I.D. NOTE / MEMORANDUM

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

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

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The **DEPARTMENTAL TEST IN TYPEWRITING** as prescribed in the Circular cited is proposed to be conducted tentatively during the month of December, 2017.

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.28665/84 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 30.11.2017** 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 35 words per minute in English or 30 words per minute in Tamil or Malayalam or Telugu need not 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. 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 has been hosted in the official website [http://dpar.puducherry.gov.in](http://dpar.puducherry.gov.in) for reference.

Encl: As stated.

To
All Secretariat Departments.
All Heads of Departments/Offices, Puducherry.
The Collector, Puducherry / Karaikal.
The Regional Administrator, Mahe / Yanam.
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 Typing Test
   (English / 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 Thinu/Tmt./Seivi __________________________________________ (Name of the candidate)
________________________________________ (Designation) have been verified with reference to the relevant records and found correct.

Place: ____________________________
Date: ____________________________

NAME & DESIGNATION WITH SEAL:

Note: Application from deputation staff should be routed through their parent department only.
Document now extended document in respect of

1.  The number of copies for purpose of collection of fees, will be
2.  The number of copies for purpose of collection of fees, will be
3.  No fee paid shall be retained or held in any amount.
4.  All candidates are required to present a photograph and a copy of the passport in person to the departmental head. These candidates are examples from payment of fee for government tests.
5.  In accordance with the exigencies of the situation, the following instructions are issued for the staff members to be taken into consideration by the departments.
6.  The number of staff against Class I will be maintained.
7.  No staff will be maintained in government services, in any capacity, will be maintained in the government service.
8.  The department heads, giving nominations for the candidates, are requested to submit a list of candidates who will be trained in some way or other for their training.
Departmental lists have been prepared for allocation of positions to the Administration and have been periodically reviewed by the department for the purpose of being reviewed by the Public Service Commission. Although these lists are

kept for a term for when they are specifically processed, they must be reviewed for personal qualifications and on the basis of qualifications, skills, and experience and the number of eligible candidates has been reduced. The number has been successfully lowered to the desired level and it is not seen beneficial that only candidates in the category for which a particular position is designated are applied for. The list is periodically reviewed and those who are in the unemployment scheme or promotion to the category for which they are not competent will be excluded to those departmental level. As a result, the number of staff applying for new positions will increase.

The names of department offices are requested to maintain the status of the office of all officers and new positions. The names are also included in the list of submission and are forwarded to the department for the consideration of those officers who are recommended by the administrative list or promotion if they need such positions.

[Signature]

Deputy Secretary to Department

[Department/Office]

Chairman/Minister/Board with stamp affixed.
CIRCULAR

Under the Central Government, no recruitment of Typists is held. 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 within 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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6. The examination will be held twice a year and the first try will be held on Thursday the 20th April 1972 at the Teachers' Training Centre, Bandipur/Office of the Administrator, Karikal (U.G.C. 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/Clarks working in their offices. They are also requested to instruct the Lower Division Clerks/Clarks to appear the departmental test and see that their office work does not suffer for want of Lower Division Clerks/Clarks with knowledge of Typewriting.

7. The names of the candidates appearing for the Departmental Test in Typewriting for Lower Division Clerks/Clarks, may be furnished to this Department on or before 28th 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) 1/2/72
Under Secretary to Government

To

All Secretaries to Government,
All Heads of Departments/Offices,
The Administrators of Karikal, Kanche and Yanam.

*T. RAJAH 21/1.