

No.A-34012/15/2019-DP&AR(EXAM)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * *

Puducherry, dated: 14.11.2019.

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 February, 2020.

2. The Heads of Departments / Officers are requested 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 13.12.2019** 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), 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. 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.py.gov.in> for reference.

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

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: **13-12-2019**

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 / O.H. / V.H. and
should enclose copy of relevant certificates (Community
Certificate issued by the Revenue Authorities / Medical
Certificate issued by the Medical Board).
The P.H. candidates who want to avail grant of extra
time / provision of scribe facility to attend the test
should enclose requisition letter stating reason for the
same along with the proforma.
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.

SIGNATURE OF THE HEAD OF
DEPARTMENT / OFFICE :

Place:

Date:

NAME & DESIGNATION WITH SEAL :

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

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GOVERNMENT OF PONDICHERRY

REVENUE DEPARTMENT

(G.O. Ms. No. 66/82-A, dated 20th August 1982.)

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the constitution of India read with Notification No. F5/4/65-GP., dated the 11th January, 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Revenue Department's, G. O. Ms. No. 17 dated 22nd September 1977, the Lieutenant-Governor, Pondicherry, hereby makes the following rule regulating the method of recruitment to Group 'C' posts of Sub-Registrar in the Registration Department, Pondicherry, namely:-

1. Short title and commencement.—(1) These rules may be called the Government of Pondicherry Revenue Department, Group 'C' post of Sub-Registrar Recruitment Rules, 1982.

(2) They shall come into force from the date of their publication in the official gazette.

2. Number of post, its classification and scale of pay.—The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the schedule annexed hereto.

3. Method of recruitment, age limit and other qualifications.—The method of recruitment, to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 7 of the said schedule.

4. Disqualifications.—No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post.

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.—Where the Lieutenant-Governor is of the opinion that it is necessary expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings.—Nothing in these rules shall affect,—

(i) the reservations, relaxation in age limit and other concessions required to be provided for scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard; and

(ii) the appointments and recruitments already made in accordance with the recruitment rules hereby superseded.

SCHEDULE
RECRUITMENT RULES FOR THE POST OF SUB-REGISTRAR

1	Name of post.	Sub-Registrar
2	Number of posts.	Eleven
3	Classification.	Group 'C'
4	Scale of pay.	Rs. 470-15-530-EB-20-650-EB-25-750. 1400 - 2600
5	Whether selection post or non-selection post.	Selection
6	Age limit for direct recruits.	Between 18 and 30 years. *
7	Educational and other qualifications required for direct recruits.	A degree from a recognised University or its equivalent; Bachelor of Law Degree or its equivalent; Adequate knowledge of regional language for reading and writing.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9	Period of probation if any.	Two years **
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment. By transfer on deputation without deputation allowance @
11	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	By promotion from the Grade of Assistants with 5 years of service in the grade and who possess adequate knowledge for reading and writing of regional language. Transfer on deputation Dept. Secy
12	If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition?	Departmental Promotion Committee for Group 'C' posts.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Does not arise.

Remarks

(By order of the Lieutenant-Governor)

R. LAKSHMIKANTHAN,
Deputy Secretary to Government.

* The crucial date for determining the age limit mentioned in column 6 of the recruitment rule will in each case, be the closing date for receipt of applications from candidates in India (other than Andaman and Nicobar Islands and Lakshadweep).

In respect of posts, the appointments to which are made through the Employment Exchanges the crucial date for determining the age limit, will in each case, be the last date upto which the Employment Exchanges are asked to submit the names.

** The promotee should pass the departmental tests within a period of one year from the date of appointment or two opportunities whichever is later and undergo the prescribed training, failing which they will be reverted.

A promotee reverted for having not passed the departmental test within a year or two opportunities as the case may be, will not be eligible for consideration for promotion to the post of Sub-Registrar till he has passed all the departmental tests prescribed for the post.

The direct recruits should pass all the tests and language tests prescribed for Sub-Registrar and undergo the prescribed training during the period of probation.

@ vide GO. no. 20 dt 22-2-87 of Revenue Dept.

GOVERNMENT OF PONDICHERRY
REVENUE DEPARTMENT

(G. O. Ms. No. 20, dated 22nd February 1988)

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with the Notification No. F.5/4/65-GP., dated 11th January, 1965 of the Ministry of Home Affairs, Government of India, New Delhi, the Lieutenant-Governor, Pondicherry, hereby makes the following rules to amend the Government of Pondicherry, Revenue Department, Group 'C' Post of Sub-Registrar, Recruitment Rules, 1988 issued in G. O. Ms. No. 66/82-A, dated 20th August 1982 published as supplement to the Gazette No. 38 dated 21st September 1982, namely:—

1. *Short title.*—These rules may be called the Government of Pondicherry, Revenue Department, Group 'C' Post of Sub-Registrar Recruitment (Amendment) Rules, 1988.

2. *Amendment of Schedule.*— In the Schedule appended to the Government of Pondicherry, Revenue Department, Group 'C' post of Sub-Registrar Recruitment Rules, 1982,—

- (a) in the entries against column 4 for the words and figures "Rs. 470-15-530-EB-20-650-EB-25-750", the words and figures "Rs. 1,400-40-1,600-50-2,300-EB-60-2,600", shall be substituted;
- (b) in the entries against column 10 for the words "By promotion failing which by direct recruitment", the words "By transfer on deputation without deputation allowance failing which by direct recruitment", shall be substituted;
- (c) for the entries against column 11, the following shall be substituted, namely:—

“Transfer on deputation”

Assistant and Deputy Tahsildars—

- (i) with three years of regular service in their respective posts; and
- (ii) knowledge of reading and writing Tamil, Malayalam or Telugu as the occasion may require. (The period of deputation shall not ordinarily exceed three years).

(By order of the Lieutenant-Governor)

M. ABUSALIH,
Deputy Secretary to Government (Revenue).

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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
104/102/91 ST
(A. MOHAMED HASAN)
JOINT SECRETARY TO GOVERNMENT.

O.A.

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ANNEXURE - 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.

* * *

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.

* * *

NOTE: The above three papers may be passed compartmentally.

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(Contn. of the Syllabus of the REGISTRATION TEST)

PART-II.

(with books)

Duration : 1 1/2 Hrs.
Maximum Marks: 100
Minimum Marks: 40

Office Procedure and Destruction of Registration
Records Rules.

* * *

Sarwan
10/1/61
(A. MOHAMED HASAN)
JOINT SECRETARY TO GOVERNMENT

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.38941/74GAD(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. Cs/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

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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)

T.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. D. D. D. D.

(B. D. D. D. D.)
DEPUTY SECRETARY TO GOVERNMENT.

15.4.36
15.4.36

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/Chennai/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.

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14/3/83

No. Z-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 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 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: [Signature]

c/c [Signature]

(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.

TIME : 09.30 A.M. To 12.30 P.M.

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GOVERNMENT OF PUDUCHERRY
REGISTRATION TEST

REGISTRATION ACT AND RULES AND DEPARTMENTAL ORDERS
GOVERNING REGISTRATION PROCEDURE
(WITH BOOKS)

PART-I

Paper:1

Time : 3 Hours

Maximum Marks:100

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

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01. Bring out the provisions in detail as contained in the Registration Act, 1908 as to the 'Place of Registration'
 02. (a) Who are all the persons required to present documents for registration
(b) What is the procedure to be followed by the Registering Officers in cases of admission and denial of execution of documents.
 03. (a) What is the time prescribed for presentation of documents for registration.
(b) Quote the provisions whereby certain documents may be presented for re-registration.
 04. (a) What are the documents in respect of which registration is Optional
(b) What is the effect of non-registration of documents required to be registered
 05. Write short notes on the following:-
 - (a) Inspector General of Registration
 - (b) Registration of documents executed by Government Officers or certain public functionaries.
 - (c) Deposit of Wills and the procedure to be followed thereon.
 06. The Pondicherry Registration Rules, 1969 lays down the procedure to be followed in rectifying errors in registration. Quote the relevant provision in detail.
 07. Narrate the provisions relating to 'Certificate of Encumbrance' as contained in the Pondicherry Registration Rules, 1969.
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GOVERNMENT OF PUDUCHERRY
REGISTRATION TEST

INDIAN STAMP ACT AND THE RULES FRAMED THEREUNDER
(WITH BOOKS)

PART-I

Paper:2

Time : 2 ½ Hours

Maximum Marks:100

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

01. The Collector is empowered to make allowance for impressed stamps spoiled in certain cases – Explain with reference to the provisions contained in the Indian Stamp Act, 1899.
02. Write short notes on the following:-
(a) "Bill of Exchange" and "Bill of Exchange payable on demand".
(b) Sea policy.
(c) Instruments unduly stamped by accident.
(d) Instruments that may be stamped with adhesive stamps.
03. Discuss the powers of the Collector as provided in the Indian Stamp Act, 1899 in the matter of adjudication of proper stamp.
04. No instrument chargeable with duty shall be admitted in evidence for any purpose unless such instrument is duly stamped. Explain with reference to the provisions contained in the Indian Stamp Act, 1899.
05. Bring out the provisions as contained in the Indian Stamp Act, 1899 in relation to
(a) Allowance for misused stamps
(b) Allowance for stamps not required for use.
06. Quote the provisions relating to disposal of unserviceable and obsolete stamps contained in the Pondicherry Stamp Rules, 1969.
07. Mention the stamp duty payable in the following cases:-
(a) Certificate of sale
(b) Memorandum of Association of a Company
(c) Notarial act.
(d) Promissory Note
(e) Release
-

GOVERNMENT OF PUDUCHERRY
REGISTRATION TEST

MISCELLANEOUS ACTS
(WITH BOOKS)

PART-I

Time : 1 ½ Hours

Paper :3
Maximum Marks:50

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

01. What is meant by 'a simple mortgage' and what is the power of the mortgagor to lease the mortgaged property.
02. Distinguish between 'primary evidence' and 'secondary evidence' with due illustrations.
03. What are the conditions to be fulfilled for a marriage to be solemnized under the Special Marriage Act, 1954.
04. What constitute a 'Chit amount' and state the circumstances under which chits may be wound up.
05. Certain price chits or money circulation scheme promoted by certain authorities do not come within the purview of the Price Chits and Money Circulation Schemes (Banning) Act, 1978 – Indicate the said authorities.
06. (a) who are said to be within the 'degrees of prohibited relationship'.
(b) Under what circumstances a marriage may be dissolved by mutual consent.
07. Who is defined as a 'Public Officer' under the Code of Civil Procedure, 1908.
-

TIME : 11.15 A.m. To 12.45 p.m.

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GOVERNMENT OF PUDUCHERRY
REGISTRATION TEST

OFFICE PROCEDURE AND DESTRUCTION OF
REGISTRATION RECORDS RULES
(WITH BOOKS)

PART-I I

Time : 1 ½ Hours

Maximum Marks:100

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

01. Write short notice on the following:-

- (a) Departmental Index
- (b) Personal staff
- (c) Running summary of facts
- (d) Standing Note

02. Discuss briefly the duties and responsibilities of an Assistant.

03. What is 'Dak' and outline the procedure relating to distribution of dak

04. What types of document constitute a classified document. Explain in detail the various classified documents.

05. What is 'recording' and briefly outline the procedure to be followed in relation to custody of records.

06. What is the period after expiry of which the following records maintained under the provisions of the Indian Registration Act, 1908 and the Rules framed thereunder, shall be destroyed –

- (a) Records of enquiry in original appeal and Will cases.
- (b) Circulars issued by Registrars, Collectors and other Officers.
- (c) Register showing particulars regarding documents undervalued and action taken thereon.
- (d) Contingent register.
- (e) Register of impounded documents.
- (f) Petitions relating to protest against registration
- (g) Memo forwarding and acknowledging patta transfer applications and notices of transfer.
- (h) Unclaimed encumbrance certificates.

07. What is the period of limitation for preserving the following records maintained under the provisions of the Indian Registration Act, 1908 and the rules framed thereunder:

- (a) Minute Book
 - (b) Register of Wills sent to Court
 - (c) Stock Account of Books and Forms
 - (d) Budget Statements
 - (e) Register of documents adjudicated upon by Registrars.
 - (f) Inspection Notes by Inspector of Registration Offices
 - (g) Unclaimed authenticated Powers of Attorney
 - (h) Postal receipts and acknowledgements.
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