

No.A-34012/5/2014/DP&AR (Exam)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated: 18.07.2014

**MEMORANDUM**

Sub: Public Services – Conduct of DEPARTMENTAL TEST FOR OFFICERS IN HEALTH DEPARTMENT – Applications – Called for.

- Ref: 1. G.O.Ms.No.16, dated 18.02.2000 of DP&AR (Personnel Wing), Pondicherry read with G.O. Ms. No 111/73 (Exam), dated 29.08.1973, G.O.Ms.No.17, dated 24.01.1974, G.O.Ms.No.38, dated 19.04.1979, G.O.Ms.No.26/81-GAD-Exam, dated 01.04.1981 of the erstwhile General Administration Department, Pondicherry; and
2. G.O.Ms.No.44, dated 23.05.2000 of the DP&AR (Personnel Wing), Pondicherry.

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The **Departmental Test for Officers in Health Department** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of September, 2014.

2. Only the following categories of officers of the Health & Family Welfare Department of this Administration are eligible to take up the test:-

(i) Medical Officers who belong to General Duty cadre of Puducherry Health Services (Allopathy), (ii) Medical Officers who belong to the Specialist cadre of Puducherry Health Services (Allopathy), (iii) All Dental Doctors, (iv) All Siddha Physicians, (v) All Ayurvedic Physicians, (vi) All Homoeopathy Doctors, (vii) Assistant Drugs Controller, (viii) Bacteriologist, (ix) Senior Biochemist, (x) Biochemist, (xi) Psychiatrists, (xii) Senior Public Analyst, (xiii) Public Analyst, and (xiv) Manufacturing Chemist.

3. 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 DP&AR(PW), Pondicherry and U.O.Note / Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 of the GAD, Pondicherry.

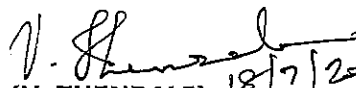
4. Those who have already appeared for the test twice, except Scheduled Castes/ Scheduled Tribes/Ex-Servicemen/Physically Handicapped candidates, should send an Indian Postal Order for ₹10/- (Rupees ten only) drawn in favour of THE UNDER SECY. TO GOVT., DP&AR(PW), PUDUCHERRY (by designation only) payable at PUDUCHERRY with their applications as admission fee in accordance with the G.Os. cited at para 3 above, failing which their applications will summarily be rejected.

5. 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.

6. The actual date, time and venue of the test will be intimated to the candidates in due course.

7. The Director of Health and Family Welfare Services, Puducherry and the Director of Indian Systems of Medicine & Homoeopathy, Puducherry are requested to bring the contents of this 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 11-08-2014 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.

8. This Memorandum, the Syllabus and the previous Question Paper of the test has also been hosted in the official website <http://dpar.puducherry.gov.in> for reference.

  
(V. THENRALI) 18/7/2014

UNDER SECRETARY TO GOVERNMENT  
(DP&AR – EXAM)

Encl: As stated.

To

1. The Director of Health and Family Welfare Services, Puducherry.
2. The Director of Indian Systems of Medicine & Homoeopathy, Puducherry.

Last Date for submission of Application: **11-08-2014**

APPLICATION FORM FOR ADMISSION TO THE **Departmental Test for Officers in Health Department**

**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 PRAN / GPF 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) :

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:** (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 Test - Renaming of the  
Departmental test for Medical Officers as Departmental test for  
Officers in Health Department - Revision of syllabus  
Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

G.O.Ms.No.16

Dated. 18.02.2000

O R D E R:

- READ: 1. GO Ms.No.111/73(Exam), dt.29.8.73 of the  
erstwhile General Administration Department,  
Pondicherry.
2. GO Ms.No.17, dt.24.1.74 of the erstwhile,  
General Administration Department,  
Pondicherry.
3. G.O.Ms.No.38, dt.19.4.79 of the erstwhile,  
General Administration Department,  
Pondicherry.
4. G.O.Ms.No. 26/81-GAD(Exam), dt.1st April 1981  
of the erstwhile General Administration  
department, Pondicherry.

In modification of the orders issued in the Government  
Orders read above the Departmental test for Medical Officers is  
renamed as "Departmental test for Officers in the Health  
Department" and prescribed for the following categories of  
officers of the Health and Family Welfare Department of this  
Administration:

1. Medical Officers who belong to General Duty cadre of  
Pondicherry Health Service (Allopathy)
2. Medical Officers who belong to the Specialist cadre of  
Pondicherry Health Service (Allopathy)
3. All Dental Doctors
4. All Siddha Physicians
5. All Ayurvedic Physicians
6. All Homeopathy Doctors
7. Assistant Drugs Controller
8. Bacteriologist
9. Senior Biochemist
10. Biochemist
11. Psychiatrist
12. Sr.Public Analyst
13. Public Analyst
14. Manufacturing Chemist

..contd.

2. A revised syllabus for the Departmental test for officers of the Health Department and other details of the test are furnished in the annexure.

3. The test will be conducted by the Department of Personnel and Administrative Reforms (Personnel Wing) subject to the conditions notified from time to time and on the dates and centres to be intimated separately.

4. For the departmental test for Drug Inspectors and Food Inspectors the existing syllabus notified in the G.O. first read above will continue.

5. The passing of the test will not confer on any officer the automatic right to be appointed to higher posts.

/By order of the Lt. Governor/

(H. DASARATHAN)

UNDER SECRETARY TO GOVERNMENT

To

- 1. The Director of Health and Family Welfare Services, Pondicherry.

Copy to:

- 1. The Secretary to Govt. (Health), Pondicherry.
- 2. The Under Secretary to Govt. (Health), Chief Sectt. Pondicherry.
- 3. All Heads of Offices in the Health and Family Welfare Department Pondicherry/Karaikal/Mahe/Yanam through the Director of Health and Family Welfare Services, Pondicherry (25 copies.)
- 4. The Central Records Branch, Pondicherry.
- 5. The Stock File.
- 6. GO file.

sln

Sl. No.

(3) -> Health Dept - 25 copies through DHFWS

18/2/2010  
DESPATCHED

45  
1

ANNEXURE

1. Name of the test: DEPARTMENTAL TEST FOR OFFICERS IN THE HEALTH DEPARTMENT
2. Duration of the test :- 3 hrs.
3. Maximum Marks : 100
4. Minimum marks required for pass: 40 Marks

SYLLABUS OF THE TEST (the test is to be answered with books)

S E C T I O N A (50 Marks)

I MADRAS MEDICAL CODE (relevant Chapters as given below:-)

<u>CHAPTER</u>	<u>SUBJECT</u>
V	Medical Examination and grant of Medical Certificate.
VI	Procedure to be followed in the occurrence of death or infectious or contagious diseases.
VII	Instructions for the guidance of the medical Officer regarding Visceral Examination.
VIII	Special caution while handling plague material.
IX	Water samples.
XIII	Accounts - certificate regarding stores verification.
XIII	Charge Transfer certificate
XIII	Reports of accidents and Police case.
XIII	Upkeep of compounds attached to Government building.
XIII	Sale of usufruct of trees etc.
XVII	Procedure for determining age.
XVII	Postmortem certificates-Instructions for filling in.
XVII	Instruction for filling wound certificate
XIX	Maintenance of essential drugs in hospitals and dispensaries.
XXII	Relationship of Government Servants with the public.
XXII	Participation of Government Servants in the political activities including meetings.

- XXII Instructions for Communication of unfavourable remarks in Confidential Reports to the officers concerned.
- XXII Punishments.
- XXII Public Services-Conviction by criminal courts - Prompt intimation to Administrative authorities.
- XXII Medical Officers not to quit their station or district without leave.
- XXIII Service of summons on Medical Officer - Instructions.
- Evidence of Medical Officer in the court of law-Procedure.
  - Procedure to be followed when summoned to produce official documents by courts.
- XXIV Instructions to Officers proceeding on leave out of India
- XXIV Casual leave
- XXIX Medical Council of India - Constitution and functions - Reg.

S E C T I O N B (50 marks)

- II Central Civil Service and Accounts Rules
- i) Central Civil Services (Conduct) Rules, 1964
  - ii) Central Civil Services (CCA) Rules, 1965
  - iii) Central Civil Services (Leave) Rules, 1972
  - iv) Central (Medical Attendance) Rules, 1944
  - v) Fundamental Rules, (relevant chapter mentioned below).
    - a) Chapter II - Definitions
  - vi) Supplementary Rules (relevant rule/portion mentioned below)
    - a) S.R.-3 Medical Certificates of fitness
    - b) Portion relating to travelling allowances
  - vii) General Financial Rules, 1963 (relevant chapters mentioned below)
    - a) Chapter-2 General system of financial Management and control
    - b) Chapter-6 Establishment
    - c) Chapter-8 - Stores
  - viii) Central Government Account (Receipts and Payments) Rules, 1983 (Relevant part mentioned below)

Part I- Preliminary and General Principles.

*H. Basarathan*  
(H. BASARATHAN)  
UNDER SECRETARY TO GOVERNMENT

*12/2*  
*1972*

GOVERNMENT OF PONDICHERRY  
ABSTRACT

Public Services - Departmental Test for Officers in the Health Department - Minimum marks for passing the test - Addendum - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
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G.O.Ms.No. 44

Pondicherry, dated, 23-05-2000

A D D E N D U M

Read: G.O.Ms.No.16 dated 18.02.2000 of the Department of Personnel & Administrative Reforms (Personnel Wing), Pondicherry.

O R D E R

The following entries shall be added against Section "A" and "B" in the annexure to the G.O. read above.

Section "A"	Minimum marks } required for } 20 a pass }
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Section "B"	Minimum marks } required for } 20 a pass }
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/ By Order of the Lt. Governor/

*o/c*  
*23/5*  
*23/5/2000*  
(H. DASARATHAN)  
UNDER SECRETARY TO GOVERNMENT

To  
The Director of Health and Family Welfare Services,  
Pondicherry.

Copy to:

1. The Secretary to Government (Health), Pondicherry.
2. The Under Secretary to Government (Health), Pondicherry.
3. All Heads of Offices in the Health Department,  
Pondicherry / Karaikal / Mahe and Yanam.

*23/5/15*  
DISPATCHED

28 SEP 2013

GOVERNMENT OF PUDUCHERRY  
DEPARTMENTAL TEST FOR OFFICERS OF HEALTH DEPARTMENT

SECTION - A

Time : One and half hours

Maximum marks: 50

Pass marks:20

Instructions to Candidate

Answer any **five questions** – All questions carry equal marks  
– Quote referred chapter/rules

1. Procedures for issuing age certificate?
2. Things to be followed while writing Confidential Report for Government Servants?
3. Outline the Maternity and Child Care leave rules for Government Servants?
4. Employment of blind persons (physically challenged) in Government Service?
5. Disciplinary proceedings against a Government servant who is alleged to have drunken during duty hours?
6. How to maintain the essential drugs in hospitals and dispensaries?
7. Procedures to be followed before writing absconded for a patient (MLC / Non MLC) who is absconded from the ward?
8. How will you proceed for taking action against unauthorized absentees after expiry of his leave.?



28 SEP 2013

GOVERNMENT OF PUDUCHERRY  
DEPARTMENTAL TEST FOR OFFICERS IN THE HEALTH DEPARTMENT

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SECTION: B (Central Civil Services and Accounts Rules)  
Time Allowed: 1 ½ Hours

Maximum Marks : 50  
Minimum Marks : 20

Answer any FIVE questions – All questions carry equal Marks  
Quote Relevant Rules while answering

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1. What are the guidelines to be observed by a Government servant while entering into property transactions ?
2. List out the penalties that may be imposed on a Government servant by a Disciplinary Authority?  
(a) Minor Penalties  
(b) Major Penalties
3. Explain briefly the conditions under which Leave Not Due is sanctioned to a Government servant by the Leave Sanctioning Authority.
4. Distinguish between;  
(a) Special Pay and personal pay  
(b) Fee and Honorarium
5. What are the principal standards of financial propriety to be observed by the Competent Authorities while incurring expenditure from Public Funds?
6. What are the travelling allowance entitlements admissible on journeys on Transfer of a Government servant from one Station to the other in public interest?
7. What are the conditions prescribed for reimbursement of expenses for medical treatment of Government servants and their families governed under the Central Services (Medical Attendance) Rules 1944?
8. List out the general instructions for handling cash by Government officers who are required to perform functions of Drawing and Disbursing Officers.

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