

**ASSAM PUBLIC SERVICE COMMISSION**

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No. 33 PSC/E-4/2010-2011.

Dated, Guwahati the 5<sup>th</sup> Nov/2011

Advt. No. 9/11

**A D V E R T I S E M E N T**

The Assam Public Service Commission will hold a competitive Examination for filling up of 37(Thirty seven) posts in Class-I. Grade III cadre of Assam Finance Service including the post for reserved categories in the pay scale of P.B-4, Rs.12,000-40,000/- +Rs.5400/-(Grade Pay) plus other allowances as admissible under rules.

Reservation of posts for SC,ST(P),ST(H),OBC/MOBC, Women, Physically Handicapped as per reservation of vacancies in Service post and subject to availability of suitable candidates from the aforesaid categories.

The No. of Reservation of posts are as follows:-

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|---------------------------------|--|
| 1. ST (P) .....                 | 10%  |
| 2. ST (H) .....                 | 5%   |
| 3. SC .....                     | 7%   |
| 4. OBC/MOBC .....               | 27%  |
| 5. Physically Handicapped ..... | 3% (as per Govt. O.M. No. S.W.D.<br>212/2000/370, Dtd. 15-11-2010) |
| 6. Reservation for Women .....  | 30% ( in all categories)   |

The candidate must be a citizen of India (as defined in Article 5-8 of the constitution of India). The selected candidates will be required to undergo a six month training course in the Central Training Institute, Assam Guwahati followed by 3 months attachment period. If a candidate selected for training is a Govt. servant he shall be treated as on deputation to the Finance Deptt. on the grade pay of the post which he held prior in his selection, for training. If the candidate selected for the said training is not a Govt. Servant he shall be given a monthly stipend to be determined by the Govt.

The candidates will be required to appear in a Departmental Examination and on the conclusion of the period of training and those who come out successful according to the standards prescribed by Govt. will be eligible for appointment as TO/F & A.O. against available vacancies in the revised pay band (P.B-4) Rs.12000-40,000+Rs.5400/- (Grade Pay) per mensem plus usual allowances as admissible under the existing rules. In the case of those candidates who are already Govt. Servants and who may be appointed to the A.F.S. the pay will be fixed under the rules prescribed under the FR & SR.

Mere selection of trainee by the APSC on his passing the Departmental Examination will not establish or imply the establishment of any right for appointment to the A.F.S. The post of TO/F & A.O are interchangeable. Selected candidates will have to give an undertaking that they will abide by all the rules and regulations of the training and that on their posting. The Departmental Examination at the conclusion of the training they will served the Govt. of Assam if required to do so as TO/F & A.O or in any other equivalent post in any place within the State of Assam for a period not less than 5 (five) years, failing which they shall forthwith refund to Government on demand an amount equivalent to the money paid to them or spent on their account during the period of the said training and any other expenses on account inspecting the aforesaid training together with the interest thereon from the date of demand at the government rates for the time being in force on government loans.

**Qualifications:** (Academic qualification): The minimum Educational qualification of a candidate shall be degree in Arts/Science or Commerce of a University recognized by the State Government.

**Age:** A Candidate shall not be less than 21 years of age and not more than 38 years as on the 1<sup>st</sup> January, 2011. This is relaxable by 5 years in case of candidates belonging to SC/ST and Persons with Disabilities.

The upper age limit for State Government servant will be 45 years inclusive of all age concession, subject, however to such other age benefit as may be admissible to SC/ST candidate in view of general age relaxation granted by the Government.

Application in the prescribed form for the examination is available from the Secretary, A.P.S.C. Jawaharnagar, Khanapara, Ghy-22. Requests for application forms etc. must be accompanied with a self addressed unstamped envelope not smaller than the size of 23 × 10 cms. All correspondence in this regard should be addressed to the Secretary, APSC, Khanapara, Guwahati-22 and not by any name. Application fees will be payable as per existing rules. The last date of issue of application form by the undersigned and submission of application form duly filled up to the Commission's office is fixed on 01/12/2011.

Applications must be signed by the candidates and Accompanied by all particulars including Original Treasury Receipt for Rs. 5.00 as application fee (Rs. 2.50 for SC/ST candidates) and Rs. 50.00 (Rs. 25.00 for SC/ST candidates) as Examination fee showing the name of post and department and also full Head of Account" NON TAX REVENUE, OTHER NON TAX REVENUE 0051 PUBLIC SERVICE COMMISSION 102 STATE PUBLIC SERVICE COMMISSION APPLICATION/EXAMINATION FEE RECEIPT OF THE COMMISSION".

No candidate will be admitted to the examination without an admission certificate from the Commission and without payment of the examination fees.

A candidate shall be of sound health and shall be required to undergo medical examination to certify his medical fitness before he is appointed to the A.F.S.

Any form of canvassing will result in the disqualification of the candidates.

All candidates whether in Govt. Service or in Govt. undertaking or other similar Organization/Corporations/Boards/Banks/Bodies or in private employments should submit their application direct to the Commission. Candidates submitting application through employer should ensure that it reached the A.P.S.C. by the closing date, otherwise it shall be rejected even if it has been submitted to the employer before the closing date.

Persons already in Govt. services whether in permanent or temporary capacity or on work charged other than casual or daily rated employees are however required to submit an undertaking in the appropriate place that they have informed in writing their controlling Officer/Appointing Authority that they have applied for the selection.

**GENERAL CONDITIONS:**

- (1) The decision of the Commission regarding eligibility of a candidate for admission to the examination shall be final.
- (2) No travelling allowance is admissible for the journey performed in connection with the above examination.
- (3) All correspondences must be addressed to the Secretary, Assam Public Service commission, Khanapara, Guwahati-22 and not to any person by name.
- (4) Applications which are not duly signed by the candidate in the space provided for the purpose will also be summarily rejected.

THE EXAMINATION WILL CONSIST OF THE FOLLOWING SUBJECT:

Sl. No.	Subject	Time	Maximum Marks
1.	Precis and Drafting	3 Hours	100
2.	General English and General Knowledge	3 Hours	100
3.	Financial Rules and Accounts	3 Hours	150
4.	Viva-Voce		50

(The Viva-Voce test will be held in respect of those candidates who have qualified in the Written Examination).

SYALLABUS OF EXAMINATION FOR THE POST OF FINANCE AND ACCOUNTS OFFICER/TREASURY OFFICER/DEPUTY DIRECTOR, AUDIT (LOCAL FUND):

1.	Precis and Drafting	The standard will be determined by the Assam Public Service Commission.
2.	General English and General Knowledge	
3.	Financial Rules and Accounts	
i.	An Introduction to Indian Government Accounts and Audit	<b><u>Chapter-6</u></b> General Structure of Financial Administration in India. <b><u>Chapter -8</u></b> Working of Treasury <b><u>Chapter-11</u></b> Classification of Receipts and expenditure in Government Accounts
ii.	Account Code Vol-I	<b><u>Chapter-2</u></b> General outlines of the system of Accounts <b><u>Chapter-3</u></b> General principles and methods of Accounts (Excluding Arts 38 to 41)
iii.	Account Code Vol –II	<b><u>Chapters III and IV</u></b>
iv.	Assam Financial Rules	<b><u>Chapter-II</u></b> (Definitions) <b><u>Chapter –III</u></b> (General Principles. <b><u>Chapter –V</u></b> Pay allowance General Rules
v.	Assam Treasury Rules and S.O.	Entire Books
vi.	Fundamental Rules	<b><u>Chapter-II</u></b> <b><u>Chapter-III</u></b> <b><u>Chapter-IV</u></b> <b><u>Chapter-XI</u></b> and Revised leave Rules 1934.

Deputy Secretary,  
Assam Public Service Commission  
Jawaharnagar, Khanapara, Guwahati-22.

**Copy forwarded to:**

1. The Superintendent, Assam Govt. Press, Bamunimaidan, Guwahati-21 for favour of publication in the Assam Gazette.
2. The Director of Information and Public Relations, Assam, Ganesh Mandir, Hatigaon Road, behind Assembly Hostel, Ananda Path, Dispur, Guwahati-6 for favour of immediate publication in one issue each of the two established Newspapers (one English and one Assamese) of Guwahati and one established News Paper of Upper Assam and another of Barak Valley for wide circulation. He is also requested to instruct the Advertising Manager for send a copy of each News Papers publishing the advertisement to the undersigned at their own expenses.
3. The Deputy Secretary to the Govt. of Assam, Finance Establishment (B) Department, Dispur, Guwahati-6 with reference to his letter No. FEB 90/2008/25. Dated 16<sup>th</sup> December/2010 for favour of information.
4. The Director of Employment and Craftsmen Training, Rehabari, Ghy-8.
5. The Deputy Chief, University Employment and Guidance Bureau, Gauhati University, Guwahati, Assam.
6. The Assistant Employment Officer, University Employment Information and Guidance Bureau, Dibrugarh, Assam.
7. The Employment Officer, Employment Exchange, Dhubri/Kokrajhar/Nalbari/Barpeta/Darrang/Tezpur/Lakhimpur/Dibrugarh/Sibsagar/Karimganj/Guwahati/Goalpara/Jorhat/Golaghat/Nagaon/Diphu/Haflong and Silchar.
8. The Secretary, District Council, North Cachar Hills, Haflong for wide publicity in their respective jurisdiction.
9. The Secretary, District Council, Karbi Anglong, Diphu for wide publicity in their respective jurisdiction.
10. The Deputy Commissioner, Karbi Anglong, Diphu and Deputy Commissioner, N.C.Hills, Haflong for wide publicity in their respective Jurisdiction.
11. All Deputy Commissioner/SDO/Secretary, Mahkuma Parishad etc. for wide publicity in their respective jurisdiction.
12. Centre for Information and Career Development (Managed by OSOM education Trust, Navagiri Road, Chandmari, Guwahati-3.

Deputy Secretary,  
Assam Public Service Commission,  
Jawaharnagar, Khanapara, Guwahati-22.

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