



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
(Established by Government of Kerala)

**ADMISSION TO**  
**Certificate Course in Financial Accounting**



**AUGUST 2019**

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT** is an autonomous institute established by the Government of Kerala. The Institute invites application for admission to Certificate Course in Financial Accounting (Six months course). The scheme of study and syllabus has been updated incorporating advanced topics. The course is targeted to the employment opportunities in public and private sector and for self employment.

### 1. Eligibility for admission :

Any person who possess a Plus Two certificate is eligible for admission to the programme. The upper age limit for admission to general candidates is 50 yrs. But the candidates belongs to SC/ST category and claims educational concession, the upper age limit will be as specified by the Scheduled Caste/Scheduled Tribes Development Department for awarding educational concession.

### 2. Course Centre and Intake.

SI. No.	Name of Centre	No. of seats
1	IHRD Regional Centre, Puthuppally Lane, Medical College PO, Thiruvananthapuram Ph : 0471-2550612, 2554947	40
2	Model Finishing School, Science & Technology Museum Campus, PMG Junction, Vikas Bhavan Post, Thiruvananthapuram - 695 033, Ph : 0471- 2307733	40
3	Extension Centre of IHRD, Mukkada, KundaraKollam – 691 501, Ph: 0474-2580462	40
4	College of Applied Science, Kalanjoor, Pathanamthitta - 689 694, Ph: 04734-272320	40
5	College of Applied Science, Konni, Elimullumplackal P.O, Konni, Pathanamthitta Dist– 689 692, Ph: 0468-2382280	40
6	Technical Higher Secondary School, Mallappally East P.O., Pathanamthitta – 689 584, Ph: 0469 - 2680574	40 (part-time)
7	College of Applied Science, Govt. UPS Campus, Karthikapally P.O Haripad , Alappuzha - 690516, Ph : 0479-2485370, 2485852, 2485372	40
8	College of Applied Science, , Govt. Boy's High School Campus, Mavelikara – 690 101. Allappuzha Ph : 0479-2304494	40
9	Model Technical Higher Secondary School, Kaloor, Kochi – 682 017, Ph: 0484- 2347132	40
10	Model Finishing School, GCDA Complex, Jawaharlal Nehru International Stadium, Kaloor, Ernakulam, Ph: 0484 - 2341410	40
11	College of Applied Science, Nattika, Valapad P.O, Thrissur – 680567 Ph: 0487-2395177	40
12	Technical Higher Secondary School, Govt. U.P.School Campus, Avanoor P.O, Varadium, Thrissur – 680 547, Ph: 0487-2214773	40
13	Extension Centre of IHRD, Mini Civil Station, Cherpu Ph: 0487-2340234.	40
14	College of Applied Science, Agali, Attappadi, Palakkad – 678 581, Ph: 04924-254699	40
15	IHRD Centre, Valancherry, Moochikkal , Valancherry P.O Malappuram – 676 552, Ph: 0494-2646303	40
16	Extension Centre of IHRD, Tanur Road, Thazhepalam, Tirur, Malappuram – 676 107, Ph: 0494-2423599	40
17	College of Applied Science, Balan.K.Nair Road, Kiliyanad Post, Kozhikode - 673 001. Ph : 0495-2765154, 2768320	40 (part –time)
18	College of Applied Science Pattuvam, Kayyamthadam, Ariyil Post, Taliparamba (Via), Kannur – 670143, Ph : 0460-2206050	40

3. Duration : 6 months  
 4. Intake/Batch : 40 per batch  
 5. Last date for receipt of filled in application for admission in the respective training centre : 30.08.2019  
 6. Probable date of commencement of classes : 02.09.2019

### 7. How to apply

Application form can be downloaded from IHRD website. Completed application accompanied by demand draft for Rs.150/- (Rs. 100/- for SC/ST candidates) drawn in favor of the head of training centre towards registration fee and attested copies of mark list of qualifying examination should reach the head of the training centre on or before the last date prescribed. Candidates are precluded from applying to more than one training centre for admission. In the application, the name of training centre chosen should be invariably noted. Once selected, transfer from one training centre to another will not be given under any circumstances. The application without registration fee will be rejected without assigning any reason.

## 8. Reservation

25% of the seats will be reserved for SC/ST/OEC Students (As per G.O.(Rt) 212/2011/SC ST dtd14/02/2011). Candidates claiming reservation under SC/ST quota should produce community certificate from a Revenue officer not below the rank of concerned Tahsildar. Candidates claiming reservation under OEC should produce a community certificate and income certificate from the Village Officer concerned. Claim of reservation without community/income certificate will not be considered. The un-availed seat if any under SC quota will go to the ST quota and vice versa.

## 9. Basis of Selection

Selection of the candidates will be based on the aggregate percentage of marks/Grade secured in the Final/previous semester Examination. (Each training centre will be treated as separate unit for selection of candidates).

## 10. Supply of Text Books and Study materials

No text books or study materials shall be supplied to the students free of cost. The details of text books required for the course shall be intimated to the students by the heads of institutions. The students will make their own arrangements to procure the required text books.

## 11. Course Contents: (As per Scheme 2019)

CFA101 - Fundamentals of Financial Accounting, Business and Industrial Laws, CFA102- GST Practitioner Module and Statutory Compliance, CFA103- Financial Accounting, CFA104 - GST Practitioner Module, CFA105- OJT-On Job Training.\* The medium of instruction / Exam will be in English only.

## 12. Details of fee

i)	Admission Fee	: Rs. 300/- + GST+ Flood Cess applicable
ii)	Course Fee	: Rs. 12,000/- + GST+ Flood Cess applicable
iii)	Exam Fee	: Rs. 750/- + GST+ Flood Cess applicable
	<b>Total fees</b>	<b>: Rs. 13,050/- + GST+ Flood Cess applicable</b>
	<u>Certification Fee (Optional)</u>	
	1. Tally for GST- Certification fee	: Rs. 560/- + GST+ Flood Cess applicable
	2. Assistant Practitioner- Certification fee	: Rs. 500/- + GST+ Flood Cess applicable
	3. MS Excel - Certification fee	: Rs. 400/- + GST+ Flood Cess applicable
	4. ICAI-Certification fee	: Rs.4500/- (inclusive of taxes)

The Fees once paid is non-refundable under any circumstances, unless stated otherwise

13. IHRD do not allow any educational concession/exemption from payment of fee to the students studying for the course. However the SC/ST/OEC candidates selected under reservation quota shall be provisionally exempted from payment of the prescribed fees provided they submit application for educational concession from the Scheduled Caste Development Department in the prescribed form along with the supporting documents within 15 days from the date of commencement of the regular classes. If they fail to do so, they should pay the prescribed fees. The sanctioning of educational concession to the above categories of students will be subject to Government Orders issued by SC Development Department from time to time.

14. The admission process will be cancelled, if recommended minimum no. of candidates are not available to join the course in a centre at the time of interview. In such case, the application registration fee will be refunded to the candidates, who have reported for the interview scheduled.

## 15. Important Rules and Regulations for the Examination

*(Students must read the entire rules and regulations available in the course centre before undergoing the course)*

- The final examination will be conducted by the IHRD, immediately after the completion of the course.
- Candidates who have secured a minimum of 75% of the attendance during the course only are eligible for the registration for the examination.
- Students who have shortage of attendance, but not condoned, are not eligible to register for the examination.
- A candidate will have up to four consecutive chances for appearing the final examination from their registration to the regular examination. All supplementary exams conducted subsequent to a regular examination will be treated as a chance, irrelevant whether the candidate has registered for those exams or not.
- Candidates who have not secured the minimum attendance during the course or those who have failed for continuous evaluation marks even for one subject have to repeat the course by paying the prescribed fees.
- The minimum marks required for a pass in each subject will be 50% of maximum marks. (ie, for theory/practical(Terminal Assessment) and continuous evaluation(CE) put together.) However individual minimum of 40% is required for theory/practical(ESA) and continuous evaluation(CE) of each subject, separately. There is no provision for improvement of continuous evaluation(CE) marks, unless the candidate repeats the semester study.

7. The students who had failed for Terminal examinations are permitted to register in compartmental or piece meal appearance during supplementary examinations within the permitted maximum chance.
8. A candidates is required to complete the course and register for Terminal examination within 24 months from the date of admission. Candidates who are unable to register for terminal regular examination within 24 months from the date of admission have to repeat the entire course.
9. There will be no cancellation or improvement possible for the Terminal examinations.
10. A candidate can apply for the revaluation of answer scripts on the following conditions.
- The application for revaluation of answer scripts shall be submitted in the prescribed format through the head of institution along with the required fee, within 10 days of receipt of mark lists or within 15 days of date of publication of result, whichever is earlier.
  - The revaluation fee once remitted will not be refunded under any circumstances.
  - For revaluation, the revised marks will be awarded only if there is a minimum of 10% increase in marks awarded during first valuation.
11. The students have the opportunity to point out the mistakes in Name, sex, date of birth etc. given in the hall ticket by making necessary correction in the copy of A-list, at the time of receiving hall tickets. They can also submit a request for correction through the head of training centre, with a copy of the SSLC certificate any time, before the publication of results. These corrections will be made in the examination records free of cost. But, once the mark list/certificate is prepared and forwarded to the training centre for issue, the correction of above details will be made on the following conditions.
- A request shall be submitted along with the mark list/Certificate issued and a copy of the SSLC certificate.
  - Correction fee for Mark list/Certificate should be remitted.
  - Any other mistakes in marks entered in the mark list will be corrected at free of cost.
12. i) Those who pass the Terminal examination in the first chance securing an aggregate of 75% or more marks put together will be declared to have passed the course in "First Class with Distinction".
- ii) Those who pass the Terminal examination in the first chance securing an aggregate of 60% or more marks put together will be declared to have passed the course in "First Class".
- iii) All other successful candidates will be placed in the "Second Class".
13. All successful candidates will be awarded a Certificate by the IHRD.
14. A provisional certificate will be issued to successful students, if applied within 6 months from the date of publication of results. Application in the prescribed format duly recommended by the head of training centre should be submitted to the Director, IHRD, along with the prescribed fees and proof of Identity. The provisional certificate once issued, will be valid for 6 months from the date of issue or till the Diploma certificates are issued, whichever is earlier.

Thiruvananthapuram  
Date 22/08/2019

**Sd/-**  
**DIRECTOR**