



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Advt.No.12/2018

No.22PSC/E-5/2017-2018

Dated Guwahati, the 23rd July /2018

ADVERTISEMENT

The Assam Public Service Commission will hold a competitive examination for filling up of 34 (thirty four) posts in Class-I, Grade III cadre of Assam Finance Service including the post for reserved categories in the revised pay scale of P.B.-4, Rs. 30,000/---1,10,000/-with Grade Pay of Rs.12,700/- plus other allowances as admissible under rules. The detail break up for reservation of posts is as shown below:

Sl. No.	Name of the service	OC		Reserved for OBC/MOBC		Reserved for SC		Reserved for STP		Reserved for STH		Grand Total		Posts Reserved for PWD and type of Disability
		2	3	4	5	6	7	8	9	10	11	12	13	
		Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	
1	Assam Finance Service (in the cadre of Finance & Accounts Officer/ Treasury Officer)(Class I GradeIII) (Through direct recruitment)	30	9	1	0	1	0	1	0	1	0	34	9	2 (Locomotor Disabled)

(Reservation of posts for SC, ST(P), ST(H), OBC/MOBC, Women, Physically Handicapped as per reservation of vacancies in services/posts and subject to availability of suitable candidates from the aforesaid 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 6 months training course in the Central Training Institute, Guwahati, Assam 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 to 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/FAO against available vacancies in the revised pay band (P.B.-4) Rs 30,000--1,10,000 with Grade Pay Rs 12,700/- per month plus the 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 by the APSC or the candidates' passing the Departmental Examination will not establish or imply the establishment of any right for appointment to the A.F.S. The posts of TO and FAO 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, at the conclusion of their training, they will serve the Govt. of Assam if required to do so as TO/FAO 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 in respect of 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.

Centre for the examination: To be notified in due course of time.

(A) Exact date of Examination will be notified in due course.

(B) The centres and the date (even after it is notified) for holding examination may, however be changed by the Commission at its discretion. Candidates admitted to the examination will be informed of the

time-table and place or places of examination. The candidates should note that no request for change of centre will be granted.

How to Apply: Candidates shall be required to download the prescribed application form from the website: www.apsc.nic.in (“**Application Form DR**”) and send the duly filled application with the following documents:

- i. Original Treasury receipt for Rs.250.00 (Rupees Two hundred and fifty only) for General candidates, Rs.150.00 (Rupees One hundred and fifty only) for candidates belonging to SC/ST/OBC/ MOBC community as fee for the direct recruitment to the post of FAO/TO (Class I, Grade-III) of Assam Finance Service in the Finance Estt.(B) Deptt. under the Head of Account viz. “NON TAX REVENUE, OTHER NON TAX REVENUE 0051 PUBLIC SERVICE COMMISSION, 105 STATE PUBLIC SERVICE COMMISSION / APPLICATION FEE RECEIPT OF THE ASSAM PUBLIC SERVICE COMMISSION” as per Finance (Estt.-A) Department’s Notification No.FEG 32/2016/8 dated 28th October, 2016 furnished along with the Personnel-(B) Department’s letter No.ABP.60/2014/11 dated 02-02-2018. **The fees are not refundable and no other mode of deposit of fee other than through Treasury Challan shall be accepted.**

FEE EXEMPTION:

1. **BPL:** As per Govt. Notification No. FEG.32/2016/8-A dated Dispur the 28th October, 2016, the application fees for all posts under the State Govt. of Assam for candidates having BPL certificate is nil (**Candidates having BPL certificate should enclose photocopy of the certificate along with the application form**).
2. **PWD:** As per Govt. Notification No. ABP 144/95/121 dated Dispur the 28th October, 2015 for persons with disabilities (PWD) candidates, the application fees for all posts under the Govt. of Assam is nil. (**PWD candidates should enclose along with the application form photocopy of the relevant certificate from a competent authority**).
- ii. One copy of recent passport size photograph to be properly pasted on the space provided in the application form with good quality adhesive/ glue. Another copy should also be enclosed with the application.
- iii. Age-proof certificate (Admit Card/ Certificate of HSLC or equivalent exam).
- iv. Degree-pass Certificate.
- v. Caste Certificate in respect of candidates belonging to SC/ST/OBC/MOBC community issued by the competent authority.
- vi. ID Card/ Certificate in respect of PWD candidates issued by the competent authority.

Since the practice of furnishing attested copies of certificates has since been discontinued by the Government, the applicant shall furnish photostat copies of the above mentioned documents declared by the candidate himself/ herself as ‘**Certified to be true copy of the original**’ along with the application.

However, in case of detection of any false declaration made by the candidate/ applicant, he/she will be penalized as per rules /law.

A candidate should not submit more than one application. The envelope sending the application should be superscripted ‘**Assam Finance Service Examination, 2018**’ on top of the envelope and it should be addressed to the **Secretary, APSC, Jawaharnagar, Khanapara, Guwahati-22**.

Candidates who are already employed should note that the prerogative for according permission to appear in the Assam Finance Service examinations/ join services on being selected by the Commission in due course of time shall rest upon the appropriate appointing authority. The Commission shall not be in any way responsible/ accountable.

PWD (Persons with Disabilities) are to inform the Commission in writing, for services of scribe, if required, within 15(Fifteen) days of the expiry of the closing date for submission of application.

Applications not signed by the candidates will be summarily rejected.

Application for the Examination duly filled will be received till **24-08-2018** only during office hours.

APPLICATIONS (INCLUDING THROUGH POST) RECEIVED AFTER THE LAST DATE SHALL NOT BE ENTERTAINED

All candidates whether in Govt. Service or in Govt. owned undertaking or other similar organizations/Corporations/ Boards or in private employment may intimate their controlling authority instead of routing the applications through the same. However, the fact of the intimation may be appraised to the Commission by the candidate.

Eligibility:

(a)Nationality: The candidate must be an Indian citizen.

(b)Age: The candidate should not be less than 21 years of age and more than 38 years of age as on 01.01.2018.

Relaxation of age: The upper age limit is relaxable

- (i) By 5 years for **SC/ST** candidates i.e. upto 43 years.
- (ii) By 3 years for **OBC/MOBC** candidates i.e. upto 41 years as per Govt. Notification No. ABP.6/2016/9 dated Dispur the 25th April, 2018.
- (iii) For **Persons with Disabilities (PWD)** by 10 years i.e. upto 48 years irrespective of SC/ST/OBC and General category of candidates as per Govt. OM No. ABP 144/95/121 dated Dispur the 28th October, 2015.

The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/ Council, and no other document shall be accepted in lieu of the above mentioned documents.

(c) The minimum educational qualification of a candidate shall be a degree in Arts/ Science /Commerce of a University recognized by the State Government.

(d) Candidates must possess the prescribed qualification on the date of submission of their applications.

(e) Candidates awaiting results of the qualifying examination for eligibility on the closing date of submission of application need not apply

(f) Persons with Disabilities should ascertain the post for which a particular category of disability is entitled for reservation as per the advertisement and should apply / opt for the preference accordingly at the time of filling up the forms for Examination.

GENERAL CONDITIONS:

- (1) No candidate will be admitted to the examination without an admission certificate from the Commission.
- (2) 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.
- (3) Any form of canvassing will result in the disqualification of the candidates.
- (4) The decision of the Commission regarding eligibility of a candidate for admission to the examination shall be final.
- (5) No travelling allowance is admissible for the journey performed in connection with the above examination.
- (6) All correspondences must be addressed to the Secretary, Assam public Service Commission, Khanapara, Guwahati-22 and not to any person by name.
- (7) Applications which are not duly signed by the candidate in the space provided for the purpose will also be summarily rejected. The application must be accompanied by all relevant particulars as indicated in the application form/ advertisement.
- (8) Incomplete application forms in terms of the advertisement will be summarily rejected. No documents will be entertained after the last date of submission of application.

THE EXAMINATION WILL CONSIST OF THE FOLLOWING SUBJECTS:

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

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

SYLLABUS 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	Chapter-6 General Structure of Financial Administration in India. Chapter-8 Working of Treasury Chapter-11 Classification of Receipts and Expenditure in Government Accounts
ii.	Account Code Vol-I	Chapter-2 General outlines of the system of Accounts Chapter 3 General principles and methods of Accounts (Excluding Arts 38 to 41)
iii.	Account Code Vol-II	Chapters III and IV
iv.	Assam Financial Rules	Chapter –II (Definitions) Chapter –III (General Principles) Chapter-V Pay allowance General Rules
v.	Assam Treasury Rules and S.O.	Entire books
vi.	Fundamental Rules	Chapter –II Chapter –III Chapter-IV Chapter-XI and Revised leave Rules 1934.

ADMISSION CERTIFICATES (ADMIT CARD)

(a) Admission Certificate indicating the eligible candidate's roll number, venue and programme of the exam will be uploaded in the Commission's website, for appearing in the Preliminary / Main examination.

(b) The mere fact that a certificate of admission has been issued will not imply that his/ her candidature has been finally cleared by the Commission. Candidates may note that the Commission can take up the verification of eligibility conditions only after the candidates have qualified for the examination.

(c) Candidates must produce a photo identity proof of any of the following in the examination hall:

- i. Pan Card
- ii. Driving License
- iii. Voters ID Card
- iv. Bank Passbook containing photograph
- v. ID Card issued by the educational Institution where he/ she is studying presently.
- vi. ID Card issued by Government or public sector undertaking.
- vii. Indian passport.

(d) The Commission reserves the right to cancel the candidature of any candidate as and when any ineligibility condition is detected. If any information declared by the candidate is found to be false at any stage, the candidate will be penalized as per prevailing laws/ rules.

(e) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE

The list of candidates whose applications are found valid or rejected after scrutiny will be made available in the APSC's website (www.apsc.nic.in) showing grounds of rejection in due course.

The advertisement is issued on the basis of the draft advertisement sent by the Government of Assam.

Sd/-
Secretary, i/c
Assam Public Service Commission,
Jawaharnagar, Khanapara, Guwahati-22