

NOTIFICATION

No. DE 10586/2013/EW

Dated : 12-08-2013

DEPARTMENTAL TEST FOR DIVISIONAL ACCOUNTANTS KERALA GENERAL SERVICE – AUGUST 2013

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General Instructions to Candidates

1. Applications are invited from Divisional Accountant in Kerala General Service for Admission to the Departmental Examination prescribed for them through Online only. Applications submitted through other means will be summarily rejected.
2. Before submitting applications candidates must register as per **ONE Time Registration** on the official website of the Kerala Public Service Commission - www.keralapsc.gov.in before applying the test. While doing the registration candidates must upload a photo of prescribed size taken within a period of past six months and the personal details such as Date of birth, address, designation & Official address etc. Then a user ID will be allotted. Candidates himself may be chosen the password and user ID. Candidates are responsible for the correctness of the information and secrecy of password. Before applying for the test, candidates must ensure correctness of the information in his/her profile. They must quote the user ID for further communication with the Commission. The application will be summarily rejected, if non-compliance with the notification is found in due course of processing.

Instructions regarding uploading the photo

- a) Photographs uploaded should be of colour / black and white taken after **01-10-2012**. **The name of the candidate and the date of taking photograph should be printed at the bottom.** It should be without cap or goggles (Except those worn in adherence to religious custom). Uploading photograph should be 200 pixels height, 150 pixels width, not exceeding a file size of 30 kb, in jpg format. The face and shoulders should be clear, background should be white/light coloured, face centrally focused and eyes open and vivid.
 - b) **Candidates shall download their Admission Ticket and Identification certificates with photo through their profile. Candidate have to produce the attested Admission ticket and Identification certificate at the time of examination. Otherwise they will not be allowed to attend the examination.**
3. The prescribed fee must be paid in to any government treasury under the Head of Account "0051(105) State Public Service Commission (99) Examinations Fees". The fee for certificate

is Rs.100/-, that must be paid under the Head of Account "0051-PSC-800-State PSC-99-other receipts". Chalan number, Date, amount and Name of treasury should be entered through their profile before the last date. Candidates can be applied for the departmental tests by the same user ID & password in future in response to the notifications invited by the commission on each time.

4. The candidates for the examinations will have to satisfy all the conditions laid down in G.O. (P) No. 481/Public (Special) Department dated: 8.11.1963 and the amendments issued thereto.
5. (a) The fee prescribed for the test is Rs.50 per paper vide G.O.(P) No. 4/2000/P & ARD dated: 5.2.2000.

(c) The fee once paid by a candidate will not be refunded or adjusted against a future examination on any account. Candidates are therefore advised to satisfy themselves that the applications are in the form prescribed and the particulars requires are given correctly.
6. The syllabus of the examination, the maximum and the minimum marks required for a pass etc. are given below. Books will not be supplied from this office for reference in the examination hall.
7. The admission tickets of eligible candidates will be made available in their profiles. **Candidates can download Admission Ticket online by logging into their profile using their ID and password.**
8. **Candidates can make any changes in their application up to the last date of receipt of applications. Application will be admitted on the basis of the details and photos existing on the last date of receipt of application.**
9. **One the first day of the examination candidates must produce Identity Certificate duly attested by the candidate himself at the time of examination and handed over to the officers concerned. Otherwise answer script will be invalidated. Candidates without Admission Ticket, Identification Certificate, Original chalan will not be permitted to attend the examination. Office seal & designation seal must be affixed below the signature of the candidate.**
10. The date and time of exam will be intimated through mass media and the website of KPSC (www.kpsc.gov.in). **No individual intimation will be served.**
11. Last date of receipt of application by online **25-09-2013**
12. Applications with photos that is not as per para 2 (a) will be rejected and is non-Appealable.

KERALA PUBLIC SERVICE COMMISSION
Departmental Test (Special)

DEPARTMENTAL TEST FOR DIVISIONAL ACCOUNTANTS**KERALA GENERAL SERVICE – AUGUST 2013****No.DE III 10586/2013/EW****Thiruvananthapuram,
Dated: 12-08-2013****NOTIFICATION**

1. In pursuance of G.O.(P)132/58/Fin. Dated 27.05.1958 as amended by G.O.(Ms.)512/58 Fin. Dated 30.12.1958, G.O.(P)355/64/Fin. Dated 06.06.1964, G.O.(P)271/65/Fin, Dated 01.07.1965 G.O.(Ms)348/66/Fin. Dated 01.08.1966 and G.O.(P)441/67/Fin Dated 05.10.1967 and G.O. (Ms)176/2011/Fin, Dated 08.04.2011 it is hereby notified that the Departmental Test for Divisional Accountants mentioned in Annexure I to this notification will be held in the Office of the Kerala Public Service Commission, Pattom, Thiruvananthapuram..
2. The test is open only to Divisional Accountants in the Kerala General Service. The Divisional Accountants from the Departmental Quota and direct recruits are eligible to appear for the test after a period of training of six months and one year respectively.
3. The Candidates (including direct recruits) will not ordinarily be allowed more than three chances but Government may under special circumstances allow up to two additional chances to those whom they consider deserving of concession. The mere fact of having applied for a test will be taken to mean that the candidate has appeared for the test.
4. (i) *The test has to be passed as a whole and not in parts:-*
(ii) Details regarding the duration of each paper, the maximum marks for pass etc., are given in Annexure-I.
- 5 Any candidate who does not behave properly towards the Chief Superintendent and Assistant Superintendents of the Examination or is found to have had recourse to malpractice of any kind will have his examination invalidated. He is also liable to be debarred from appearing for any of the examination conducted by the Public Service Commission for such period as the Commission may decide. Besides the matter will be reported to the Head of the Department and the Director of Vigilance Department for further action. The same penalty will be imposed on any candidate who attempts to canvass or to bring influence to bear on an Examiner or a Member of Commission or their staff in connection with the examination or on whose behalf such attempts is made by any relative, friend, patron, official or other person.
- 6 Any communication intended for the Commission should be addressed only to the Joint Secretary (Departmental Tests), Public Service Commission, Pattom, Thiruvananthapuram –4
7. The timetable for the examinations and further instructions regarding the test will be published in the official website later on.

ANNEXURE-I

DETAILS REGARDING THE PAPERS OF THE DIVISIONAL ACCOUNTANTS TEST

Subject	Time	Maximum Marks	Minimum marks for a pass
(1)	(2)	(3)	(4)
I. Public Works Accounts and Procedure (Written Without Books) (a) Kerala Public Works Account Code. (b) Kerala Public Department Code. (c) Kerala Account Code Volume III	3 hours	150	40%
II. Accounts and Financial Rules (Written Without Books) (a) Account Code Volume I (Central) (b) General Financial Rules Volumes I & II (Central) (c) Compilation of the Treasury Rules Volumes I & II (Central) (d) Kerala Financial Code Volumes I & II (e) Kerala Treasury Code Volumes I & II (f) Kerala Account Code Volumes I & II (g) Kerala Service Rules.	3 hours	150	40%
III. Viva-voce		150	40%

- Note:- (1) The Viva-voce part of the examination is intended to show whether the Candidate can promptly give to the Executive Officer of the P.W.D. appropriate advice in matters concerning the Accounts and Financial arrangements of Divisional and Sub-divisional Officers
- (2) The Candidates will not be allowed the use of any books in Examination.

P.C.BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION