

**GOVERNMENT OF SIKKIM**  
**DEPARTMENT OF PERSONNEL, ADM. REFORMS & TRAINING ,**  
**PUBLIC GRIEVANCES, CAREER OPTION,EMPLOYMENT SKILL DEVELOPMENT AND**  
**CHIEF MINISTERS SELF EMPLOYMENT SCHEME.**  
**GANGTOK**

**NOTIFICATION**

The Government of Sikkim is pleased to frame following Rules for open competitive examination to be conducted by the Sikkim Public Service Commission for selection of candidates for appointment to the post of Junior Grade in the Sikkim Finance and Accounts Service as required under Sub-Rule (2) of Rule 7 of Sikkim Finance and Accounts Service Rules 1978 is hereby published for general information.

1. The examination will be conducted by the Sikkim Public Service Commission according to the conditions of eligibility for appearing at the competitive examination as indicated in **Appendix I** and syllabus and plans as indicated in the **Appendix II** to these Rules.
2. The date and the place of the examination will be fixed by the Sikkim Public service Commission.
3. The number of vacancies to be filled on the results of the examination will be specified in the Notice issued by the Sikkim Public Service Commission.
4. Candidate must write answers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them.
5. No travelling and daily allowance will be paid for the journey performed in connection with the examination, interview and medical examination
6. The Commission shall have discretion for determination the qualifying marks in any or all subjects to the written examination both for preliminary as well as mains examination. A Candidate who obtains such minimum qualifying marks in the written examination as may be fixed by the Commission shall be called for interview. There will be maximum of 50 marks to be assigned by the commission at their discretion for the interview.
7. A candidate must pay fee as may be prescribed by the Commission. No candidates will be admitted to the examination unless he **holds certificates** of admission issued by the Commission.
8. The competitive examinations shall comprise of following successive stages:
  1. Sikkim Finance & Accounts Services (Preliminary) Examinations (Objective Type), for the selection of candidates for main examination.
  2. Sikkim Finance & Accounts Services (Main) Examination (Written) & Interview.
9. After the examinations, (Preliminary) the number of candidates to be admitted to the Main Examination will be about **Twenty Times** the total number of vacancies

advertised in each category of reservation to be filled .The names of the successful candidates will be arranged by the Commission in the order of merit based on the preliminary examination.

10. The form and manner of announcement of results of the examination shall be decided at the discretion to the Commission. The Commission will not enter into any correspondence with candidate regarding results.
11. All mobile phones and IT Gadgets, pagers or any other communication device including blue tooth devices are not allowed inside the examination hall. No books, periodicals or newspapers are allowed. Candidate found with any of the items or gadgets after the start of the examination would be disqualified from the process of examination.
12. (a) A candidate shall be debarred from appearing in the examination being held by the Commission if he/she is found guilty of :-
  - (i) Obtaining support for his candidature by the following means, namely:-
    - (a) Offering illegal gratification to; or
    - (b) Applying pressure on; or
    - (c) Blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
  - (ii) Impersonation; or
  - (iii) Procuring impersonation by any person; or
  - (iv) Submitting fabricated documents or documents which have been tampered with; or
  - (v) Making statements which are incorrect of false or suppressing material information; or
  - (vi) Resorting to the following means in connection with his candidature for the examination, namely:-
    - (a) Obtaining copy of question paper through improper means;
    - (b) Finding out the particulars of the persons connected with secret work relating to the examination;
    - (c) Influencing the examiner; or
  - (vii) Using unfair means during the examination; or
  - (viii) Writing obscene matter or drawing obscene sketches in the scripts; or
  - (ix) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
  - (x) Harassing or doing bodily harm to the staff employed by the commission for the conduct of their examination; or
  - (xi) Being in possession of or using any mobile phone, pager of any electronic device or any other equipment capable of being used as a communication device during the examination; or
  - (xii) Violating any of the instructions issued to candidates along with their admission certificate permitting them; to take the examination; or
  - (xiii) Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses;

13. A candidate who is or has been declared by the commission guilty of impersonation or of submitting false and fabricated documents which have been tampered with or making statements which are incorrect or false or suppressing material information or of using or of attempting to use unfair means in the examination hall or otherwise, resorting to any other irregular or improper means for obtaining admission to the examination as stated at clause 10 above shall also render himself/ herself debarred from appearing the examination and liable to a criminal prosecution:
- a) By the Commission permanently / or for specified period for admission to any, examination or appearance at any interview held by the Commission for selection of candidates.
  - b) By the State Government from any employment under them.
14. If a government servant is found guilty in any of the acts stated at clause 12 & 13 above is already in service under Government/ / public authority , disciplinary action shall be initiated by administrative department under the appropriate rules: Provided that no penalty under this rule shall be imposed except after:-
- (i) Giving the candidate an opportunity of making such representation in writing as he may wish to make on that behalf; and
  - (ii) Taking the representation, if any, submitted by the candidate within the period allowed him into consideration.
15. Candidates already in Government service or in Government owned undertaking or similar organizations, whether in permanent or temporary capacity or as work-charged employee shall be required to submit their application alongwith the '**No Objection Certificate**' from their employer.
16. Success in the examination confers no right to appointment unless Government is satisfied after such enquiry as may be considered necessary that a candidate having regard to his category, character and antecedents is suitable in all respects for appointment.
17. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his/her duties as an officer of the Service. A candidate who (after such medical examination as may be prescribed by the competent authority) is found not to satisfy these requirements will not be appointed except those who qualify under the reserved vacancy against such disabilities.
18. The candidate on selection and during the period probation/apprenticeship/training pay shall be governed by the Notification No. 489/GEN/DOP dated the 31st October, 2011.

19. If a candidate's handwriting is not legible, deduction may be made on this account from the total marks otherwise accruing to him/her.
20. All other matters not specified or for which no provision has been made in these rules shall be regulated by rules and orders applicable to the Service to which recruitment is being made.
21. If the candidates wishes to seek clarification regarding question papers he/she shall do so by representing in writing addressed to the Secretary, Sikkim Public Service Commission duly indicating (i) his/her Name and Roll Number (ii) Name of the subject and examination (iii) Question number and (iv) Nature of doubt. Such complaint regarding errors in question paper should reach the Commission in writing within 2(two) days of the completion of Examination. The Commission may constitute an Expert Committee to examine the errors in the question paper. In case, the errors in the question paper are found by the expert committee, such questions will be deleted from the total numbers of questions and the marks in respect of those wrong questions shall be distributed equitably among the remaining questions.
22. The Commission, under exigencies, may at its discretion, cancel the entire examination or the examination of a particular subject of that examination.
23. The decision of the Commission as to the eligibility of a candidate for admission to the examination shall be final. Their admission at all the stages of examination for which they are admitted by the Commission viz: Preliminary Examination, Main (Written) Examination and Interview Test will be **purely provisional**, subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after the Preliminary Examination, Main (Written) Examination and Interview Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the post will be cancelled by the Commission.

BY ORDER AND IN THE NAME OF THE GOVERNOR.

**SD/-**

**ADDITIONAL SECRETARY TO THE GOVT. OF SIKKIM**

**Copy to:-**

1. Principal Secretary, Finance Revenue & Expenditure Department
2. Secretary, Sikkim Public Service Commission
3. Special secretary, Home Department for publication in official Gazette
4. File
5. Guard file

## APPENDIX- I

**CONDITIONS OF ELIGIBILITY FOR APPEARING IN THE EXAMINATION FOR THE PURPOSE OF FILLING UP THE POST OF ASSISTANT DIRECTOR/ACCOUNTS OFFICER/ACCOUNTS-CUM-ADM. OFFICER/AUDIT OFFICER IN THE JR.GRADE OF SIKKIM FINANCE AND ACCOUNTS SERVICE.**

### **1. Minimum Essential Educational**

**Qualification : Graduate Degree from a recognized University.**

### **2. Other Essential Requisites:**

1. Candidate must be in possession of either **Sikkim Subject Certificate or Certificate of Identification** issued by the Competent Authority under relevant orders of the State Government.
2. Should have valid employment card.
3. Should be conversant with the customs and usages of Sikkim.
4. Should have knowledge of any of the State languages.

### **3. Age:**

Should have attained the age of 21 yrs. but should not have attained the age of 30 years on the date of application to the post. The maximum age limit shall be relaxed upto 5 years in respect of candidates belonging to BL, SC & ST and 4 years for MBC candidates and 3 years for OBC candidates. **In the case of Sikkim Government Service in regular establishment the maximum age should not be more then 40 years. Upper age relaxation upto 50 Years for group C & D persons working on Muster Roll/ Work charged /Contract / Substitute basis under State Government, State owned PSUs, other Central Government Establishments , Banks, Sikkim Manipal University , Vinayak Mission University & Sikkim University as notified by Government vide Notification No M(3)/PtIII/74/GEN/DOP Dated 23/11/2012 . Age relaxation for Ex-Serviceman is applicable as per the notification issued by the State Government from time to time**

## APPENDIX – II

SCHEMES AND SYLLABUS OF EXAMINATION FOR THE PURPOSE OF FILLING UP THE POST OF ASSISTANT DIRECTOR/ACCOUNTS OFFICER/ACCOUNTS-CUM-ADM. OFFICER/AUDIT OFFICER IN THE JR.GRADE OF SIKKIM FINANCE AND ACCOUNTS SERVICE.

### SELECTION PROCEDURE

#### Section 1

#### Plan of Examination

The competitive examination comprises of following successive stages:

1. Sikkim Finance & Accounts Services (Preliminary) Examinations (Objective Type), for the selection of candidates for main examination.
2. Sikkim Finance & Accounts Services (Main) Examination (Written) & Interview.

### 1. The Preliminary Examination

A) **The Preliminary Examination** shall consist of Single paper of Objective types (Multiple Choice Questions) and carry a maximum of 300 marks. The subject-wise allocation of marks would be as under:-

i) General English	50 Marks
ii) General Knowledge	100Marks
iii) Mathematics, Knowledge of Economics, Business studies Accounting and Computer Applications	150 Marks

B) Details of the syllabi are indicated in the **Part A of Section 3 of these Rules &** the Paper will be of three hours duration.

C) This examination is meant to serve as a screening test only. **The marks obtained in the Preliminary Examination by the candidates who are**

**declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.**

D) The number of candidates to be admitted to the Main Examination will be approximately **Twenty Times** the total number of vacancies in each category of reservation to be filled in the year. **Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination will be eligible for admission to the Main Examination.**

## **2. The Main Examination**

A) **The Main Examination** will consist of a written examination and an Interview Test. The written examination will consist of **Three Papers** of conventional type carrying **600 marks** in total. The breakup of the total marks, paper wise, and time are specified against each paper in **Part B of Section 2.**

B). Candidates who obtain such minimum qualifying marks in the written part of the Main Examination, as may be fixed by the Commission at their discretion, shall be called for **interview**. The marks obtained in these papers will be counted for ranking.

C) The number of candidates to be called for the interview **will be about twice the number of vacancies to be filled in each category of reservation.** The interview will carry 50 marks (with no minimum qualifying marks). Marks thus obtained by the candidates in the Main Examination (written) as well as in the interview would determine their final ranking.

### **Section-2.**

## **Scheme and subjects for the Preliminary and Main Examinations (Written & Interview)**

### **A. Preliminary Examination**

(i) The Examination shall comprise of single compulsory paper of **300 marks.**

(ii) The paper will be of objective type (multiple choice questions).

(iii) The Paper will be of Three hours duration.

(iii) The question papers will be set in English.

(v) Details of the syllabi are indicated in the **Part A of Section 3**

## **B. Main Examination**

The written examination will consist of the following papers divided into two groups:

### **Group: - I ( 2 Hours)**

Paper I: Current Affairs , Analytical ability  
& General English : - 200 Marks

### **Group: - II (2 Hours)**

Paper II - Mathematics & Allied Subjects  
(Mathematics, Economics, Accounting & Commerce)  
**Standard of Secondary Level** : - 200 Marks

### **Group: - III (2 Hours)**

Paper III. One Optional paper, Graduation level : - 200 Marks

## **C. Interview Test will carry 50 marks**

### **Section-3**

#### **Part A: Syllabi for the Preliminary Examination**

- Current events of National and International importance.
- Physical, Social, Economic Geography of India and the World.
- Indian Polity and Governance - Constitution, Political System, Panchayati Raj,
- Public Policy, Rights & Issues
- Economic and Social Development - Sustainable Development, Poverty, Inclusive growth, Demographics, Social Sector initiatives, etc.
- General issues on Environmental Ecology, Bio-diversity and Climate Change - that do not require subject specialization.
- Basic Concept of Banking & Economics (Standard of Secondary School Level)



- Basic concept of Economics, Commerce and Principle of Accountancy (Standard of Secondary School Level)
- Basic Computer Applications
- Logical reasoning and analytical ability
- Decision-making and problem solving
- General mental ability
- Mathematics (Standard of Secondary School Level)
- General Knowledge on Sikkim.
- English Language, Comprehension skills, Composition & Grammar

### **Section 3**

## **Part B: Syllabi for the Mains written examination.**

### **Group -I**

#### **A. Paper I (2 Hours)**

#### **Current Affairs , Analytical Ability & General English - 200 Marks**

Current events of local, national and international importance

National level pilot schemes and projects

Indian Polity and Governance - Constitution, Political System, Panchayati Raj, Public Policy, Rights & Issues, etc.

Economic and Social Development - Sustainable Development, Poverty, Financial Inclusion,

Sikkim- Socio-Economic, Culture, Environment and developmental perspectives.

Analytical Ability and Logical reasoning.

Basic Computer Applications.

Comprehension

Composition , Grammar & Essay

## **Group II**

### **B.Paper II- (2 Hours)**

### **Mathematics and Allied Subjects. 200 Marks**

#### **A. Mathematics**

1. Algebra  
Basic algebra, Linear equation, quadratic equation, factors & simplification, polynomials.
2. Arithmetic  
Simple & compound interest, installments, taxation, shares & dividends,  
Ratio & proportion, percentage, time, distance & work, profit & loss
3. Mensuration  
Triangles, rectangles & squares, circle, cone, cube & cuboid, sphere, cylinder, pyramid.
4. Statistics  
Data handling & graphs, mean, median, mode
5. Trigonometry  
Basics & ratio, identities, height & distance
6. Probability  
Probability, permutation & combination
7. Number System  
Exponents, square and cube roots, surds
8. Set theory  
Introduction, venn diagram

#### **B. Economics**

1. Meaning and definition of Economics;
2. Concepts of Economics:
3. Basic problems of an economy:
4. Types of Economies:
5. Characteristics of the Indian economy.
6. The Productive Mechanism
7. Theory of Demand and Supply
8. Public Finance
9. Money And Banking
10. Consumer Awareness:

### **C. Element of Business studies**

1. Introductory : Meaning, functions and scope of business
2. Types of Business Organizations :
3. Channels of distribution :
4. Insurance :
5. Course of Business Transactions :
6. Mercantile Agents :
7. Warehousing and storekeeping
8. Transportation of goods :
9. Different departments of Business establishment
10. Functions of Stock Exchange
11. Sources of Raising Funds
12. Banks :
13. Negotiable Instruments

### **D. Element of Book Keeping and Accountancy**

1. Need for Book-Keeping, Objectives and advantages of Book-keeping.
2. Basic concepts : Dual aspect of transactions and the accounting equation, Effect of transaction on Accounting equations, Business Entity concept
3. Nature of Accounts and Rules for debit and credit : Classification of accounts, Rules for debit and credit, Preparation vouchers and supporting documents
4. Journal : Need for journal; Journal entries; Subsidiary books, Journal proper.
5. Ledger : Definition and importance; relation between journal and ledger. Meaning of posting, guiding rule for posting transactions, balancing of accounts
6. Recording and posting of cash transactions : Necessity of cash book-types of cash books, cash column, cash and bank column. Petty-cash book and imprest system.
7. Trial balance : Purpose, methods and limitations Total Marks
8. Final Accounts : Preparation of Trading and Profit and Loss Account and Balance Sheet of a sole trader with simple adjustments  
Bank Reconciliation Statement : Utility and preparation
9. Bills of Exchange : Nature and use of bills of exchange and promissory notes; Recording transactions pertaining to drawing, discounting, retiring, dishonoring and renewing of bills of exchange
10. Errors and their Rectification : Types of errors and entries for their rectification
11. Depreciation : Objects and methods-Straight line and Diminishing balance methods

## Group: - III

### Paper III. Optional Subject (2 Hours)

The applicant must select one subject out of the list of subjects given below. The details of syllabus shall be notified by Sikkim Public Service Commission.

<b>SUBJECTS</b>				
Anthropology	Agriculture	Animal Husbandry & Veterinary Science	Botany	History
Electrical Engineering	Mechanical Engineering	Electronics & Telecommunication Engineering	Computer Science & Engineering	Civil Engineering
Political Science and International Relations	Chemistry	Medical Science	Commerce and Accountancy	Economics
Mass Communication,	Philosophy	Public Administration	Management	Mathematics
Forestry	Fisheries	Law	Physics	Zoology
Geography	Psychology	Geology	Literature of the following languages: Nepali, English, Limboo, Hindi, Lepcha & Bhutia	
Statistics	Sociology	Tourism Administration		