

No.A-34012/19/2011-DP&AR(EXAM)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * *

Puducherry, dated:27.06.2013

I.D.NOTE / MEMORANDUM

Sub: Public Service – Conduct of **Registration Test** – Applications – Called for - Reg.

- Ref: 1. G.O.Ms.No.66/82-A, dated 20.08.1982 of the Revenue Department, Puducherry.
2. G.O.Ms.No.20, dated 22.02.1988 of the Revenue Department.
3. G.O.Ms.No.99/91-P&AR(Exam), dated 25.10.1991 of the Department of
Personnel and Administrative Reforms (Personnel Wing), Puducherry.

* * *

The **Registration Test** as prescribed in the G.O. third cited is proposed to be conducted tentatively during the month of August, 2013.

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 to whom the test is relevant 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 15.07.2013** 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 or incomplete shape, will summarily be rejected.

3. Only the Sub-Registrars of the Registration Department and the Assistant / Deputy Tahsildar who are transferable to the post of Sub-Registrar on deputation basis as per Government Orders need apply.



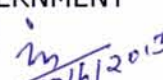
4. The admission of the candidates to the test will be regulated in accordance with orders contained in G.O.Ms.No.37, dated 15-04-1976 of the GAD, Puducherry and G.O.Ms.No.16 dated 17-10-1989 and U.O.Note/Memorandum No.3-1/83-GAD (Exam), dated 04-07-1983 of the GAD, Puducherry.

5. Those who have already **appeared for this test twice**, except Scheduled Caste / Scheduled Tribes / 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 SECRETARY TO GOVERNMENT (PERSONNEL-II), DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL WING), PUDUCHERRY** (by designation only) **payable at PUDUCHERRY** as admission fee, 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 need not 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.


(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT
(DP&AR-II / EXAM)
 27/6/2013
 27/6/2013

Encl: As above.

To

All Secretariat Departments.

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

The Collector, Karaikal.

The Regional Administrator, Mahe / Yanam.

Last Date for submission of Application: **15- 07-2013**

APPLICATION FORM FOR ADMISSION TO **REGISTRATION 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. Name of the candidate :
(In full and **BLOCK CAPITAL**)
2. i) Designation :
ii) Present official address :

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 Scheduled Caste /
Scheduled Tribe/Ex-Serviceman/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)/Paper(s) of the test which
the candidates is willing to sit for
[**Part-I** (Paper-1, Paper-2, Paper-3)/**Part-II/Both Parts**] :

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

Date: **NAME & DESIGNATION WITH SEAL** :

Note: Application from deputation staff should be routed through their parent department only.

GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Departmental Tests prescribed for Revenue Department - Revision of - Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * *

G.O.Ms.No. 99 /91-P&AR(Exam) - Pondicherry, the 25th October 1991.

- READ: 1) G.O.Ms.72, dated 8-8-1972 of the erstwhile Appointments Department, Pondicherry read with G.O.Ms.14/74-(Exam), dated 23-1-1974; G.O.Ms.No.86, dated 27-10-1975; G.O.Ms.No.37, dated 29-4-1977 and G.O.Ms.No.47, dated 5-7-1978 of the General Administration Department, Pondicherry.
- 2) G.O.Ms.No.68/89-P&AR(Exam), dated 25-9-1989 of the Department of Personnel and Administrative Reforms (Personnel Wing), Pondicherry.
- 3) U.O.Note No.1897/Rev.-Estt/A2-91, dated 29-5-1991 from the Joint Secretary (Revenue), Pondicherry.

* * *

ORDER:

In the G.Os. read above, Departmental Tests have been prescribed for the Officers/Staff of the Revenue Department. These orders also contain the syllabi of the 'Revenue Test', 'Registration Test', 'Criminal Judicial Test' and 'Karnam Test'. The question of revising the syllabi of the above Departmental Tests has been engaging the attention of the Government so as to suit the present requirements of the Revenue Department. After careful consideration, it has been decided to revise the above orders and syllabi of the said Departmental Tests.

2. Accordingly, in supersession of the Government Orders first and second read above, approval of the Lieutenant Governor is accorded to prescribe the following Departmental Tests for the Officers/Staff of the Revenue Department:-

CATEGORIES	DEPARTMENTAL TESTS PRESCRIBED
1. Deputy Tahsildar	i) Revenue Test - Parts I, II and III. ii) Accounts Test for Subordinate Officers. iii) Criminal Judicial Test - Parts I & II.
2. Revenue Inspector	Revenue Test - Parts I, II and III.
3. Sub-Registrar	i) Registration Test. ii) Accounts Test for Subordinate Officers.
4. Village Administrative Officer	Village Administrative Officers Test.

3. The revised syllabi of the 'Revenue Test', 'Criminal Judicial Test', 'Registration Test' and 'Village Administrative Officers Test' and other details are given in the Annexures I, II, III and IV to this order. The syllabus of the "Accounts Test for Subordinate Officers" has been prescribed in the G.O.No.45(Ms)/82, dated 21-7-1982 of the General Administration Department (Examination Cell), Pondicherry read with G.O.Ms.No.88/91-P&AR(Exam), dated 23-9-1991 of the Department of Personnel and Administrative Reforms (Personnel Wing), Pondicherry.

4. All the above tests except "Village Administrative Officers 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. The 'Village Administrative Officers Test' will be conducted by the Revenue Department, Pondicherry.

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
The Joint Secretary to Government,
Revenue Department,
Pondicherry.

Copy to:

1. The Deputy Collector (Revenue), Pondicherry/Karaikal/Mahe/Yanam.
2. The Deputy Collector (Excise), Pondicherry.
3. The Director of Survey and Land Records, Pondicherry.
4. The Deputy Collector (Land Acquisition), Pondicherry.
5. The District Registrar, Pondicherry.
6. The Central Record Branch / G.O. File / Stock File.

FORWARDED / BY ORDER

Hasan
24/10/91
(A. MOHAMED HASAN)
JOINT SECRETARY TO GOVERNMENT.

O.A.

A N N E X U R E - III.
(Syllabus of the Registration Test)

REGISTRATION TEST

PART-I.

Paper-1.(with books)

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

The Registration Act and Rules and Departmental Orders governing Registration Procedure.

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Paper-2.(with books)

Duration : 2½ Hrs.
Maximum Marks: 100
Minimum Marks: 40

The Indian Stamp Act as amended from time to time and the Rules framed thereunder.

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Paper-3.(with books)

Duration : 1½ Hrs.
Maximum Marks: 50
Minimum Marks: 20

Miscellaneous Acts:-

- i) The Transfer of Property Act, 1882 (Central Act 4 of 1882).
- ii) The Indian Evidence Act, 1872 (Central Act 1 of 1872).
- iii) The Special Marriage Act, 1954 (Central Act 43 of 1954) and Rules.
- iv) The Hindu Marriage Act, 1955 (Central Act 25 of 1955) and Rules.
- v) The Civil Procedure Code (Sections 1 & 2 of preliminary chapter, Sections 27 to 32, 75 to 78 and Orders V, XVI and XXVI).
- vi) The Prize Chits and Money Circulation Schemes (Banning) Act, 1978.
- vii) The Chit Funds Act, 1982 (Central Act 40 of 1982) and the Rules made thereunder.

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NOTE: The above three papers may be passed compartmentally.

.....2/-

(Contn. of the Syllabus of the REGISTRATION TEST)

PART-II.

(with books)

Duration : 1½ Hrs.
Maximum Marks: 100
Minimum Marks: 40

Office Procedure and Destruction of Registration
Records Rules.

* * *

Paran
10/10/41
(A. MOHAMED HASAN)
JOINT SECRETARY TO GOVERNMENT
W. H. A.
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O.A.

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GOVERNMENT OF PONDICHERY
ABSTRACT

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

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. Os/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. Duresamy
15.4.76.
(B. DURESAMY)
DEPUTY SECRETARY TO GOVERNMENT.
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.

24
13

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 -

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

vb.4.7.

Date: 19-2-2011

Time: 9.30 to 12.30 PM
AM

GOVERNMENT OF PUDUCHERRY
REGISTRATION TEST
REGISTRATION ACT AND RULES AND DEPARTMENTAL ORDERS
GOVERNING REGISTRATION PROCEDURE

(61)

(WITH BOOKS)

Part I
Time : 3 Hours

Paper I
Maximum Marks : 100

- Note: 1. Answer any five questions.
2. Quote authority for your answers.
3. All questions carry equal marks.

- 1) Explain briefly the instructions issued by the Government in respect of the examination and impounding of instruments presented for registration for realisation of proper stamp duty.
- 2) Discuss briefly the instructions issued by the Government for strict observance by the Registering officers in order to avoid fraudulent registration of documents, impersonation etc., in all cases of transactions involving properties.
- 3) Write short notes on the following:
 - (a) Registration of documents executed by Government officers or public functionaries.
 - (b) Deposit of wills and the procedure to be followed thereon.
 - (c) Register Books and Indexes.
- 4) When does a registered document commence to operate? What is the effect of non-registration of documents required to be registered? Also explain the position in the context of a mortgage created initially by deposit of title deeds and followed by the execution and registration of a mortgage deed relating to the same property.
- 5) What is the time prescribed for the presentation of a document for registration? Describe briefly the provisions relating to Re-registration of Certain documents.
- 6) How is the place of registration of a document determined? Explain the procedure to be followed by a sub registrar, when a document relating to land in several sub districts or districts is presented for registration before him.
- 7) What are the documents in respect of which the registration is not compulsory and is optional? Can a registering officer refuse to register a document on the ground that registration of such a document is opposed to public policy.

Date: 19-2-2011
Time: 2.30 to 5.00 PM

GOVERNMENT OF PUDUCHERRY
REGISTRATION TEST
INDIAN STAMP ACT AND THE RULES FRAMED THEREUNDER

(65)

(WITH BOOKS)

Part I
Time : 2½ Hours

Paper 2
Maximum Marks : 100

Note: 1. Answer any five questions.
2. Quote authority for your answers.
3. All questions carry equal marks.

- 1) What is the percentage of remission granted by the Government of Pondicherry to women members who acquire property through deed of sale, exchange or gift in their names, in the stamp duty payable by them. Mention the date on which this concession has been brought into effect and also the conditions laid down for availing this concession.
- 2) Explain briefly the provisions relating to the disposal of unserviceable and obsolete stamps contained in the Pondicherry Stamp Rules, 1969.
- 3) Write short notes on the following:
 - (a) Bond.
 - (b) Denoting duty.
 - (c) Settlement.
- 4) Discuss briefly the main points to be taken into consideration by the Collector in arriving at the provisional market value of an item of property contained in an instrument referred to him by the Registering officer for such purpose under the Indian Stamp Act, 1899.
- 5) Explain the provisions relating to the use of adhesive stamps and the object of their cancellation. What is the penalty provided for failure to cancel an adhesive stamp.
- 6) Unless a document is duly stamped, it cannot be admitted in evidence. Explain with reference to the provisions contained in the Indian Stamp Act, 1899.
- 7) Mention the stamp duty to be paid in the following cases:
 - (a) Articles of Association of a company.
 - (b) Certificate of sale.
 - (c) Partition deed, where it is effected in pursuance of an agreement to divide property in severalty.
 - (d) Receipt
 - (e) Surrender of lease.

Date: 20-2-2011
Time: 10.00 to 11.30 AM

GOVERNMENT OF PUDUCHERRY
REGISTRATION TEST
MISCELLANEOUS ACTS

(65)

(WITH BOOKS)

Part I
Time : 1½ Hours

Paper 3
Maximum Marks : 50

Note: 1. Answer any five questions.
2. Quote authority for your answers.
3. All questions carry equal marks.

- 1) Distinguish between 'fact' and 'facts in issue'. Give illustrations.
- 2) Explain the meaning of the term 'estoppel' with examples.
- 3) Write short notes on any two the following:
 - (a) actionable claim.
 - (b) rule against perpetuity.
 - (c) vested interest.
- 4) Explain the grounds on which a marriage solemnized may be dissolved by a decree of divorce under the provisions of the Hindu Marriage Act, 1955.
- 5) How are the rights to succession to the property of a person whose marriage is solemnized under the provisions of the Special Marriage Act, 1954 to be regulated?
- 6) Explain briefly the provisions in the Code of Civil Procedure, 1908 relating to the issue of a Commission by the Court for making a local investigation.
- 7) Narrate briefly the procedure to be followed under the Chit Funds Act, 1982 for enabling the Registrar to grant a Certificate of commencement of a chit to its Foreman.

GOVERNMENT OF PUDUCHERRY
REGISTRATION TEST
OFFICE PROCEDURE AND DESTRUCTION OF REGISTRATION
RECORDS RULES

(B)

(WITH BOOKS)

Date: 20-2-2011
Time: 2.30 - 4.00 PM

Part II

Time : 1½ Hours

Maximum Marks : 100

- Note: 1. Answer any five questions.
2. Quote authority for your answers.
3. All questions carry equal marks.

- 1) What is the period after the expiry of which, the following records maintained under the provisions of the Indian Registration Act, 1908, shall be destroyed?
 - (a) Memorandum of Summary of Evidence submitted by Sub-Registrars in will cases.
 - (b) Registers of wills sent to courts.
 - (c) Application for general searches
 - (d) Budget statements.
 - (e) Register of documents adjudicated upon by Registrars.
 - (f) Unclaimed encumbrance certificates.
- 2) Write short notes on the following:
 - (a) File
 - (b) Note
 - (c) Current File
 - (d) Final disposal
- 3) Discuss briefly the duties, responsibilities and the specific functions of a Personal Assistant / Stenographer attached to an Officer.
- 4) Describe briefly the procedure to be followed in making modifications in the notes or orders already recorded on a file.
- 5) Explain briefly the 'Action Plan and Monitoring' as outlined in the Manual of Office Procedure, with regard to the implementation of the programmes and projects undertaken by a department in a systematic manner.
- 6) What activities constitute the Records Management in a Government Department? Briefly explain the reasons for the retention of certain records and weeding out of other records. What is the retention period in respect of File register and Inspection reports.
- 7) What is the period of limitation for preserving the following records:
 - (a) Allotment Register
 - (b) Reports of private attendances in Sub-Registry Offices.
 - (c) Contingent Register
 - (d) Register showing particulars regarding documents undervalued and action taken thereon
 - (e) Minute book
 - (f) Inspection Reports by Registrars.