



भारत सरकार/GOVT. OF INDIA  
लक्षद्वीप प्रशासन/ LAKSHADWEEP ADMINISTRATION  
(सचिवालय – स्थापना अनुभाग)/(Secretariat – Establishment Section)  
कवरत्ती द्वीप - ६८२५५५/Kavaratti Island – 682 555.

Dated // -11-2019

F.No.A-34012/1/2019-Estt.-UT-LKS (3) 13445

**OFFICE ORDER**

Sub:- Establishment – UTL – Conduct of Departmental Test for Clerical and other Staff of the Administration – Regarding.  
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In accordance with the Rules I, IX, X & XII of the conduct of Departmental Test for Ministerial staff of the Lakshadweep Administration, the Secretary (Services), Union Territory of Lakshadweep hereby orders that the Departmental Test shall be conducted in the Govt. Senior Secondary School for Science at Kavaratti and the Principal, Govt. Senior Secondary School, Kavaratti shall be the Chief Superintendent.

2. The test will be held as per the timetable given below:

Date	Time	Subject
23.11.2019	0900 to 1200 Hrs	General English – Noting and Drafting (Without books)
24.11.2019	0900 to 1200 Hrs	Accounts Part. I (With books - FR, SR, CSR, GFR and DFP Rules)
25.11.2019	0900 to 1200 Hrs	Accounts Part. II (with books - Receipt and Payment Rules, Civil Accounts Manual, Pension Rules, TA Rules and Secretariat Manual)

3. The 119 officials working under Lakshadweep Administration who had applied for the test will attend the same. The details of Candidates will be intimated separately.

4. The instructions prescribing the procedure in the examination hall will be issued by the Chief Superintendent of the Examination. The candidates will receive their hall ticket from the Chief Superintendent atleast one day before the examination.


*4*  
11.11.19

5. The Chief Superintendent will appoint Invigilators to appropriately manage 6 Exam Halls (ie; one PGT/TGT and one Superintendent in each exam hall) according to the requirements.

6. The question papers will be made available to the Chief Superintendent from the Secretariat at the appropriate time. The sealed covers containing the question papers will be opened by the Chief Superintendent in the presence of other Office Superintendents/Invigilators only just before the commencement of the examination. White paper affixing office seal of the Chief Superintendent may be issued to the candidates to use as answer sheets.

7. The Chief Superintendent will seal the answer scripts immediately after each examination and handover to the Director (Services) by name.

8. The Chief Superintendent will also submit a detailed report on the conduct of the examination along with attendance list, name of the Invigilators/Office Superintendents.

  
(Dr. P. Attakoya)  
निदेशक(सेवा)/Director(Services)

To

1. The Chief Superintendent (Principal, Govt. Senior Secondary School, Kavaratti).
2. The Director, Information and Public Relations, Kavaratti for publications in Lakshadweep Times.

- Copy to :
- 1) All Heads of Departments.
  - 2) All DCs/SDOs in Islands.
  - 3) The Administrative Officer, Willingdon Island, Lakshadweep Office, Kochi.
  - 4) All Institutions/Organizations/Officers in Islands and Mainland.
  - 5) All Sections in Secretariat, Kavaratti.
  - 6) P.As. to Admr/Advisor to the Administrator/Secretary(Services)/Director (Services).