

<b>Gazette Date: 29/05/2015</b> <b>Last Date: 01/07/2015</b>
<b>Category No: 140/2015 to 148/2015</b>

**NCA - STATEWIDE**  
**FIRST NCA NOTIFICATION**

Applications are invited online only through 'ONE TIME REGISTRATION' from qualified candidates belonging to the following communities in the state of Kerala for selection to 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 :**

1	Viswakarma	- 2	(Two)	<b>Category No.140/2015</b>
2	Scheduled Caste	- 6	(Six)	<b>Category No.141/2015</b>
3	Muslim / Mappila	- 4	(Four)	<b>Category No.142/2015</b>
4	Scheduled Tribe	- 2	(Two)	<b>Category No.143/2015</b>
5	Other Christian	- 1	(One)	<b>Category No.144/2015</b>
6	Dheevera	- 1	(One)	<b>Category No.145/2015</b>
7	Hindu Nadar	- 1	(One)	<b>Category No.146/2015</b>
8	Ezhava/Thiyya/Billava	- 2	(Two)	<b>Category No.147/2015</b>
9	Latin Catholic/Anglo Indian	- 1	(One)	<b>Category No.148/2015</b>

**Note :** The above vacancies are now in existence. The Ranked list published as per this notification for each community mentioned above, will be valid until candidates are advised and appointed against the above vacancies earmarked for each community, but remains unfilled due to the paucity of candidates during the currency of the Ranked List published on 17.04.2013 for the post.

**5 Method of appointment : Direct Recruitment**

(Only from candidates belonging to reservation group mentioned in this notification. But applications of Scheduled Tribe candidates will be considered in the absence of Scheduled Caste candidates)

- Note 1. Applications submitted by candidates belonging to the communities other than those mentioned in this notification will be summarily rejected. Individual rejection memo will not be sent to them.
2. Appointment 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.

## 6 Age Limit:

- a) **For OBC candidates 18 – 39.** Only candidates born between 02.01.1976 and 01.01.1997 (both dates included are eligible to apply)[Including age relaxation as per para 2(i) of the General Conditions]
- b) **For SC/ST candidates 18 – 41.** Only candidates born between 02.01.1974 and 01.01.1997 (both dates included are eligible to apply)[Including age relaxation as per para 2(i) of the General Conditions]

(For details regarding the age relaxation, see para 2 of the General Conditions)

## 7 Qualifications and Conditions for Recruitment

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

Note: 1 In the case of candidates belonging to Scheduled Castes / Scheduled Tribes the minimum Educational Qualification will be a Degree.

2 Rule 10(a)ii of Part II KS & SSR is applicable.

## 8 Examination

Recruitment of candidates will be made on the basis of a competitive 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 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 Caste/ Scheduled Tribe.

(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 in the Examination more than thrice. A declaration in this regard 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 & 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.

### **10 Appointing Authority, Probation and Training :**

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 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 have a printout the details in the profile 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:** **01.07.2015 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.)

**SECRETARY  
KERALA PUBLIC SERVICE COMMISSION**