

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

-ooOoo-

Puducherry, dated: 03.09.2103

I.D.NOTE / MEMORANDUM

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

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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 month of October 2013.

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 23.09.2013** 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.

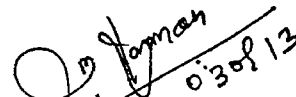
3. The admission of the candidates to the test will be regulated in accordance with orders contained in G.O.Ms.No.37, dated 15.04.1976 of the GAD, Puducherry, G.O.Ms.No.16 dated 17.02.1999 of DP&AR(PW), Puducherry and U.O.Note/Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 of the GAD, Puducherry.

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

7. This I.D.Note/Memorandum 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.
The Collector, Karaikal.
The Regional Administrator, Mahe / Yanam.

Last Date for submission of Application: 23-09-2013

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. 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/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.

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.

GOVERNMENT OF PONDICHERRY
ABSTRACT

Public Services - Departmental Test for ministerial staff in Non-Secretariat Departments - Prescribed.

GENERAL ADMINISTRATION DEPARTMENT

G.O.No.55/74-(Exam)

Dated 18th June, 1974.

ORDER:

A decision has been taken to conduct a general departmental test for the following categories of staff in the Non-Secretariat Departments so as to equip them with knowledge in matters like Union Territories Act etc.

Upper Division Clerks
Stenographers
Lower Division Clerks/Typists.

2. This test will in addition to the Accounts Test for Subordinate Officers which all the Non-Secretariat ministerial staffs are required to pass.

3. The test will be conducted by the General Administration Department subject to the conditions to be notified from time to time and the dates to be intimated separately.

4. The syllabus and other details of the test are given in the annexure to this order.

/ BY ORDER OF THE LIEUTENANT GOVERNOR

M. CHANDRAMOULI

Chief Secretary to Government

To
All Secretaries to Government.
All Heads of Deptts./Offices
Administrator, Karaikal/Mahe/Yanam.
The Central Record Branch, Pondicherry/G.O.file.

A N N E X U R E

General Departmental Test for Ministerial Staff in Non-Secretariat:
Duration 3 hours (with books)

Maximum Marks - 100

Minimum Marks - 40

S Y L L A B U S

- i) Office Procedure/Office Manual.
- ii) Union Territories Act, 1963.
- iii) Constitution of India (Articles 14, 15, 16, 19, 20, 31, A, D, C, 239, 240, 309 to 311 and 324 to 329)
- iv) Central Civil Services (C.C.A.) Rules, 1965.
- v) Central Civil Services (Conduct) Rules, 1964.
- vi) Central Civil Services (T.S.) Rules, 1964, 1965.

Sd/-

(S. AMROUL)

DEPUTY SECRETARY TO GOVERNMENT

GOVERNMENT OF PONDICHERRY
ABSTRACT

Public Services - Departmental Test - Prescription of common syllabus for both Secretariat and Non-Secretariat Ministerial staff - Orders - Issued: - - - - -

GENERAL ADMINISTRATION DEPARTMENT
(Examination Cell)

G.O.Ms.No.56

Pondicherry-605001, the 1st September 1980.

READ:

1. G.O.Ms.No.35/74(Exam)dated 2.4.1974.
2. Letter No.4-65/EB/SE/U.1/79 dated 10.3.1980 from the Superintending Engineer, Electricity Department, Pondicherry.

ORDER:

A question has been raised regarding grant of exemption to Ministerial staff who have originally appointed in Secretariat Departments and who have passed the general departmental test for Secretariat Staff, as from passing the general departmental test for ministerial staff in Non-Secretariat Departments.

2. After careful consideration, it has been decided that in future, only one common general departmental test may be conducted for ministerial staff, viz. Assistants, U.D.C.s, Stenographers, Typists under this Administration irrespective of the fact whether they are working in Secretariat or Non-Secretariat departments. Accordingly the conduct of the general departmental test for Secretariat staff will be discontinued.

3. The syllabus for the common departmental test is the same as that prescribed in this department G.O.Ms.No.55/74(Exam) dated 18.6.1974.

4. It has also been decided that such of those ministerial staff who had passed the general departmental test for Secretariat staff should be exempted from passing the general departmental test for ministerial staff in non-secretariat departments or the common general departmental test prescribed by this Administration under this G.O.

5. This order will take effect from the date of its issue.

-/BY ORDER OF THE LIEUTENANT GOVERNOR/-

P.V. JAIKRISHNAN
CHIEF SECRETARY TO GOVERNMENT

To

- All Secretaries to Government.
- All Secretariat Departments,
- All Heads of Departments/Offices.
- Administrators, Karaikal/Mahe/Yanam with spare copies.
- The General Administration(Services)Department, Pondicherry.
- The Central Record Branch, Pondicherry.
- The Superintending Engineer, Electricity Deptt., Pondicherry with reference to his letter No.4-65/EB/SE/U.1/79 dt.10.3.1980
- C.O. file/Stock file.

Sd/-
(S. VAITHYANATHAN)
DEPUTY SECRETARY TO GOVERNMENT

: 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)

U. 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. Dornessamy

(B. DORNESAMY) 15.4.26.
DEPUTY SECRETARY TO GOVERNMENT.

15.4.26
15.4.26

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

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No.3-1/83-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.

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.

COMMON GENERAL DEPARTMENTAL TEST FOR MINISTERIAL STAFF

Time 3 hours

Max Marks:100

- Note:** 1. Answer any 5 questions
2. All questions carry equal marks
3. Textual reproduction of answers should not be resorted to

- 1(a) Narrate the provisions under which Terminal Gratuity is payable to a temporary Government Servants.
- (b) What are the procedure to be followed in the matter of drafting a communication and state the requirement to be complied with to make a draft complete in all respect?
- 2(a) Describe whether the oral instructions of higher officers are to be complied with and the procedure to be followed in complying with oral instructions.
- (b) How classified documents are to be treated in an office?
- 3(a) Narrate the special provisions relating to Financial bills.
- (b) What do you mean by Annual Financial Statement and how supplementary, additional or extra grant is made by the Legislative Assembly?
- 4(a) How participation of Government servants in Gherao is regulated?
- (b) Narrate briefly how the representation from Government servants on service matter is to be dealt with.
- 5(a) Differentiate between censure & warning and narrate the procedure for awarding warning etc.
- (b) What are the procedures to be followed in the matter of imposing major penalties?

6(a) What are the orders against which an appeal lies before the Appellate Authority and what are the orders against which no appeal could be preferred?

(b) How the Superintendence direction and control of election vested in the Election Commission?

7(a) Briefly narrate how recruitment and condition of service of persons serving the Union or State are regulated and the constitutional provisions enjoyed by a Government Servant as to dismissal, removal or reduction in rank.

(b) How an Administrator is appointed to a Union Territory and briefly state the powers of an Administrator to promulgate ordinance during recess of Legislature.

8) Write short note on any 4 of the follows

a) Compensatory holidays

b) No objection Certificate for passport

c) Vote on account

d) Distinction between resignation and notice under Rule 5 of CCS(TS) Rules

e) Common proceedings

f) Equality of opportunity in public employment