

No.A-34012/6/2017/DP&AR(Exam)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\*\*\*

Puducherry, dated: 31.10.2017.

**I.D. NOTE / MEMORANDUM**

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

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

\*\*\*

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.28669/84 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> for reference.

  
-31X17  
(M. KANNAN)

**UNDER SECRETARY TO GOVERNMENT**

Encl: As stated.

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

Last Date for submission of Application: **30-11-2017**

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 Typewriting 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 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.

GOVERNMENT OF PUNJAB  
SECRET

Public Service - Control of Departmental Tests - Admissions & -  
Awarding.

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No.37

Dated: 15th April, 1976

SUBJECT:

Government have prescribed departmental tests in respect of various categories of officers/staff working in different departments and the tests are conducted periodically as per the programme drawn and communicated in Circular No.F.3894/74-34X(PWA) dated 5th March, 1974. Although these tests are meant for the categories of officers/staff for whom they are specifically prescribed, other categories of officers/staff have also been allowed to write the tests in response to the requests received from the various service associations. Such unrestricted admission of candidates to the departmental test(s) has been causing a lot of administrative inconveniences. Besides, a huge amount has also to be spent by way of payment of honoraria to the examiner for getting up of question papers and valuation of answer papers, payment of honoraria to investigators, etc. With a view to meeting part of the above expenditure, it has been decided that fees may be collected from the candidates who have not succeeded in their attempts in the departmental test(s). Accordingly, the following orders are issued with regard to the payment of fees.

1. A fee of Rs.4/- is collected for each departmental test/examination.
  2. The fee payable will be Rs.3/- even if a part/paper of a particular test is to be written.
  3. The number of attempts for purpose of collection of fees, will be calculated based on the various departmental test/examinations which will be conducted after the issue of this order.
  4. The fee is payable by Indian Postal Order payable to the Deputy Secretary to Government, General Administration Department, Panjabnagar (by designation only).
  5. Fees once paid will not be refunded on any account.
  6. Applications without the Indian Postal order will be summarily rejected.
  7. Scheduled Caste/Scheduled Tribe and Ex-govt common candidates are exempted from payment of fee for departmental tests.
  8. L.D.O./ clerks are exempted from payment of fee for departmental test in Typewriting only.
2. In supersession of the earlier orders, the following instructions are issued for strict compliance in so far as admission of candidates to the departmental tests are concerned:-
1. For departmental tests, all categories of staff except Class IV will be admitted.
  2. Only candidates who are on regular employment in Government service, in any capacity, will be admitted to the departmental test.
  3. The departmental tests, such as departmental test for Medical Officers, Engineers, etc., the syllabus for which contain technical subjects will be thrown open to only such of those for whom they

and specifically prescribed aid for those who are in  
rank for promotion to such of the categories for whom it is  
prescribed.

(Type name of the Merit-in-Advance)

U.S. FOREIGN  
CARE SYSTEM TO GOVERNMENT

All interested to Government,  
All cases of Department/Office  
List of names of Special, Male, Male,  
The Central Service Branch, Douglasberry,  
May 1954

1954  
1954

*W. B. ...*

(S. ...)  
U.S. FOREIGN  
CARE SYSTEM TO GOVERNMENT.

1954

Ms. 2-1/23-040 (Exam)  
Public Serv. of PAKISTAN  
General Administration Department

Secretary-300001, The Govt. of Punjab

CLERICAL NOTE/MEMORANDUM

Subject: Public Services - Conduct of departmental tests  
Application to - Department.

Reference: Circular No. 35941/74-040 (Exam) dated 1.3.1974  
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 held for those for whom they are specifically prescribed, some candidates have been admitted even candidates who do not fall under the category. This, of late, has caused some confusion among the candidates. The matter has been carefully examined by this Administration and it has been decided that only officials belonging 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 subjects that for subordinate officers and the common departmental tests for Ministerial staff will remain open to all as aforesaid.

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 on the line of submission itself and forward to this department only the applications of those for whom the test is prescribed. Those who are on the immediate line of promotion if they pass by relevant tests.

*e/c*

(H. PRASADHANI)  
DEPUTY SECRETARY TO GOVERNMENT

All Government Departments  
All Heads of Departments/Offices  
Administrators, Karakoram/Maha/Naam with spare copies.

Pondicherry-1, No. 1-2-1972.

C I R C U L A R

Under the Central Government, no recruitment of Typists is made. 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 with 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.

... 2

10  
322

5. The examination will be held twice a year and the first test will be held on Thursday the 20th April 1972 at the Teachers' Training Centre, Pondicherry/Office of the Administrator, Karaikal/Mahe, 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/Clerks working in their offices. They are also requested to instruct the Lower Division Clerks/Clerks to appear for the departmental test and see that their office work does not suffer for want of Lower Division Clerks/Clerks with knowledge of Typewriting.
7. The names of the candidates appearing for the Departmental Test in Typewriting for Lower Division Clerks/Clerks, may be furnished to this Department on or before 29th 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*  
(S. SEETHARAMAN) 11/2/72

Under Secretary to Government

To

- All Secretaries to Government.
- All Heads of Departments/Offices.
- The Administrators of Karaikal, Mahe and Yanam.

\*F. RAJAN\*31-1.