

PUBLIC SERVICE COMMISSION, WEST BENGAL
161 A, S. P. MUKHERJEE ROAD, KOLKATA – 700 026.

ADVERTISEMENT NO. 2/2010

LIMITED DEPARTMENTAL EXAMINATION OF ELIGIBLE EMPLOYEES OF THE GOVERNMENT OF WEST BENGAL FOR PROMOTION TO THE POSTS IN THE WEST BENGAL AUDIT AND ACCOUNTS SERVICE, (IN PAY BAND 4 OF RS. 9,000 – 40,500/- WITH GRADE PAY OF RS. 5,400/-), 2010.

The Public Service Commission, West Bengal will hold the aforesaid Limited Departmental Examination in Kolkata in **May, 2010** or thereabout.

No. of Vacancies : 24 (including 5 reserved for S.C. and 2 for S.T. candidate of West Bengal).

Eligibility Condition : Employees of the Government of West Bengal, who have served for a minimum of 8 (eight) years in posts carrying at least the pre-revised scale of pay of Rs. 4000/- – 8850/- (corresponding revised pay band 3 of Rs. 7,100 – 37,600/- with grade pay Rs. 3,600/-) as on the date of advertisement are eligible to appear at the aforesaid examination.

The subjects and syllabi of the Examination are as follows :-

<u>Paper</u>	<u>Subject</u>	<u>Time</u>	<u>Marks</u>
I	English	1½ hours	50
II	The Constitution of India	1½ hours	50
III	General Knowledge & Current Affairs	1½ hours	50
IV	Civil Audit, Accounts & Service Rule	3 hours	100
V	Arithmetic (Madhyamik Standard)	3 hours	100
VI	Auditing and Accountancy	3 hours	100
VII	Personality Test	-	50

N.B. : A limited number of candidates selected on the basis of the results of the written examination will be called for personality test.

Syllabus :

- Paper-I : Precise, drafting of notes and letters.
- Paper-II : Provisions of the Constitution of India regarding Finance, Audit and Accounts, Money Bills, Borrowing, Property, Contracts & Service.
- Paper-III : Knowledge of Geography of West Bengal and Current Affairs of National Importance.
- Paper-IV : (a) West Bengal Service Rules, Part-I
(b) West Bengal Service Rules, Part-II (Chapter-I to IX and XIII)
(c) Pension rules in respect of the West Bengal services (Death-cum-Retirement benefit) Rules, 1971.
(d) The West Bengal Financial Rules, Volume-I and II
(e) The West Bengal Treasury Rules, Volume-I and II
(f) The West Bengal Audit Manual, Part-I and II
(g) Government Accounting Rules – 1990
(h) Accounting Rules for Treasuries – 1992

- Paper-V : Arithmetic (Madhyamik standard of the West Bengal Board of Secondary Education)
- Paper-VI : Accountancy and Auditing (graduate standard)
Accountancy – advanced Book keeping, single and double entry book keeping and accounts, bills of exchanges, consignments, depreciation and sinking funds, self balancing ledger, trading manufacturing and profit and loss accounts and balance sheets, partnership accounts, company accounts branch account, departmental accounts, double accounts, accounts of public utility concerns, hire purchase and royalty accounts, miscellaneous accounts – fire claims for stocks, analysis of balance sheets.
Auditing – internal check, audit programme, vouching, valuation and verification of assets and liabilities, audit and accounts of partnerships and companies, duties and responsibilities of Auditors, Audit of various institutions, special feature relating to audit of government companies and public utility concerns.

Training:

Successful persons will have to undergo a training for four months in Commercial Accounts as may be prescribed by the State Government.

NOTE :

The Commission shall have the discretion to fix qualifying marks in any paper or all papers and in the aggregate.

Eligible employees willing to appear at the aforesaid examination must submit their applications to the Commission in prescribed proforma after obtaining therein necessary certificate from their respective present heads of office with seal. The applications may be submitted either personally against receipt at the Commission's office at 161A, S. P. Mukherjee Road, Kolkata – 700 026 on any working day between 11:00 A.M. & 3:30 P.M. or by registered post addressed to the Deputy Secretary (Examination), Public Service Commission, West Bengal at the above address. Every candidate must furnish with his/her application one copy of his/her passport size recent photograph and a self-addressed envelope with postage stamp of Rs. 5/- affixed on it. Candidates belonging to S.C./S.T. community of West Bengal must furnish with their applications self certified or attested Xerox copy of S.C./S.T. certificate in prescribed form from a competent authority of W.B. as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994.

Closing date for submission of application : 26th March, 2010.

WEBSITE FOR GUIDANCE OF CANDIDATES

The candidates may obtain the information of the examination along with the Application Format through the Commission's Website at : **<http://www.pscwb.org.in>**

PROFORMA

PUBLIC SERVICE COMMISSION, WEST BENGAL
161 A, S. P. MUKHERJEE ROAD, KOLKATA - 700 026.

**APPLICATION FOR LIMITED DEPARTMENTAL EXAMINATION OF ELIGIBLE EMPLOYEES OF
THE GOVERNMENT OF WEST BENGAL FOR PROMOTION TO THE POSTS IN THE WEST
BENGAL AUDIT AND ACCOUNTS SERVICE, 2010.**

(Closing date for submission of application : **26.03.2010**)

Space for pasting
recent passport
size photograph
signed in full by
the candidate

To
The Deputy Secretary (Examination),
Public Service Commission, West Bengal.

Sir,

I beg to apply for permission to appear at the aforesaid examination and submit my necessary particulars below.

1. Name in full :
(in capital letters)
2. Father's Name :
3. Postal Address :
4. Permanent Address :
5. Date of Birth :
6. Indicate your community : General S.C. S.T.
(Put a ✓ mark in appropriate box)
[SC/ST candidates not belonging to the State of West Bengal and BC candidates should indicate their community as 'General']

(2)

7. Service Particulars :

Name of the post	Name of the office with address where employed	Date of joining (exact date) [in the pre-revised scale of Rs.4000-8850/-]	Date of leaving (exact date)	Scale of pay

I declare that (a) the above statements are true, complete and correct and in the event of any information being found false my candidature will be liable to be cancelled, (b) original documents will be produced on demand, (c) I agree to take this examination at my own risk subject to verification of my eligibility by the Commission. If subsequently the Commission finds me ineligible for admission to the examination, it may cancel my candidature even after finalization of the results, (d) I have submitted no other application for this examination.

Place :

Date :

Full Signature of the candidate

Certificate from the Head of the Office

Certified that the above statements of the employee have been verified with reference to his/her records of service and that he/she has rendered 8 (eight) years' full-time service as on the date of advertisement for the aforesaid examination in the post(s) carrying the pre-revised scale of pay of Rs. 4000 - 8850/- (corresponding revised pay band 3 - Rs. 7,100 - 37,600/- with grade pay Rs. 3,600/-) under the Government of West Bengal and accordingly his/her application is forwarded for consideration.

Place :

Date :

Signature of the Head of the office with seal

Office Seal