

## INDICATIVE ADVERTISEMENT NO. 18 / 2019.

The Commission will hold **Limited Departmental Examination of eligible employees of the Govt. of West Bengal for promotion to the posts in the West Bengal Audit & Accounts Service** in the 2<sup>nd</sup> week of November, **2019** or thereabout.

Applications can be submitted through online only in Commission's website [www.pscwbapplication.in](http://www.pscwbapplication.in) on and from **11:30 a.m., 11<sup>th</sup> September, 2019**. Before applying for the post, candidates are required to enroll themselves as per **“ONE TIME ENROLMENT”** scheme through the same website. Those who have already made enrolment through the same website (i.e. [www.pscwbapplication.in](http://www.pscwbapplication.in)) need not enroll once again.

Detailed information regarding scale of pay, no. of vacancies, eligibility condition, scheme and syllabus of the examination, closing date for receipt of applications, format of application etc. are available in the Commission's website at [www.pscwbapplication.in](http://www.pscwbapplication.in)

**Closing date for submission of application through online :**  
**30<sup>th</sup> September, 2019 upto midnight.**

P.T.O

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

**ADVERTISEMENT NO. 18 /2019.**

**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, 2019.**

**SCALE OF PAY** : In Pay Band 4A of 15,600 – 42,000/- having corresponding grade pay of 5,400/- as per WBS (ROPA) Rules, 2009.

The Public Service Commission, West Bengal will hold the aforesaid Limited Departmental Examination in Kolkata in **2<sup>nd</sup> week of November, 2019** or thereabout.

**NO. OF VACANCIES** : 20[unreserved-10, reserved for S.C.- 03 & reserved for S.T. -07(bag logs)].

**ELIGIBILITY CONDITION** : Employees of the Government of West Bengal who are in service continually for a minimum 8 (eight) years in the post with PB- 3 i.e.; ₹ 7,100 – 37,600/- with Grade Pay ₹ 3,600/ under ROPA 2009 corresponding to scale of pay of ₹ 4000 -125-4200-150-5300-175-7050-200-8850/ under RPOA, '98 as on the **date of advertisement** are eligible to appear at the aforesaid examination.

N.B. : Having regard to the nature of jobs of officers of the W.B.A. & A.S., the Governor, in exercise of the powers conferred under Section 33 of the persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 has been pleased to exempt Finance Department from making reservation of posts in the cadre of the W.B.A. & A.S. for persons suffering from blindness or low vision.

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

PAPER	SUBJECT	TIME	MARKS
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 : Précis, 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 Auditor, Audit of various Institutions, Special feature relating to Audit of Government Companies and Public Utility Concerns.

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

Eligible employees willing to appear at the aforesaid examination must submit their applications online to the Commission's website in prescribed proforma after obtaining necessary certificate from their respective **present heads of office with seal & endorsed with office seal. Candidates belonging to S.C./S.T. category of West Bengal must furnish self-certified or attested photo 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 at the time of Personality Test.

Submission of **more than one** application is strictly forbidden. Such applications will be summarily rejected.

**CERTIFICATE FROM THE HEAD OF OFFICE (PROFORMA FURNISHED IN A SEPARATE PAGE) MUST BE OBTAINED BEFORE SUBMISSION OF THE ONLINE APPLICATION.**

***Closing date for submission of application: 30<sup>th</sup> September, 2019 (up to 12:00 midnight).***

**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 : **[www.pscwbapplication.in](http://www.pscwbapplication.in)**



**CERTIFICATE FROM THE HEAD OF OFFICE**

Certified that \_\_\_\_\_ has rendered 8 (eight) years' continuous full-time service as on the date of advertisement (i.e. 7<sup>th</sup> September, 2019) for the **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, 2019** in the post(s) carrying the pre-revised scale of pay of ₹ 4000 – 8850/- prior to WBS (ROPA) Rules, 2009 (corresponding revised pay band 3 of ₹ 7,100 – 37,600/- with grade pay ₹ 3,600/-) and above under the Government of West Bengal and accordingly, his/her online application may be considered.

Place :

Date :

Office Seal

\_\_\_\_\_  
Signature of the Head of office with Seal



**PUBLIC SERVICE COMMISSION  
WEST BENGAL**

**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, 2019.**

Advertisement No. : 18 / 2019

Closing date for submission of application : 30.09.2019

Enrolment No. :

Candidate's Name :

Father's Name :

Mother's Name :

Place of Birth :

Date of Birth :

Gender :

Nationality :

Category :

Sub-caste :

Issuing Authority :

Issue Date :

Whether a Citizen of India :

Whether a Natural Citizen or Citizen by registration :

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

Physically Challenged :

Were you debarred previously by the :  
Commission from appearing at any  
Examination/selection?

Email ID:

Issuing State :

**Address for communication**

Address :

City :

Post Office :

District :

State :

Police Station:

Pin code :

Mobile No. :

**Permanent Address**

Address :

City :

Post Office :

District :

State :

Police Station:

Pin code :

Employment experience :

Name of Post	Name of the Office with address where employed	Exact Date of joining [in the pre-revised scale of ₹ 4000-8850/- prior to WBS (ROPA) Rules, 2009 (corresponding revised pay band 3 - ₹ 7,100 - 37,600/- with grade pay ₹ 3,600/-) and above] (Specify period of service rendered in different Deptt./Posts if applicable)	Exact Date of leaving (Specify period of service rendered in different Deptt./Posts if applicable) Transit Leave (if any) should be mentioned in the 'RELEVANT INFORMATION' box	Scale of Pay

Any other relevant information with reference to the requirement of the post :

Declaration :

Certified that the above statement of the employee have been verified with reference to his/her records of service and that he/she has rendered 8 (eight) years' continuous 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 ₹ 4000 - 8850/- prior to WBS (ROPA) Rules, 2009 (corresponding revised pay band 3 of ₹ 7,100 - 37,600/- with grade pay ₹ 3,600/-) and above under the Government of West Bengal and accordingly his/her application is forwarded for consideration.

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 finalisation of the results, (d) I have submitted no other application for the examination

Application Date :

\_\_\_\_\_ Full Signature