



ANNEXURE B

**KERALA PUBLIC SERVICE COMMISSION
APPLICATION FOR ADMISSION TO DEPARTMENTAL TEST (SPECIAL TEST)**

(.....)

Here affix a recent
passport size photo-
graph of the
candidate attested
by head of office/
Gazetted Officer

- 1 Name of the candidate (in Block letters) :

- 2 Address to which communications are to be sent :

- 3 Name of the post now held and office in which the candidate is working :

- 4 Qualifications :

- 5 Name of the paper/ Papers applied for :

- 6 (a) Name of the paper/ papers already passed by the candidate showing the full details thereof (Reg.No. Year/Chance etc) :
(b) Specify Reg.Nos. of the previous attempt if any :

- 7 Number of chances already availed of by the candidate :

- 8 Specify the period of training undergone by the candidate, if any :

- 9 Amount of fee remitted and the mode of remittance (No. and the date of chalan and amount) : Rs..... Chalan No.....Date.....

- 10 If exempted from payment of fee, how exempted (Give Details) :

11 Whether the candidate has already availed of free :
chance for the test

12 No. and Date of Government Order granting the :
additional chances for the candidate in case he/she
has already availed himself/herself of three chances
(Do not fill up if not applicable)

DECLARATION

I declare that the particulars furnished above are correct.

Signature of the candidate

Place:

Date :

CERTIFICATE

- 1 Certified that the entries in the application form are correct and that the candidate is eligible to appear for this test as per the concerned Government Orders.
- 2 Certified (where no fee is paid) that the candidate is eligible for exemption from payment of fee as per G.O.(MS) No.336/68/PD dated 06.11.1968 as modified by GO (MS) No.26/76/PD dated 25.01.1976 that this is the first free chance availed of by the candidate
- 3 Certified that necessary entries have been made in the Service Book of the candidate as required in G.O(MS)367/69/PD dated 15.12.1969
- 4 Certified that the applicant has undergone the required training and is eligible to appear for the test and that the particulars furnished in this application are correct

Name, Designation & Signature of
the Head of the Department /Office

Station :

Date :

(Office Seal)

Note

- 1 The entries in each column should be legible and complete
(Applications which are defective in any respect are liable to be rejected)
- 2 Certificates 2 and 3 may be scored off if fee is remitted.
- 3 A candidate should not send more than one application
- 4 Application not in the prescribed forms will be summarily rejected.
- 5 Certificate 4 is applicable to Divisional Accountants only. It may be scored off in case of other tests.



KERALA PUBLIC SERVICE COMMISSION
Departmental Test (Special Test)

ADMISSION TICKET

**Admission Ticket
Number**

Here affix a recent passport size photograph of the candidate attested by head of office/ Gazetted Officer

Name of Centre.....
(To be filled up by the Office)

1 Name of the candidate :

2 Address to which communications are to be sent :

3 Name of Test/Paper :
(To be filled up by the candidate)
(Same as entered in Col.6 of the application)

Signature of candidate

The candidate whose photograph and signature given above are identified by me

Station:
Date :

Signature, Name & Designation
of the Head of Office/ a Gazetted Officer

(See instruction overleaf)

(Office Seal)

For Office use only

Date of issue.....
Issuing Assistant.....

Secretary
Kerala Public Service Commission

(Office Seal)

NB:- i) The candidate should write his/her name and postal address in the space provided for the purpose overleaf (same as entered in col.2 of the application)

ii) Recent Passport size Photograph of the candidate is to be affixed in the space provided on the top of the Admission Ticket and should be attested by the Head of Office/Gazetted Officer.

iii) Head of Office means the Drawing and disbursing Officer or any other Superior Officer

Instructions to Candidates

1. The examination will be held in accordance with the time- table, which will be published in Part IB of the Kerala Gazette. The time- table will also be available for reference in the office of the PSC, Thiruvananthapuram, all District Offices of the PSC, all District Collectorates, all District Information Offices and all centres of the Departmental Tests. The time- table will not be issued to the candidates individually. The candidates will sign against his/her name in the list of candidates at the time of the examination, failure on which will result in the invalidation of his/her answer scripts.
2. Candidates will not be admitted to the examination unless they present to the Chief Superintendents their Admission Tickets (with their recent passport size photograph affixed on the space provided) and duly identified by the Head of the Officer or Institution where they are working or by a Gazetted Officer. The candidates are advised to present at the examination center half an hour before the commencement of the examination to facilitate verification of the Admission Tickets and Identification Certificates by the Chief Superintendent concerned. They should bring the Admission Tickets with them on each day of the examination. (The Admission Tickets is a valuable document and is to be preserved by the candidates for production before this office for the issue of pass certificate of Departmental Tests).
3. The Admission Ticket Number, Name of examination and subject only should be entered on the facing sheet of the Answer Books in spaces provided for the purpose. Candidates are prohibited from writing their name, Admission Ticket numbers or anything else intended to give a clue to their identity on any other part of the answer book. The answer books of candidates who fail to write their admission ticket number or who do not write their admission ticket numbers distinctly and correctly or who write the admission ticket number on any part of the books. Additional Sheet etc., other than the facing sheet where space is provided for the purpose are liable to be invalidated. It is the responsibility of the candidates to see by referring to the heading of the question paper that they get the question paper meant for the test for which they have applied.
4. The answer scripts written in any ink other than black, blue or blue black will be invalidated.
5. Candidates are prohibited from communication with copying from each other and from communicating with any person outside the examination hall.
6. No candidate will be admitted to the examination who arrives more than half an hour after the commencement of the examination in the case of papers of two hours or more or duration of 15 minutes in the case of all other papers. No candidates will be allowed to quit the hall before the expiry of atleast half an hour from the commencement of the examination and only after he has handed over his answer book to the Chief/Assistant Superintendent.
7. The signature of the candidate on the 1st page of the applications is mandatory and application of those who fail to sign there will be rejected on non-appealable grounds.
8. The non-surrender of the answer script to the invigilator, or leaving the Hall before the closing time his/her permission will entail disciplinary action against the candidates concerned which may result in debarment for further appearance for any test conducted by the Public Service Commission.

Warning:- Any candidate resorting to malpractice in the examination hall will be sent out of the hall forthwith and his conduct will be reported by the Chief Superintendent to the Public Service Commission in such cases, the Commission may invalidate the answer scripts of the candidates and debar them from appearing for the tests and in the case of candidates in service the matter may also be reported to the Heads of Department for further action.

Note: - This admission ticket should be kept for being produced at the time of issue of Certificates.

On I.G.S.

KERALA PUBLIC SERVICE COMMISSION

To

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Candidate's name and address (to be filled up by candidate)