

<b>Gazette Date: 28/03/2015</b> <b>Last Date: 29/04/2015</b>
<b>Category No: 40/2015 to 42/2015</b>

Applications are invited online only through 'ONE TIME REGISTRATION' from qualified candidates for appointment in the under mentioned post in Kerala Government Service.

**1 Department : Kerala General Service**

**2 Name of post : Divisional Accountant**

**3 Scale of pay : ₹ 18740 - 33680**

**4 Number of vacancies & :**

**Method of Appointment**

**5**

<b>(I) <u>Cat No 40/2015</u></b>	By Transfer from Junior Superintendents of Public Works, Irrigation and Harbour Engineering Departments.	} - Not Estimated
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<b>(II) <u>Cat No 41/2015</u></b>	By direct recruitment	- 4 (Four) [Including NJD]
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<b>(III) <u>Cat No 42/2015</u></b>	By transfer from among U.D. Clerks of all Departments (including Assistants Grade I of the Administrative Secretariat and the Finance Secretariat and the office of the Kerala Public Service Commission and U.D. Auditors of the Local Fund Audit Department.) and those above U.D. Clerks/ Assistants Grade I, Senior Accountants/ Upper Division Auditors in the Non Gazetted Cadre.	} 7 (Seven)
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**Note :** 1) The list of selected candidates published by the Commission in response to this notification shall remain in force for a minimum period of one year provided that the said list will continue to be remain in force till the publication of a new Ranked list after the expiry of the minimum period of one year or till the expiry of three years whichever is earlier. Candidates will be advised from the said Ranked list in the vacancies mentioned above and also against the vacancies that may be reported to the Commission in writing during the period of currency of the list.

2) Appointment by direct recruitment and by transfer shall be made on the basis of a competitive and qualifying test called "The initial Recruitment Examination for Divisional Accountants" to be conducted by the Kerala

Public Service Commission.

- 3) If the required number of candidates are not available to fill up the vacancies, under items I or III above, the deficiencies will be made good by direct recruitment.
- 4) Candidates who wish to apply for more than one category should send separate applications.
- 5) Separate Ranked Lists will be prepared for each category. The rules relating to reservations of appointments shall apply to the appointment to the direct recruitment only.

#### **6 Age Limit: (For Direct Recruitment)**

**18 – 36 years.** Only candidates born between 02.01.1979 and 01.01.1997 (both dates included) are eligible to apply for this post with usual age relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities. (for details regarding the age relaxation, see para 2 of the General Conditions)

**Note:** No upper age limit is fixed for the other two By Transfer categories.

#### **7 Qualifications and Conditions for Recruitment**

**(I) Category No 40/2015 :- By transfer from the category of Junior Superintendents of the Public Works, Irrigation and Harbour Engineering Departments.**

Must have passed Account Test (Higher) and P.W.D Test or corresponding Departmental Tests.

**(II) Category No 41/2015 :- By Direct Recruitment**

A University Degree with at least a **Second** class

Note: In the case of candidates belonging to Scheduled Castes and Scheduled Tribes, the minimum educational qualification will be a Degree.

**(III) Category No 42/2015 :- By Transfer from other services specified-**

1. Must have passed Account Test (Higher)
2. Must have put in not less than 5 years total service, of which one year should have been in the post of Upper Division Clerk/Assistant Grade I/ Senior Accountant/ Upper Division Auditor and / or in a non-gazetted cadre above the said posts.

**Note:** KS & SSR Part II Rule 10(a)ii is applicable.

#### **8 Examination**

Recruitment from the above three categories will be made on the basis of a competitive test. A preliminary OMR Test will be conducted as the first stage followed by a final Descriptive Test. The subjects and minimum marks required for a pass in the descriptive examination will be as follows.

Sl.No.	Subjects	Maximum marks	Minimum marks required for a pass	Percentage
I	General Knowledge Precis and General English	150	60	40
II	Elementary Book Keeping	150	60	40
III	Arithmetic and mensuration (Elementary but practical)	200	100	50
	Total	500	220	

- Note :** (a) A separate minimum of 30 % for papers (I) and (II) and 35 % for paper III is prescribed in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.
- (b) The duration of each of the 3 papers will be 3 hours.
- (c) The date and venue of the tests will be notified later.
- (d) No candidate will be allowed to appear for the examination more than thrice. A declaration in this regard in the form given below should be produced as and when called for by the commission.

### DECLARATION

I hereby declare that I have not already appeared for the Initial Recruitment Examination for selection to the post of Divisional Accountant in the Kerala General Service more than thrice. This is the first/ second/ third time, I am applying for the above examination. (Strike off whichever is not applicable.)

Station :  
Date:

Signature and Name of the candidate

## 9 Syllabus of the Examination

- 1 General Knowledge:** - The paper is intended to test the ability of the candidate to write in clear and simple English and would cover questions on General Knowledge, Precis of a given passage and General English.
- 2 Elementary Book – Keeping:** - The paper in this subject will be of a fairly elementary nature. “ The Students Complete Commercial Book Keeping, Accounting and Banking” by Arthur Fieldhouse is prescribed as the text book for the paper on this subject. It should be supplemented by a knowledge of the following chapters in “Advanced Accounts” by R.N. Carter (Latest Edition). When these chapters cover the same group as Fieldhouse, the questions will be prepared from Carter and not from Fieldhouse.

Chapter I            Book Keeping up to Trial Balance

Chapter II          Trading and Profit and Loss - Accounts and Balance sheet

Chapter V          Depreciation, Sinking Fund, Reserves, Reserve Funds, Secret

	Reserve,
Chapter VI	Bills of Exchange, Promissory Notes, Cheques
Chapter VII	Portion relating to Voyage Account.
Chapter IX	Self Balancing Ledgers
Chapter X	Capital and Revenue, Revenue Account, Receipts and Payments Accounts, Income and Expenditure Account.
Chapter XVI	Manufacturing and Working Accounts and Cost Book Mining Company.
Chapter XVII	Cost Accounts.
Chapter XVIII	Double Account system

**Note :** If there is any change in the subject of these chapters in the subsequent editions of “Carter”, candidates should read the corresponding chapters in the latest edition.

**3 Arithmetic and Mensuration:** - The standard of this subject will be the same as that prescribed for the Matriculation or the School Leaving Certificate Examination. The Book “Mensuration for Indian Schools and Colleges.” part I by Pierpoint is prescribed as representing the standard expected of the candidates on this subject.

**Note :** As the Examination is a competitive one, no exemption from appearing in any subject will be granted to any candidate.

Candidates applying for recruitment by transfer should obtain a service certificate in the form given below and have to be produced as and when called for. It should also be specified in the certificate that they possess the required qualification mentioned in the notification as item 7 (I & III)

### CERTIFICATE

Certified on the strength of relevant records that Shri/Smt. .... (the name and designation of the candidate should be entered here) of this office has a total service of ..... years ..... months ..... days in clerical cadre (as on) ..... of which ..... years ..... months ..... days service in the Upper Division Grade. The scale of pay attached to the post held by him/her is ..... It is also certified on the strength of the Service Book that he/she has passed Account Test (Higher) and PWD Test/ ..... (here enter the name of corresponding Departmental Test passed) and that he/she is eligible for admission to the test. (Strike off whichever is not applicable.)

Station: (Office Seal)  
Date:

Signature  
Name and Designation of  
the Head of Department/Office

**10 Appointing Authority, Probation etc:**

The appointing authority to the post of Divisional Accountant shall be the Finance Secretary to Government.

A Person appointed to the cadre of Divisional Accountant shall from the date on which he joined duty undergo practical Training for a period of 12 months. On the successful completion of the Training he/she shall be on probation for a period of one year on duty within a continuous period of two years. During the period of training a trainee shall be given training allowance as fixed by Government from time to time.

**11 Method of submitting Applications:-**

Before applying for the post, candidates should register as per “ONE TIME REGISTRATION” Scheme through the Official website of Kerala Public Service Commission [www.keralapsc.gov.in](http://www.keralapsc.gov.in). Those who have already registered can apply by logging in to their profile using his/her User-ID and Password. No application fee is required. Candidates can view, rectify defects and print the details in the registration card by clicking the link **Registration Card** after entering the home page. Candidates are responsible to ensure the correctness of the personal information and secrecy of password and they shall keep in mind the user ID for further communication with the Commission. Applications which are not submitted in accordance with the instructions given in the website will be summarily rejected. Documents to prove qualification, age, community etc have to be produced as and when called for.

**12 Last Date of receipt of applications:** 29.04.2015 Wednesday up to 12.00 midnight.

**13 Address to which applications are to be sent:** [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

(Candidates must see the general conditions in Part II of the Gazette Notification for instructions regarding Photo, ID card etc.)

**K M VISWANATHAN  
ADDITIONAL SECRETARY  
In Charge of SECRETARY  
KERALA PUBLIC SERVICE COMMISSION**