

No.A-34012/15/2011-DP&AR (Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 08.07.2013

I.D. NOTE / MEMORANDUM

Sub: Public Service – Conduct of **Departmental Test in Typewriting** – Reg.

Ref: Circular No.2748/72-Appts., Dated 01.02.1972 of the erstwhile
Appointments Department, Pondicherry.

The **DEPARTMENTAL TEST IN TYPEWRITING** as prescribed in the Circular cited is proposed to be conducted tentatively during the month of August, 2013.

2. The Heads of Departments / Offices are requested to bring the contents of this I.D.Note/Memorandum to the notice of all Scheduled Castes / Scheduled Tribes / Ex-Serviceman Candidates recruited after 1977 through Lower Division Clerk recruitment Examination conducted by this administration and those Lower Division Clerk who have been promoted from feeder categories and required to pass the Departmental Test in Typewriting as per U.O.Note / Memorandum No.28669/84 GAD (GC), dated 19.05.1984, including those working in Karaikal / Mahe / Yanam and also to those who are on deputation to whom this is relevant and forward applications in the prescribed form (specimen enclosed) of officials who are willing and eligible to take up the test, so as to reach this Department **on or before 25.07.2013** 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. It is once again reiterated that officials who are appointed as L.D.Cs., by relaxing the passing of Typewriting Test are required to pass the Departmental Test in Typewriting conducted by this Department **or** pass the Typewriting Examination (Junior Grade) conducted by the Board of Technical Education, Tamil Nadu within a period of two years failing which they will not be granted further increments beyond the first increment and they cannot be declared to have satisfactorily completed the period of probation since **Typewriting Test is mandatory test to pass during the period of probation.**

4. Those who have passed the examination in Typewriting held by a State Government **or** any other recognized authorities with a minimum speed of 30 words per minute in English or French or 25 words per minute in Tamil or Malayalam or Telugu **or** the Apprentice (Clerk) Trade Test conducted by the Puducherry Government, **need not** to apply for this Departmental Test.

5. 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, Puducherry and U.O.Note/Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 the GAD, Puducherry.

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. The candidate should make their own arrangements for the typewriter for use in the Typewriting Test.

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

Encl: As stated.

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


8/7/13


8/7/2013

Last Date for submission of Application: 25-07-2013

APPLICATION FORM FOR ADMISSION TO **DEPARTMENTAL TEST IN TYPEWRITING**

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
(Answer YES or NO) :
ii) If YES, specify S.C./S.T./XSM. :
7. i) Date of Birth :
ii) Date of initial appointment with designation :
iii) Date of appointment in the post of LDC :
8. Specify the language in which the candidate is
Willing to take up the Typewriting Test
(English / French / Tamil / Malayalam / Telugu) :
9. 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 7 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.

Pondicherry-1, the 1-2-1972.

C I R C U L A R

Under the Central Government, no recruitment of Typists is made. Only recruitment of Clerks takes place and the Clerks are required, within a period of one year, to pass a test in Typewriting which consists of two parts viz. 10 minutes test in printed matter in which the candidates have to qualify at 30 words per minute in English Typewriting or 25 words per minute in Hindi Typewriting and a 10 minutes printed tabular statement.

2. To fall in line with the Central pattern, consequently on the introduction of the Central scales of pay in this Territory, it has been decided to stop recruitment of Typists and to recruit only Clerks requiring the latter to pass the departmental test in Typewriting at a speed of 30 words per minute in English or French or 25 words per minute in Tamil, so that the latter can take care of the typing work of the Government.

3. Accordingly all Lower Division Clerks/Clerks are required to pass within a year or so of their appointment, a departmental test in Typing, either in English or in French or Tamil, as the case may be, unless they have already passed an examination in typewriting held by a State Government or any other recognised authority with a minimum speed of 30 words per minute in English or French or 25 words per minute in Tamil in order to be able to draw their increments without interruption. The Lower Division Clerks/Clerks who have passed the departmental test in Typewriting and the Typists already recruited prior to the date of issue of this order, are exempted from the operation of this order.

4. The examination will consist as follows:

(i) 10 minutes test in printed matter at 30 words per minute in English or French or at 25 words per minute in Tamil.

(ii) 10 minutes test in printed tabular statement.

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5. The examination will be held twice a year and the first test will be held on Thursday the 20th April 1972 at the Teachers' Training Centre, Pondicherry/Office of the Administrator, Karaikal/Mahe/ Yanam at 11-00 A.M.

6. The Heads of Departments are accordingly requested kindly to bring the contents of the Circular to the notice of all the Lower Division Clerks/Clerks working in their offices. They are also requested to instruct the Lower Division Clerks/Clerks to appear the departmental test and see that their office work does not suffer for want of Lower Division Clerks/Clerks with knowledge of Typewriting.

7. The names of the candidates appearing for the Departmental Test in Typewriting for Lower Division Clerks/Clerks, may be furnished to this Department on or before 29th February 1972, with specification of the Centre and language (English or French or Tamil). As usual, the candidates may be permitted to use the typewriters of Government offices for the test, without in any way spoiling the machine.

S. Seetharaman
(S. SEETHARAMAN) 12/2/72

Under Secretary to Government

To

All Secretaries to Government.
All Heads of Departments/Offices.
The Administrators of Karaikal, Mahe and Yanam.

*T. RAJAN*31-1.

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. Dorressamy

(B. DORRESSAMY)
DEPUTY SECRETARY TO GOVERNMENT.

15/4/76
15-4-76

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No.3-1/83-GAD(Exam)
GOVERNMENT OF PONDICHERY
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.

DESIGNATED

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: 20-11-2010
Time: 10.00 AM to 10.10 AM

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GOVERNMENT OF PUDUCHERRY
DEPARTMENTAL TEST IN TYPEWRITING (ENGLISH)

PART-I (SPEED TEST – 30 WPM)

TIME: 10 MINUTES

Max. Marks: 75

Instructions

Typewrite the following in double line spacing with a margin of ten degrees. Special attention must be paid to accuracy and neatness.

Millions of years ago, the earth was very different from what it is today. But the very same forces that were active then, are still at work. Though the land surface seems firm and solid, it is slowly broken up in some areas and built up in others. The agents responsible for the gradual destruction are rain, wind and temperature. They are nature's weapons which very often work with deadly force. Even the slightest drizzle washes away a teeny-weeny bit of the land on which it falls. This is hardly noticed. But when there is heavy rain, the wearing becomes obvious. If a mud road is uneven, one sees several puddles after a good shower. On sloping ground the wearing is more evident as all the small stones that lay underneath stand exposed.

Whenever rain falls on unprotected land, it causes a little bit of damage unless the surface is so dry and porous that all the water gets absorbed. Otherwise, the rain water will flow a short distance and form small streams. These will become bigger and finally deposit the silt into some river. The river in its turn, will take these dregs to the sea. When there are heavy floods all over the year and that too quite frequently, we will realize the problem of erosion. A greater weapon than rain is wind. Tiny particles of dust are constantly being blown about by the wind. Most of it reaches the rivers and finally the sea. When wind blows with great velocity, it can change the entire landscape with amazing rapidity. Timely, quick action is called for to arrest this.

Date: 20-11-2010
Time: 10.20 AM to 10.30 AM

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GOVERNMENT OF PUDUCHERRY
DEPARTMENTAL TEST IN TYPEWRITING (ENGLISH)

PART-II (TABULAR STATEMENT)

TIME: 10 MINUTES

Max. Marks: 25

Instructions

Typewrite the following **STATEMENT** in proper form and rule up.
Special attention must be paid to accuracy and neatness.

Number of accidents occurred in Puducherry Region

All Caps

U.C.

| Year | <u>two-wheelers</u> | Four- <u>Wheelers</u> |
|---------|---------------------|-----------------------|
| 2006-07 | 3630 | 241 |
| 2007-08 | 682 | 534 |
| 2009-10 | 1,221 | 872 |
| 2008-09 | 853 | 429 |

l.c.

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Stat.

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