

Extra Ordinary Gazette Date : 31/12/2020

Last Date : 03/02/2021

CATEGORY NO: 487/2020

Applications are invited online only from qualified candidates for appointment in the under mentioned post. Before applying for the post 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. The Photo uploaded through One Time Registration should be taken after 31.12.2010 and also bear the name of candidate and date of photo taken in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken. **Candidates who have AADHAR CARD should add AADHAR Card as I.D. Proof in their Profile.**

1. **Department** : Kerala Water Authority
2. **Name of Post** : Divisional Accounts Officer
3. **Scale of pay** : ₹ 19440 – 34430/-(PR)
4. **Number of vacancy** : 04

Note : (I) The above Vacancies are now in existence. The list of selected candidates published by the Commission in pursuance to this notification shall remain in force for a minimum period of one year and a maximum period of 3 years provided that the said list will continue to be in force till the publication of a new 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 list against the vacancies noted above and for all the vacancies reported during the period of pendency of the Ranked list.

(II) The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidate to the above post ,if it is subsequently found that such advise was made under some mistake. On such cancellation the Appointing Authority shall terminate the service of the candidate, provided that, the cancellation of advice for appointment by the commission and subsequent termination of service of the candidate by the Appointing Authority shall be made within the period of his/ her probation or 240 days from the date of his /her joining duty whichever is earlier.

5. Method of appointment: Direct Recruitment

6. **Age limit :-** 18-36 Only candidates born between 02.01.1984 and 01.01.2002 (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation.

Note : **(I)** The provisional hands working in the above concern will be given age relaxation to the extent of their provisional service put in subject to a maximum of five years from the upper age limit provided they are within the prescribed age limit on the date of their first appointment in the above concern. But the regular employees of the concern are not eligible for the above concession for further appointment. The provisional hands should obtain a certificate showing the period of their provisional service in the concern and shall produce the same as and when required by the Commission. It would also be clearly specified in the certificate that they were not working in the regular service of the concern.

(For other Conditions regarding the age relaxation, please see para 2(i),(ii), (iii), (iv), (vi), & (vii) of the General Conditions)

(II) 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 Public Service Commission.

7. Qualification:-

(1) **M. Com.** Degree from a recognized University **OR** A Pass in inter Examination of Chartered Accountant /Institute of Cost and Works Accountants of India.

Note : (1) Rule10(a)ii of part II of KS & SSR is applicable.

(2) 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.

(3) 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 /Community Certificate at the time of certificate verification.

(4) Appropriate disciplinary/ penal action as per Rule 22 of KPSC Rules of Procedure, will be initiated against those candidates who give confirmation for writing the examination by providing false claims about their qualification/ experience irrespective of whether they have attended or abstained from the examination.

(5) The candidates under direct recruitment shall be selected by the Public Service Commission by conducting the competitive examination prescribed for the post of Divisional Accountant in Kerala general services.

8. Probation- Any person appointed to this post shall from the date on which he joins duty be on probation for a total period of two years on duty with in a continuous period of three years.

9. Examination

Recruitment from the above category will be made on the basis of a competitive test. The subjects and the minimum marks required for a pass in the examination will be as follows.

Sl.No.	Subjects	Maximum mark	Minimum marks required for 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 paper 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 Test 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 Accounts Officer in the Kerala Water Authority more than thrice. This is the First/Second/ Third time I am applying for the above examination (Strike off which is not applicable).

Station :

Date:

Signature of the Candidate

10 Syallabus 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. " Students complete commercial Book Keeping, Accounting and Banking " by Arthur Field House is prescribed as the test book for the paper on this subject. It should be supplemented by a knowledge of the following chapters in "Advance Accounts" by R.N Carter (latest Edition) when these chapters cover the same group as Field House, the questions will be prepared from Carter and not from Field house .

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 Revenues, Revenue Accounts, 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:-i) If there is any change in the subject of these chapters in the subsequent editions of 'Carter' candidates should read the corresponding chapter in the latest edition.

ii) 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 Pier Point is prescribed as representing the standard expected of the candidates on this subject .

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

11. Mode of submitting applications:

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 logging on to their profile using their User-ID and Password. Candidates must click on the '**Apply Now**' button of the respective posts in the Notification Link to apply for a post. The Photograph uploaded should be taken after 31.12.2010. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. 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 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 in their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application.** The application will be summarily rejected if non-compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, age, Community etc. have to be produced as and when called for.

12. Last date for submission of application:- 03.02.2021, Wednesday upto 12.00 midnight.

13. Address to which applications are to be sent : www.keralapsc.gov.in

Note:

(a) Sub paras V,VIII,IX, X, XI, XII and XIII in para 2 and paras 5 (a), 6 and 7 of the General Conditions are not applicable to this selection.

(b) The selection to the above concern will be subject to the rules and regulations made by them from time to time.

14. If a written/OMR/Online Test is conducted as a 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 phones registered in it.

(for more details please see the general conditions given in part II of the Gazette Notification)

Saju George

Secretary

Kerala Public Service Commission