

**CATEGORY NO: 391/2021 – 393/2021**

Applications are invited Online only from qualified candidates for appointment in 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** : Rs.50,200 - 105,300/-
4. **Number of vacancies &**
5. **Method of appointment**
  - (I) Cat. No. **391/2021** By Transfer from Junior Superintendents of Public Works, Irrigation and Harbour - 01 (One) Engineering Departments.
  - (II) Cat. No. **392/2021** By direct recruitment 07 (Seven)
  - (III) Cat. No. **393/2021** By Transfer from among U.D Clerks of all Departments (including Assistants of the Administrative Secretariat and the Finance Secretariat and the office of the Kerala Public Service Commission and Auditors of the Kerala State Audit Department) and those above U.D Clerks/Assistants, Senior Accountants/Auditors in the Non Gezatted cadre. Anticipatory vacancies

Note:- 1) The above vacancies in Sl.No.I and II for Category Numbers **391/2021** and **392/2021** are now in existence. The Ranked list 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 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 list against the vacancy noted above and also against the vacancies if any reported to the Commission 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 item 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 sent 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, Only candidates born between 02.01.1985 and 01.01.2003 (both dates included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes and other Backward Communities. (For conditions regarding the age relaxation please see Part II Para 2 of the General Conditions).

**Note:-**

No upper age limit is fixed for the By Transfer category.

**7. Qualifications and Conditions for Recruitment:**

- (I) Category No.: **391/2021** By Transfer from Junior Superintendents of Public Works, Irrigation and Harbor Engineering Departments.

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

- (II) Category No.: **392/2021** By direct recruitment  
A University Degree with at least a **Second** class

Note: 1. In the case of candidates belonging to Scheduled Castes and Scheduled Tribes, the minimum educational qualification will be a Degree.

- (III) Category No. **393/2021** By Transfer from other services specified-
1. Must have passed Accounts 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/Senior Accountant/Auditor and/or in a Non Gazetted Cadre above the said posts.

Note:

1. Rule 10 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 Certificate/ Community Certificate at the time of certificate verification.

**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 : 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 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 and 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:

	Signature	
Date:	Name and Designation of	
(Office Seal)	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 :-

- (a) Candidates must register as per 'ONE TIME REGISTRATION' with the Official Website of Kerala Public Service Commission [www.keralapsc.gov.in](http://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 the post. The photograph uploaded should be one taken after 31.12.2011. 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 print out of the application by clicking on the link 'My applications' in their profile. All correspondence 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.
- (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 KPSC 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 :- 03.11.2021 Wednesday up to 12 Midnight.**

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