

**KERALA PUBLIC SERVICE COMMISSION**

**APPLICATION FOR ADMISSION TO DEPARTMENTAL TESTS**

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Affix a recently taken  
passport size photograph  
of the candidate and attest  
by it by identifying officer

1. Centre of Examination (Any one of the Centres given in the Notification)

Name, Designation and  
Signature of the Head of  
Office/ Gazetted Officer  
(To be signed on the  
photograph) and Office Seal

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2. Name of Candidate with Initials  
(In block letters)

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3. Address to which Communications  
Are to be sent

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4. Full Official address

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5. Permanent Address

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6. State whether the candidate is in  
Govt. Service or not

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7. Tests for which the candidate appears

Name of Test

Name of Subject

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8. Amount of Fee Remitted Rs. Chalan No. Date  
(@ Rs. 20/- per paper) Postal Order No.  
(Court Fee stamp will not be accepted) (For candidates outside Kerala)

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9. If exempted from the payment of fee,  
State whether this is the free chance for each Test

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10. State whether the free chance had been availed  
Earlier for any of the Departmental tests  
(If so, state the names of Tests and Reg. Nos.)

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Station:

Date:

Signature of Candidate

CERTIFICATE

Certified that the candidate is eligible for exemption from payment of fee, being obligatory test for the post that, this is the free chance for the test/s and that necessary entries have been made in the Service Book of the Candidate.

- 1.
- 2.
- 3.

Station:

Date:

Name and Signature of the  
Head of Office/Department

(Office seal)

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- Note:
1. Free chance for a test and not for the individual papers of a test. For example, a candidate who has applied for one paper of the Account Test (Lower) will be deemed to have availed himself of the free chance for the account Test (L) full.
  2. Exemption from the payment of examination fee will be allowed for the test required for probation and promotion to a higher post coming in the line of promotion in the Department concerned.
  3. When the candidate himself is the Head of Office, he must obtain the countersignature of his Superior Office.
  4. The candidate should sign on page 1 and 3 of the application form.
  5. The candidate should affix two recent passport size photographs on page 1 and 3 of this form and get them attested by their respective Head of office (Attesting Officer should indicate his/her name and designation)
  6. Head of Office means the Drawing and Disbursing Officer or his superior officer.

**KERALA PUBLIC SERVICE COMMISSION**

**DEPARTMENTAL TESTS \_\_\_\_\_ 200\_**

**ADMISSION TICKET**

Affix a recently taken  
passport size photograph  
of the candidate and attest  
by it by identifying officer

**REGISTER NUMBER**

Examination Centre (To be filled by the candidate)

Name, Designation and  
Signature of the Head of  
Office/ Gazetted Officer  
(To be signed on the  
photograph) and Office Seal

Name and Address of Candidate a. Official Name of Tests/Papers  
b. Permanent

Signature of Candidate

The candidate whose photograph and signature given above is identified me.

Station:

Office Seal

Signature, Name and Designation Date:  
of the Head of Office or Gazetted officer

FOR OFFICE USE ONLY

Date of Issue: Issuing assistant:

Secretary, Kerala Public service Commission

ON I.G.S

KERALA PUBLIC SERVICE COMMISSION

To

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Name and Address of the Candidate  
(To be filled by the Candidate)

# **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 K.P.S.C., Thiruvananthapuram, all District Offices of the K.P.S.C., all District Collectorates, all Taluk Offices, 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 with their Admission Tickets (with their recent passport size photograph affixed on the space provided) and duly identified by the Head of the Office or Institution where they are working or by a Gazetted Officer. The candidates are advised to arrive at the examination centre 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. (Admission ticket 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 Numbers or who do not write their Admission Tickets 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.  
The answer scripts written in any ink other than black, blue or blue black will be invalidated.
4. Candidates are prohibited from communication with copying from each other and from communicating with any person outside the examination hall.
5. 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 at least half an hour from the commencement of the examination and only after he has handed over his answer book to the Chief /Assistant Superintendent.
6. 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.
7. The non surrender of the answer script to the invigilator, or leaving the Hall before the closing time without 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 Kerala Public Service Commission.
- 8.

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 and the Director of Vigilance 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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Candidates's name and address (to be filled up by the candidate)