

GOVERNMENT OF PUDUCHERRY

Abstract

Public Services – Limited Departmental Competitive Examination for promotion to the post of Upper Division Clerk – Syllabus – Prescribed.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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G.O. Ms. No. 83/DP&AR (Exam)

Puducherry, dated: **06-12-2013.**

ORDER :

The Syllabus for the Limited Departmental Competitive Examination for promotion to the post of Upper Division Clerk shall be as follows:

Paper-I (Without Books) :-

Duration : 2 Hours
Maximum Marks : 100

- (a) Short Essay in English --
(Any **two** of the given choices,
limited to 300 words in each) Each 25 Marks 50 Marks
- (b) General English :-
(i) Drafting 15 Marks
(ii) Precise Writing 15 Marks
(iii) Applied Grammar 20 Marks 50 Marks

Paper-II (Without Books) :-

Duration : 2 Hours
Maximum Marks : 100

Objective Type

- (a) General Knowledge and Current Affairs 40 Marks

Descriptive Type

- (b) Constitution of India 20 Marks
(Preamble, Articles 14, 15, 16, 19, 20, 21A, 39, 51A,
52, 53, 54, 239, 239A, 240, 309, 310, 311 & 324)
- (c) Office Procedure 20 Marks
(d) Government of Union Territories Act, 1963 20 Marks

2. The Questions in General Knowledge shall be confined to General Science, History and Geography of India, General Economics and Current Affairs. For Paper II (Descriptive Type), the candidates are expected to study the following books:-

- i) The Constitution of India.
ii) Manual of Office Procedure
iii) The Government of Union Territories Act, 1963.

3. The Department of Personnel and Administrative Reforms have the discretion to fix / alter qualifying marks in any or all subjects of the examination.

DR. S. SUNDARAVADIVELU
SPECIAL SECRETARY TO GOVERNMENT

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

Copy to:
Stock File / G.O. File / Central Record Branch.

FORWARDED / BY ORDER

(Handwritten signature and date)
06/12/13

(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

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