

Extraordinary Gazette Date : 30/10/2020
Last Date : 02/12/2020

CATEGORY NO: 163/2020 – 166/2020
SECOND 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 undermentioned post in Kerala Government Service. Before applying for the post the candidates should register as per the One Time Registration through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their profile.

- 1 Department** : Kerala General Service
- 2 Name of Post** : Divisional Accountant
- 3 Scale of pay** : ₹ 35,700-75,600/-
- 4 Number of vacancy** :

Sl. No.	Cat.No.	Community	No. of Vacancies
1	163/2020	Scheduled Tribe (ST)	01 (One)
2	164/2020	Scheduled Caste converts to Christianity (SCCC)	01 (One)
3	165/2020	Dheevera	01 (One)
4	166/2020	Hindu Nadar	01 (One)

Note: 1. 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.

Note: 2. This is the Second NCA notification for the post owing to non-availability of qualified candidates belonging to the above communities as per the first NCA notification (Gazette date 29.05.2015, Scheduled Tribe (Cat.No.143/2015), Scheduled Caste converts to Christianity (Cat.No.144/2015) , Dheevera (Cat.No.145/2015) , Hindu Nadar (Cat.No. 146/2015) .

- 5 Method of appointment** : Direct Recruitment
(Only from candidates belonging to reservation)

group mentioned in this notification.)

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.

Note: 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 Other Backward Communities 18-39. Only candidates born between 02.01.1981 and 01.01.2002 (both dates included) are eligible to apply [Including age relaxation as per para 2(i) of the General Conditions]
 - b) For ST Candidates : 18-41. Only candidates born between 02.01.1979 and 01.01.2002 (both dates included are eligible to apply) [Including age relaxation as per para 2(i) of the General Conditions]
 - c) In the case of those members belonging to Scheduled Caste who had converted to Christianity after adult age and their children, the upper age limit shall be 41 years. Such candidates should be born between 02.01.1979 and 01.01.2002 (both dates included)
(For details regarding the age relaxation, see para 2 of the General Conditions except Para 2(i)).

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 Tribes the minimum educational qualification will be a Degree.
- (2) Rule 10 a (ii) of part II of KS&SSR is applicable
- (3) Candidates who claim equivalent qualification instead of qualification mentioned in the notification shall produce the relevant Government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
- (4) In the case of difference in original caste/community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette notification in this regard, along with Non creamy layer Certificate/ Community Certificate at the time of certificate verification.

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 Marks	Maximum marks required for a pass	Minimum	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) & (II) and 35% for paper (III) is prescribed in the case of candidates belonging to 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 had not appeared for the Initial Recruitment Examination for selection to the post of Divisional Accountant in the Kerala General Service more than three times. This is the first/second/third time, I am applying for the above examination. (Strike off whichever is not applicable.)

Station :

Signature and Name of the Candidate

Date :

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 editions.

(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 subjects.

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 allowances as fixed by Government from time to time.

11. Method of submitting applications :-

(a) Candidates must register as per 'ONE TIME REGISTRATION' with the Official Website of Kerala Public Service Commission www.keralapsc.gov.in before applying for the post. Candidates who have registered can apply by log in on to their profile using their User-ID and password by clicking on the 'Apply Now' button of the respective posts in the Notification Link. The photograph uploaded in the profile should be one taken

after 31.12.2010. Name of the candidate and the date of taking photograph should be printed at the bottom portion in white background. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates shall take a printout of the application by clicking the link Registration card in their profile. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is received as provisional and the details cannot be deleted or altered after the last date of receipt of applications. The application submitted not in accordance with the conditions stipulated in the notification will be summarily rejected in due course of processing. Documents to prove qualification, experience, community, age etc. have to be produced as and when called for. The profile correction made by candidate or in the office of KPSC on request after the last date fixed for the receipt of application will not reflect in the application. Such corrections will be in effect on the date on which correction have made.

(b) If Written/OMR/Online Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their One Time Registration profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit confirmation within the stipulated period, will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.

C) Appropriate disciplinary action as per Rules of Procedure Rule 22 shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and submit confirmation for writing the examination, irrespective of whether they are present or absent for the examination.

d) "Candidates who have AADHAR Card should add AADHAR as ID Proof in their profile."

12. Last date for receipt of applications : **02.12.2020** Wednesday up to 12 Midnight.
13. Address to which applications are to be sent:- www.keralapsc.gov.in

(For details including Photo ,ID Card , etc. refer the General Conditions given in part II of the Gazette Notification.)

SAJU GEORGE
SECRETARY

KERALA PUBLIC SERVICE COMMISSION