

KERALA PUBLIC SERVICE COMMISSION

Departmental Test (Special)

DEPARTMENTAL TEST FOR DIVISIONAL ACCOUNTANTS - P.W.D. – JULY 2011

No.DE III (2)8237/2011/EW

Thiruvananthapuram,
Dated: 05/07/2011

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 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 Public Works Department. 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.
4. Candidates must send their applications in the form prescribed in Annexure-II to this notification direct to the Joint Secretary (Departmental Test), Public Service Commission, Pattom, Thiruvananthapuram, Pin-695 004. The cover containing the application should be superscribed as "Application for Departmental Tests – Divisional Accountants P.W.D. –.....JULY 2011.....". The applications should reach this office on or before **5 PM,07/09/2011.....**. In the case of candidates from Lakshadweep Islands, the last date for receipt of applications will be up to **5 PM on 22/09/2011.....** Applications, which are not in the prescribed form, will be rejected.
5. (i) *The test has to be passed as a whole and not in parts:-* The fee for the test is Rs.50 for each paper and must be paid into a Government Treasury under the Head of Account "**0051 – PSC 105 State PSC 99 Examination Fee** " and the Chalan receipt in original attached to the application. On no account will the fee be received in cash in the Office of the Public Service Commission. But in the case of candidates residing outside the State crossed Postal Orders for the prescribed fee (payable to the Secretary, Public Service Commission, Thiruvananthapuram –4) will be accepted. Candidates may note that under no circumstances will the Commission accept duplicate or triplicate chalan receipts or interim receipts or certificates of remittance instead of the original chalan receipts.
(ii) Details regarding the duration of each paper, the maximum marks for pass etc., are given in Annexure-I.
6. The Candidates should see that a certificate from the Head of Office/Department to the effect that the candidate has undergone the required training and eligible to appear for the test as furnished in the application form.
7. Late applications will not be admitted. To avoid delay, candidates are directed to send the applications direct to this office after obtaining the counter signature of the Head of the Department or Office.

- 8 To ensure that the applications reach the Office of the Commission in time, candidates are advised to send their applications sufficiently in advance of the last date prescribed.
- 9 The fee paid by the candidates will not be refunded or adjusted towards a future examination. Candidates are therefore warned to satisfy themselves before sending their applications that they are in the form prescribed and that the particulars furnished in the form are complete and correct. Every application should be sent in a separate cover with the superscription. "Application for admission to the Departmental Test for Divisional Accountants –JULY 2011...". The name and address of the applicant should be noted at the bottom of the left hand corner of the cover.
- 10 No form of acknowledgement other than that prescribed under postal rules will be given regarding the receipt of the application in the Commission's Office nor will any notice be taken of any enquiry from candidates regarding the receipt of their applications.
- 11 Candidates should fill up the particulars required in the form of application correctly and legibly. Applications, which are irregular or defective in any respect, will be rejected.
- 12 A candidate who submits an application for admission to the Examination will be deemed to have given an undertaking that he/she will abide by all the rules now in force and all the rules, which may hereafter be brought into force in respect of the Examination.
- 13 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.
- 14 Any communication intended for the Commission should be addressed only to the Joint Secretary (Departmental Tests), Public Service Commission, Pattom, Thiruvananthapuram –4 and should be accompanied by a self addressed stamped envelope if a reply is sought from the Commission in the matter.
- 15 The timetable for the examinations and further instructions to candidates will be published in Part I B of the Kerala Gazette in due course.

- 16 Applications with the following defects will also be rejected.
- a. Application not having any proof of remittance of prescribed fee.
 - b. Photograph of the applicant not affixed to the application/Admission Ticket.
 - c. Photograph not clear or Stamp Size.
 - d. Photograph not attested by Head of Office
 - e. Designation Seal not affixed on the photograph.
 - f. Name of the attesting authority not mentioned.
 - g. Subject specifications in the application not clear.
 - h. Designation of the applicant not specified.
 - i. Office Seal of the attesting authority not affixed.
 - j. Certificate portion in the Application and in the Admission Ticket not attested by the Head of Office./Department
 - k. Applicant claimed for free chance, but not duly certified by the Head of Office concerned.
 - l. Applicant not eligible for exemption from remitting exam fee but applied for free chance.
 - m. Applicants already availed free chance but again applied for free chance for a part of the test.

(Sd)/-
P.C. BINOY
Secretary

**Office of the
Kerala Public Service Commission
Thiruvananthapuram**

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.

ANNEXURE II
KERALA PUBLIC SERVICE COMMISSION

APPLICATION FOR ADMISSION TO DEPARTMENTAL TEST
(SPECIAL TEST)
(DIVISIONAL ACCOUNTANTS EXAMINATION –JULY 2011.....)

Here affix a recent passport size photograph of the candidate attested by head of office. Name, Designation and Signature of Head of Office/Dept. with Office seal.

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 part/Parts & paper/papers applied for :
-
- 6 (a) Name of the Part/Parts & paper/papers already passed by the candidate showing the full details thereof (Reg. No. Year/Chance etc) _____ :
- (b) Specify Reg. Nos. of 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 for Divisional Accountants P.W.D.....JULY 2011.....)

ADMISSION TICKET

Admission Ticket
Number

Here affix a recent passport size photograph of the candidate attested by head of office. Name, Designation and Signature of Head of Office/Dept. with Office seal.

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

1. Name of the candidate :

2. Address to which communication are to be sent :

3. Name of Test/Paper (To be filled up by the Candidate)
(same as entered in Col.5 of the application)

Signature of the candidate

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

Station:

Date:

Signature, Name & Designation
of the Head of Office
(See instruction overleaf)

(Office Seal)

For Office use only

Date of issue.....

Secretary,
Kerala Public Service Commission.

Issuing Assistant.....

(Office Seal)

N.B:-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.
- 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 timetable, which will be published in Part IB of the Kerala Gazette. The timetable 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 timetable 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.
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 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.
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-appeal able grounds.
8. 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.
9. Candidates are not allowed to use Calculators, Mobile Phones and other Electronic equipments inside the Examination Hall.

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