

No.A-34012/14/2011-DP&AR (Exam)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\* \* \* \*

Puducherry, dated: 07.12.2015

**I.D.NOTE / MEMORANDUM**

Sub: Public Service – Conduct of **Common General Departmental Test for Ministerial Staff** – Additional Applications - Called for.

- Ref: i) G.O. Ms.No.55/74-(Exam), dated 18.06.1974 of the General Administration Department, Pondicherry.
- ii) G.O. Ms.No.56, dated 01.09.1980 of the General Administration Department (Examination Cell), Pondicherry.
- iii) This Department's Circular No.A.35016/1/2010/DP&AR (Exam), dt. 05.08.2011.
- iv) This Department's I.D.Note / Memorandum of even No. dt. 03.09.2013.

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**The Common General Departmental Test for Ministerial Staff** as prescribed in the G.Os cited is proposed to be conducted tentatively during the last week of January, 2016.

2. The Heads of Departments / Offices 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 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 30.12.2015** 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. 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, 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.

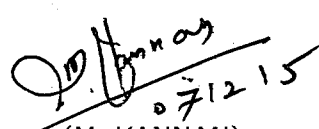
4. Those who have already appeared for the test twice, except Scheduled Castes / Scheduled Tribes / Ex-Servicemen / Physically Handicapped candidates, should send with their applications an Indian Postal Orders for ₹ 10/- (Rupees ten only) drawn in favour of THE UNDER SECY. TO GOVT., DP&AR (PW), PUDUCHERRY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

5. In case the official is transferred to other department / any outlying region after submission of application, the Department / Office where he / she has been transferred and also the Centre where he / she want to take up the test should be intimated to this Department immediately. If any request for change of Center is received after the despatch of the Hall Ticket the same will not be entertained.

6. **The candidates who have already submitted their applications in response to the Circular No.A-34016/1/2010/DP&AR(Exam), dated 05.08.2011 of the DP&AR(PW), Puducherry and this Department's I.D.Note / Memorandum of even No. dt. 03.09.2013 need not apply again.**

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 has been hosted in the official website <http://dpar.puducherry.gov.in> for reference.

  
(M. KANNA V)  
UNDER SECRETARY TO GOVERNMENT  
DP&AR-Exam

  
7/12/15

  
7/12/15

Encl: As stated.

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

Last Date for submission of Application: 30-12-2015

Application Form for Admission to the **Common General Departmental Test for Ministerial Staff**

**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 in **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 with Office  
Telephone Number :
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 : Date :  
Designation :
- iii) Date of appointment in the present post :
8. i) Whether appeared previously for the test (tests conducted  
after 15-04-1976 a one 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: Application from deputation staff should be routed through their parent department only.**