/08/81
(S. PURUSHOTHAMAN)
UNDER SECRETARY TO GOVERNMENT.

15/12/81
15/14/91

A N N E X U R E
(Syllabus of the Labour Test)

LABOUR TEST
(with books)

PART - I.

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

1. The Payment of Wages Act, 1936 and the rules framed thereunder.
2. The Child Labour (Prohibition & Regulation) Act, 1986 and the rules framed thereunder.
3. The Factories Act, 1948 and the rules framed thereunder.
4. The Maternity Benefit Act, 1961 and the rules framed thereunder.
5. The Apprentices Act, 1961 and the rules framed thereunder.
6. The Pondicherry Industrial Establishments (National & Festival Holidays) Act, 1964 and the rules framed thereunder.
7. The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and the rules framed thereunder.
8. The National Employment Service Manual.
9. The Employees Provident Fund and Family Pension Fund Act, 1952 and the rules framed thereunder.
10. The Employees State Insurance Act, 1948 and the rules framed thereunder.

PART - II.

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

1. The Workmen's Compensation Act, 1923 and the rules framed thereunder.
2. The Trade Unions Act, 1926 and the rules framed thereunder.
3. The Industrial Employment (Standing Orders) Act, 1946 and the rules framed thereunder.
4. The Industrial Disputes Act, 1947 and the rules framed thereunder.
5. The Motor Transport Workers Act, 1961 and the rules framed thereunder.
6. The Pondicherry Shops and Establishments Act, 1964 and the rules framed thereunder.
7. The Pondicherry Catering Establishments Act, 1964 and the rules framed thereunder.
8. The Beedi and Cigar Workers (Conditions of Employment) Act, 1966 and the rules framed thereunder.
9. The Payment of Bonus Act, 1965 and the rules framed thereunder.
10. The Minimum Wages Act, 1948 and the rules framed thereunder.
11. The Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed thereunder.
12. The Payment of Gratuity Act, 1972 and the rules framed thereunder.
13. The Bonded Labour System (Abolition) Act, 1976 and the rules framed thereunder.
14. The Equal Remuneration Act, 1976 and the rules framed thereunder.
15. The Sales Promotion Employees (Conditions of Service) Act, 1976 and the rules framed thereunder.

....Contd. 2/-

(Contd. of syllabus for Labour Test)

PART - III.

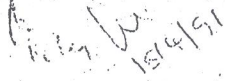
Duration : 3 Hrs.
Maximum Marks : 100
Minimum Marks : 40

1. The Indian Boilers Act, 1923 and the rules framed thereunder.
2. The Payment of Wages Act, 1936 and the rules framed thereunder.
3. The Child Labour (Prohibition and Regulation) Act, 1986 and the rules framed thereunder.
4. The Factories Act, 1948 and the rules framed thereunder.
5. The Employees State Insurance Act, 1948 and the rules framed thereunder.
6. The Employees Provident Fund and Family Pension Fund Act, 1952 and the rules framed thereunder.
7. The Maternity Benefit Act, 1961 and the rules framed thereunder.
8. The Apprentices Act, 1961 and the rules framed thereunder.
9. The Pondicherry Industrial Establishments (National & Festival Holidays) Act, 1964 and the rules framed thereunder.
10. Training Manual for Industrial Training Institute.

—0—0—0—0—0—0—0—0—0—0—0—0—0—0—0—0—


15/4/91

UNDER SECRETARY TO GOVERNMENT.


15/4/91

GOVERNMENT OF PUDUCHERRY
LABOUR TEST
PART-I

Maximum Marks : 100
Time : 3 Hours

Instructions

- (i) Answer Question No.9 and any **SIX** of other questions.
 - (ii) Question No.9 carries 16 marks and others carry 14 marks each.
 - (iii) Answer should be specific by quoting relevant provisions of the Acts/Rules wherever necessary.
 - (iv) Mere reproduction of the provisions of the Acts/Rules should be strictly avoided.
-

1. (a) What kind of deduction can be made from wages as per the provision of the Payment of Wages Act, 1936?

(b) Who acts as Inspector under the Payment of Wages Act, 1936?
2. Interpret the following, with reference to the Factories Act, 1948?

(a) Child (b) Hazardous process (c) Factory
3. What are the occupations, where employment of children is prohibited? What are the regulations of the conditions of Child Labour?
4. (a) What are the circumstances, wherein the employment of Women is prohibited under the Maternity Benefit Act, 1961?

(b) Explain the power of Inspector to divert payment to Women under Maternity Benefit Act, 1961?
5. What are the obligations of Employer and Apprentice under the Apprentices Act, 1961?
6. (a) Explain the provisions relating to Wages under the Pondicherry Industrial Establishment (National and Festival Holidays) Act, 1964?

(b) What are the powers given to Inspector under Pondicherry Industrial Establishment (National and Festival Holidays) Act, 1964?
7. (a) What are the liabilities of Principal employer under the Employees State Insurance Act, 1948?

(b) Explain the functions and duties of Inspectors under the Employees State Insurance Act, 1948?
8. How and Who decides a dispute relating to the applicability of the Employees Provident Fund and Miscellaneous Provisions Act, 1952, to an establishment?
9. Write Short notes on **any TWO** of the followings:
 - (a) Notification of Vacancies to Employment Exchange.
 - (b) Medical benefits under Employees State Insurance Act, 1948.
 - (c) Compulsory disclosure of information by the occupier of a factory.
 - (d) Employees Deposit Linked Insurance Scheme under EPF Act, 1952.

GOVERNMENT OF PUDUCHERRY
LABOUR TEST
PART-II

*Maximum Marks : 100
Time : 3 Hours*

Instructions

- (i) Answer Question No.9 and any SIX of other questions.
- (ii) Question No.9 carries 16 marks and others carry 14 marks each.
- (iii) Answer should be specific by quoting relevant provisions of the Acts/Rules wherever necessary.
- (iv) Mere reproduction of the provisions of the Acts/Rules should be strictly avoided.

.....

1. How a claim for compensation is entertained by a Commissioner under Workmen's Compensation Act, 1923 ?
2. a) What are the penalties prescribed for an employer who contravenes the provisions of Section 3 of the Industrial Employment (Standing Orders) Act, 1946?
b) What are the matters to be provided in Standing Orders under the Industrial Employment (Standing Orders) Act, 1946 ?
3. Briefly describe the provisions relating to 'Strike and Lock-outs' and 'Lay off, Retrenchment and Closure' under the Industrial Disputes Act, 1947.
4. Explain the followings under the Pondicherry Shops and Establishment Act, 1964.
 - a) Registration of Shops and Establishment
 - b) Closing of shops and grant of holidays.
5. What is the procedure for prohibiting the employment of Contract Labour?
6. a) Explain the 'Minimum rates of wages'
b) What is the procedure for fixing and revising the 'Minimum Wages'
7. What are the benefits, given to Motor Transport Workers under the Motor Transport Workers Act, 1961?
8. a) What is the time-limit for payment of Bonus ?
b) To which classes of employees, Payment of Bonus Act, 1961 will not apply.
9. Write short notes on any two of the followings:
 - a) Duties of employer to pay equal remuneration to man and women workers.
 - b) Certification of Standing Orders.
 - c) Recovery of Gratuity
 - d) Function of Vigilance Committees under the Bonded Labour System (Abolition) Act, 1976.

GOVERNMENT OF PUDUCHERRY
LABOUR TEST
PART-III

Maximum Marks : 100

Time : 3 Hours

Instructions

- (i) Answer Question No.9 and any SIX of other questions.
- (ii) Question No.9 carries 16 marks and others carry 14 marks each.
- (iii) Answer should be specific by quoting relevant provisions of the Acts/Rules wherever necessary.
- (iv) Mere reproduction of the provisions of the Acts/Rules should be strictly avoided

-
1. What is the procedure for registration of a boiler under the Indian Boilers Act, 1923.
 2. a) What are the penalties prescribed for an employer for contravention of the provisions of Maternity Benefit Act, 1961?
b) What action can be protected under Maternity Benefit Act, 1961 ?
 3. How the disputes between an employer and an apprentice are settled ?
 4. Explain the procedure for Approval, Licensing and Registration of Factories under the Factories Act, 1948.
 5. Explain the responsibilities of State Council for Vocational Training.
 6. a) What is the time for payment of wages ?
b) What are the deductions allowed under the Payment of Wages Act, 1936?
 7. a) What is the procedure for recovery of an arrear under section 8 of the Employees Provident Fund & Miscellaneous Provisions Act, 1952 ?
b) What are the duties of the Recovery Officer under the Employees Provident Fund & Miscellaneous Provisions Act, 1952 ?
 8. Explain the Establishment of ESI Corporation under the ESI Act, 1948.
 9. Write short notes on any two of the following:
 - a) National Council for Vocational Training.
 - b) Prohibition of use of un-registered or un-certified boilers.
 - c) Responsibility for Payment of Wages under Contract Labour (Regulation and Abolition) Act, 1970.
 - d) Power of State Government to direct enquiry into cases of accident or disease.