

**GAZETTE DATE : 29.05.2009**

**LAST DATE : 01.07.2009**

**CATEGORY Nos : 168/2009, 169/2009 & 170/2009**

1	Department	:	Kerala General Service
2	Name of Post	:	Divisional Accountant
3	Scale of Pay	:	Rs. 10790-18000/-
4	Number of vacancies	:	

**(Category No.168/2009) I - By transfer from Junior Superintendents of P.W.D./Irrigation and Harbour Engineering Department-19 (Nineteen)**

**(Category No.169/2009 ) II - By direct recruitment -4+1 anticipated(four + one anticipated)**

**(Category No.170/2009) III - By transfer from among U.D. Clerks of all Departments and those above U.D. Clerks /Assistant Grade I/Senior Accountants/U.D. Auditors in the Non Gazetted cadre -1+6 anticipated (one + six anticipated)**

The above vacancies are now in existence. The list of selected candidates published by the Commission in response to this Notification shall remain in force for a minimum period of one year provided that the said List will continue to be remain in force till the publication of a new list after the expiry of minimum period of one year or till the expiry of three years whichever is earlier. Candidates will be advised from the said List against the vacancies noted above and that may be reported to the Commission in writing during the period of currency of the list.

**5. Method of Recruitment :**

**I (Category No.168/2009) : By transfer from Junior Superintendents of P.W.D/Irrigation and Harbour Engineering Departments**

**II (Category No.169/2009) : By Direct Recruitment**

**III (Category No.170/2009) : By Transfer from among U.D. Clerks of all Departments (including Assistant Grade I of the Administrative Secretariat, Finance Secretariat and the Office of the Kerala Public Service Commission and Senior Accountant/U.D. Auditor of the Local Fund Audit Department) and those above U.D. Clerks/Assistant Grade I/Senior Accountants/U.D. Auditors in the non Gazetted cadre.**

**Note : (1) If the required number of candidates are not available to fill the vacancies to be filled under items I & III above, the deficiency will be made good by direct recruitment.**

**(2) Appointment by direct recruitment and by transfer 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.**

**(3) Candidates who wish to apply for more than one Category should sent separate applications.**

**(4) Separate Ranked lists will be prepared for each Category. The rules relating to reservations of appointments shall apply to the appointment to direct recruitment only.**

6. Age Limit :

For direct recruitment :- Should have completed 18 (Eighteen) years of age and should not have completed 35 (Thirty five) years of age as on 1-1-2009 with usual relaxation to Other Backward Communities and Scheduled Caste/Scheduled Tribe candidates [For details regarding age relaxation please see Para (2) of the General Conditions]

Note :- No upper age limit is fixed for the other two By Transfer categories.

7. Qualifications and Conditions for recruitment :

For I - By Transfer from the Category of Senior Superintendents of the PWD/Irrigation Department and Harbour Engineering Department. - Must have passed Account Test (Higher) and P.W.D. Test or corresponding Departmental tests.

For II -By Direct Recruitment - A University Degree with at least a Second Class.

Note :- In the case of candidates belonging to Scheduled Caste/Scheduled Tribes the minimum Educational Qualification will be a Degree.

For III - By Transfer from other services - Must have passed Account Test (Higher). Must have put in not less than 5 years total service of which one year should have been in the post of Upper Division Clerk/Assistant Grade I/Upper Division Auditor or in a non-gazetted cadre above the said posts

8. Examination :

Recruitment from the above three categories 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.

Serial No.	Subjects	Maximum marks	Minimum marks required for a pass	Percentage
I	General Knowledge Precis and General English	150	60	40
II	Elementary Book Keeping	150	60	40
III	Arithmetic mensuration (Elementary but practical)	200	100	50
Total		500	220	

Note : (a) A Separate Minimum of 30% for papers (I) and (II) and 35% for paper III is prescribed in the case of candidates belonging to Scheduled Caste/Scheduled Tribe.

(b) The duration of each of the 3 papers will be 3 hours.

(c) The date and venue of the tests will be notified later.

(d) 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 Accountant in the Kerala General Service more than thrice. This is the first/Second/Third time, I am applying for the above examination (Strike off which is not applicable)

Station : \_\_\_\_\_ Signature of Candidate  
Date : \_\_\_\_\_

### 9. 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, précis 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 test 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), where 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 upto Trial Balance

Chapter II - Trading and Profit and Loss Accounts and Balance Sheet.

Chapter V - Depreciation, Sinking Fund, Reserves, Reserve Funds, Secret Reserve

Chapter VI - Bills of Exchange, Promissory Cheques.

Chapter VII - Portion relating to Voyage Account

Chapter IX - Self Balancing Ledgers

Chapter X - Capital and Revenues, Revenue Account, Receipts and Payments Accounts, Income and Expenditure Account.

Chapter XVI - Manufacturing and Working Accounts and Cost Book Mining Company

Chapter XVII - Cost Account.

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 chapters in the latest edition.

(3) Arithmetic and Mensuration : - The standard of this subject will be the same as that prescribed for the Matriculation or the School Leaving Certificate Examination. The Book " Mensuration for Indian Schools and Colleges" Part I by Pierpoint is prescribed as representing the standard expected of the candidates on this subject.

**Note:-** As the Examination is a competitive one, no exemption from appearing in any subject will be granted to any candidate.

Candidates applying for recruitment by transfer should obtain a service certificate in the form given below and have to be produced as and when called for. It should also be specified in the certificate that they possess the required qualification mentioned in the notification as item 7 ( I & III)

## CERTIFICATE

Certified on the strength of relevant records that Shri/Smt.....  
.....  
(the name and designation of candidate should be entered here) of this office has a total service of.....years .....months .....days in clerical cadre (as on ).....of which.....years.....month.....days service in the Upper Division Grade. The Scale of Pay attached to the post held by him/her is .....

It is also certified on the strength of Service Book that he/she has passed Account Tests (Higher) and PWD Test .....(here enter the name of corresponding Departmental Tests passed) and that he/she is eligible for admission to the test (strike off which ever is not applicable)

Station :

Date :

Signature

Name and Designation  
of the Head of Department/Office

**10. Appointing Authority, Probation etc: -**

The appointing authority to the post of Divisional Accountant shall be the Finance Secretary to Government.

A person appointed to the cadre of Divisional Accountant shall from the date on which he joined duty undergo Practical Training for a period of 12 months. On the successful completion of the Training he shall be on probation for a period of one year on duty with in a continuous period of two years. During the period of training a trainee shall be given training allowance as fixed by Government from time to time.

**11. Method of Submitting application:**

Applications can be submitted by on-line facility only provided in the website of the Kerala Public Service Commission. Detailed instructions regarding the submission of applications are available in the website of the Kerala Public Service Commission viz., [www.keralapsc.org](http://www.keralapsc.org). No application fee is required. The barcode number in the application form shall be quoted in all further enquiries/correspondence. Documents to prove qualification, age and community have to be produced as and when called for. Application which are not submitted in accordance with the instructions given in the website will be summarily rejected.

**12. Last date for receipt of applications: 01/07/2009 Wednesday upto 5 P.M.**

**13. Name of Website to which applications are to be sent : [www.keralapsc.org](http://www.keralapsc.org)**

( Please see the Part II of the Gazette Notification also)

**P.C. BINOY  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION**