

GAZETTE DATE : 15.06.2023

LAST DATE : 19.07.2023

SPECIAL RECRUITMENT - STATEWIDE
CATEGORY NO: 102/2023

Applications are invited from qualified **Scheduled Tribe** candidates of Kerala State for selection to the following post. Applications must be submitted online through the official website of the Kerala Public Service Commission after One Time Registration. Candidates who have already registered can apply through their profile. **Candidates who have AADHAAR card should add AADHAAR as ID proof in their profile.**

- 1 Name of Department / Concern** : Kerala Water Authority
- 2 Name of post** : Divisional Accounts Officer
(Special Recruitment for Scheduled Tribes only)
- 3 Scale of pay** : ₹ 49000 - 110300 /-
- 4 No. of Vacancy** : 02 (Two) ST Only

Note: The above Vacancies are now in existence. The Ranked list of selected candidates published by the Commission shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new list after the expiry of the minimum period of one year is published for this post under the same method of appointment. Advice for appointment will be made for the above vacancies and also for the vacancies reported exclusively for Scheduled Tribes during the pendency of the list.

- 5 Method of Appointment** : Direct Recruitment (Special Recruitment for Scheduled Tribes only).

Note:- Applications received from candidates other than Scheduled Tribe candidates will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

- 6 Age** : 18-41.
Only Candidates born between 02.01.1982 and 01.01.2005 (both dates included) are eligible to apply for this post. No other age relaxation will be allowed.

Note 1 :- In the absence of qualified candidates within the age limit the upper age limit shall be relaxed up to 50 years. But, in no case, the maximum age limit shall exceed 50 (Fifty) years.

Note 2 :-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.

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 Qualifications:

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 The Degrees / Diplomas awarded by UGC approved Universities or Institutions established through an Act passed by the Parliament/State Legislative Assembly in accordance with the conditions laid down in G.O(M.S) No. 526/PD dated 17.07.1965 are acceptable for appointment in Government Services.

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

3 In addition to the qualifications prescribed in the notification, the qualifications recognized by Executive Orders or Standing Orders of Government as equivalent to a qualification specified for a post, in the Special Rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government Orders declaring equivalent / higher qualifications shall be produced as and when required by the Commission.

8 Probation: Any person appointed to this post shall be on probation from the date on which he joins duty for a total period of two years on duty within 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 writing and General English	150	45	30
II	Elementary Book Keeping	150	45	30
III	Arithmetic & Mensuration (Elementary but practical)	200	70	35
Total		500	160	

Note: (a) The duration of each of the 3 papers will be 3 hours.

(b) The Date and Venue of the Test will be notified later.

(c) 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 candidate

10 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 Field House is prescribed as the text 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 Funds, Reserves, Reserve Funds, Secret Reserve

Chapter VI : Bills of Exchange, Promissory Note, Cheques.

Chapter VII : Portion relating to Voyage Account

Chapter IX : Self Balancing Ledgers

Chapter X : Capital and Revenue, 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:- 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.

3) **Arithmetic and Mensuration :-** The standard of this subject will be 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 application:

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. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion of the photograph uploaded. **Candidates who create new profile should upload their photograph taken within a period of six months.** The uploaded photograph having all the required specifications shall be valid for 10 years from the date of taking of photographs. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates are responsible for the correctness of personal information and the secrecy of password. Prior to the final submission of the application on the profile, candidates must ensure correctness of the information incorporated in their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisionally accepted 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 receipt of applications : **19.07.2023** Wednesday upto 12 Midnight.

13 Website Address : www.keralapsc.gov.in

14 Paragraphs two, three and twenty five (except the conditions laid down in the Rule 3 (c) of Part II of the Kerala State and Subordinate Service Rules) of General conditions are not applicable to this selection.

15 Appointment are made on the basis of the rank secured in the ranked list of candidates prepared in pursuance of this notification subject to the conditions laid down in G.O.(P) No. 21/76/PD dated, 17.01.1976 and G.O.(P) No.25/94/GAD dated, 22.01.1994 allowing special reservations to Scheduled Tribes in accordance with the procedures made for this purpose from time to time and subject to the rules under sections 3(c), 17(A), 17(B) of Part II of Kerala State and Subordinate Service Rules, 1958.

16 If a 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 period 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.

17 Special Instructions to Candidates.

- 1) In the case of difference in Caste / Community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette Notification in this regard, along with Community Certificate at the time of certificate verification.
- 2) Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and conditions laid down in the General Conditions are liable to be rejected.

- 3) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written / practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

(For details including photo and ID card etc. refer to the General Conditions at the end of the notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION