

	Haldwani(2003), Srinagar (Uttarakhand)(2004), Haridwar(2005), Delhi(2201), Ajmer(2401), Alwar(2402), Bharatpur(2403), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganagar(2408), Udaipur(2409)	(NR)/ NCT of Delhi, Rajasthan and Uttarakhand	Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003
7	Anantnag(1001), Baramula(1002), Jammu(1004), Leh(1005), Rajouri(1006), Srinagar(J&K)(1007), Kargil(1008), Dodda (1009), Hamirpur(1202), Shimla(1203), Bhatinda (1401), Jalandhar(1402), Patiala(1403), Amritsar(1404), Chandigarh(1601)	North Western Sub-Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh- 160009
8	Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Vishakhapatnam(8007), Vijaywada(8008), Chennai(8201), Coimbatore(8202), Madurai(8204), Tiruchirapalli(8206), Tirunelveli(8207), Puducherry(8401), Hyderabad(8601), Nizamabad(8602), Warangal(8603)	Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006
9	Ahmedabad(7001), Vadodara(7002), Rajkot(7006), Surat(7007), Bhavnagar(7009), Kutch(7010), Amravati(7201), Aurangabad(7202), Kolhapur(7203), Mumbai(7204), Nagpur(7205), Nanded (7206), Nashik(7207), Pune(7208), Thane(7210), Bhandara(7211), Chandrapur(7212), Akola(7213), Jalgaon(7214), Ahmednagar(7215), Alibaug(7216), Panaji(7801)	Western Region (WR)/ Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020

8.1 A candidate may give option for three centres, in the order of priority, within the same region. No request for change of centre will be considered later under any circumstances. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications.

8.2 The Commission will endeavour to accommodate the candidates in centres opted by him/ her. However, the Commission reserves the right to cancel any of the Examination Centres and/ or add some other Centres, allot the candidates to any centre other than the one opted by him/ her, at its discretion, depending upon the administrative feasibility.

9. SCHEME OF THE EXAMINATION:

The Examination will be conducted in four tiers as indicated below:

- Tier -I - Computer Based Examination
- Tier -II - Computer Based Examination

- Tier -III - Pen and Paper Mode (Descriptive paper)
- Tier-IV - Computer Proficiency Test/ Skill Test (wherever applicable)/ Document Verification

9.1 The Commission reserves the right to make changes in the scheme of examination.

9.2 Interview component has been dispensed with. There will, therefore, be no interview.

9.3 Scheme of Tier-I and Tier-II Examinations:

Tier	Subject	Number of Questions	Maximum Marks	Time allowed
I	A. General Intelligence and Reasoning	25	50	60 Minutes (Total) For VH/ OH (afflicted with Cerebral Palsy/ deformity in writing hand- Pl. See para- 5.11 of Notice): 80 Minutes
	B. General Awareness	25	50	
	C. Quantitative Aptitude	25	50	
	D. English Comprehension	25	50	
II	Paper-I: Quantitative Abilities	100	200	120 Minutes (for each Paper) For VH/ OH (afflicted with Cerebral Palsy/ deformity in writing hand- Pl. See para- 5.11 of Notice): 160 Minutes
	Paper-II: English Language and Comprehension	200	200	
	Paper-III: Statistics	100	200	
	Paper-IV: General Studies (Finance and Economics)	100	200	

Note-I: In Tier-I, there will be negative marking of 0.50 for each wrong answer.

Note-II: In Tier-II, there will be negative marking of 0.25 for each wrong answer in Paper-II (English Language and Comprehension) and of 0.50 marks for each wrong answer in Paper-I, Paper-III and Paper-IV.

Note-III: In Tier-II, Paper-I and Paper-II are compulsory for all the posts.

Note-IV: In Tier-II, Paper-III will be for only those candidates who apply for the post of Junior Statistical Officer (JSO) and who are shortlisted in Tier-I for this Post/ Paper.

Note-V: In Tier-II, Paper-IV will be for only those candidates who apply for the posts of Assistant Audit Officer/ Assistant Accounts Officer and who are shortlisted in Tier-I for these Posts/ Paper.

9.4 Scheme of Tier-III Examination:

Tier	Mode of Examination	Scheme of Examination	Maximum Marks	Time Allowed
III	Pen and Paper mode	Descriptive Paper in English or Hindi (Writing of Essay/ Precis/ Letter/ Application etc.)	100	60 Minutes For VH/ OH (afflicted with Cerebral Palsy/ deformity in writing hand- PI. See para-5.11 of Notice): 80 Minutes

The merit will be prepared on overall performance in Tier-I, Tier-II and Tier-III. However, the candidate will need to qualify all the tiers i.e Tier-I, Tier-II and Tier-III separately. There will be no sectional cut-off.

Computer Proficiency Test/ Skill Test (wherever applicable)/ Document Verification will also be conducted as per the provisions of the notice of examination.

9.5 Indicative Syllabus:

9.5.1 Tier-I of the Examination:

(A): General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & unfolding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

(B): General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(C): Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time &

Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

(D): English Comprehension: Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested.

The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-C will be of 10th standard level.

Note-1: The Commission shall have the discretion to fix different minimum qualifying standards in each component of the Tier-I Examination taking into consideration among others, category-wise vacancies and category-wise number of candidates. Only those candidates, who have scored above the cut off marks fixed by the Commission, would be required to appear in the Tier –II Examination.

Note-2: Tier-I examination is used to screen the candidates for appearing in Tier-II examination for various papers which will be specifically required for different groups of posts. Marks of such screened candidates in Tier-I will be taken into account for final ranking of candidates for selecting them for the Computer Proficiency Tests/ Data Entry Skill Test and also for final selection.

Scheme of Written Examination (Tier-II):

9(B)(i): Paper-I & II are compulsory for all the categories of posts.

9(B)(ii): Paper-III is only for those candidates who apply for the post of Junior Statistical Officer (JSO)

9(B)(iii): Paper IV is only for those candidates who apply for the post of Assistant Audit Officer (AAO)/Assistant Accounts Officer(AAO).

9(B)(iv): Candidates opting for the post of Junior Statistical Officer (JSO) and Assistant Audit Officer/Assistant Accounts Officer must ensure that they possess the requisite qualification as mentioned in the notice of Examination. Commission reserves the right to take appropriate action against applicants who do not possess the requisite eligibility while opting for the post of Junior Statistical Officer (JSO) and Assistant Audit Officer/Assistant Accounts Officer. Candidature of such candidates who do not possess the requisite educational qualification for a particular post(s) will not be considered for such post(s). – CAN BE

DELETED

9.5.2: Indicative Syllabus for Tier-II of the Examination:

Paper-I (Quantitative Abilities): The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

Paper-II (English Language and Comprehension): Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

Paper-III (Statistics):

Collection, Classification and Presentation of Statistical Data – Primary and Secondary data, Methods of data collection; Tabulation of data; Graphs and charts; Frequency distributions; Diagrammatic presentation of frequency distributions.

Measures of Central Tendency- Common measures of central tendency – mean median and mode; Partition values- quartiles, deciles, percentiles.

Measures of Dispersion- Common measures dispersion – range, quartile deviations, mean deviation and standard deviation; Measures of relative dispersion.

Moments, Skewness and Kurtosis – Different types of moments and their relationship; meaning of skewness and kurtosis; different measures of skewness and kurtosis.

Correlation and Regression – Scatter diagram; simple correlation coefficient; simple regression lines; Spearman's rank correlation; Measures of association of attributes; Multiple regression; Multiple and partial correlation (For three variables only).

Probability Theory – Meaning of probability; Different definitions of probability; Conditional probability; Compound probability; Independent events; Bayes' theorem.

Random Variable and Probability Distributions – Random variable; Probability functions; Expectation and Variance of a random variable; Higher moments of a

random variable; Binomial, Poisson, Normal and Exponential distributions; Joint distribution of two random variable (discrete).

Sampling Theory – Concept of population and sample; Parameter and statistic, Sampling and non-sampling errors; Probability and non-probability sampling techniques (simple random sampling, stratified sampling, multistage sampling, multiphase sampling, cluster sampling, systematic sampling, purposive sampling, convenience sampling and quota sampling); Sampling distribution (statement only); Sample size decisions.

Statistical Inference - Point estimation and interval estimation, Properties of a good estimator, Methods of estimation (Moments method, Maximum likelihood method, Least squares method), Testing of hypothesis, Basic concept of testing, Small sample and large sample tests, Tests based on Z, t, Chi-square and F statistic, Confidence intervals.

Analysis of Variance - Analysis of one-way classified data and two-way classified data.

Time Series Analysis - Components of time series, Determinations of trend component by different methods, Measurement of seasonal variation by different methods.

Index Numbers - Meaning of Index Numbers, Problems in the construction of index numbers, Types of index number, Different formulae, Base shifting and splicing of index numbers, Cost of living Index Numbers, Uses of Index Numbers.

Paper-IV (General Studies-Finance and Economics):

Part A: Finance and Accounts - (80 marks):

1. Fundamental principles and basic concept of Accounting.

Financial Accounting: Nature and scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles.

Basic concepts of accounting: Single and double entry, Books of original Entry, Bank Reconciliation, Journal, ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Profit & loss Appropriation Accounts, Balance Sheet Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit organisations Accounts, Receipts and Payments and Income & Expenditure Accounts, Bills of Exchange, Self Balancing Ledgers.

Part B: Economics and Governance - (120 marks)

2. Comptroller & Auditor General of India- Constitutional provisions, Role and responsibility

3. Finance Commission-Role and functions

4. Basic Concept of Economics and introduction to Micro Economics

Definition, scope and nature of Economics, Methods of economic study and Central problems of an economy and Production possibilities curve

5. Theory of Demand and Supply

Meaning and determinants of demand, Law of demand and Elasticity of demand, Price, income and cross elasticity; Theory of consumer's behaviour - Marshallian approach and Indifference curve approach, Meaning and determinants of supply, Law of supply and Elasticity of Supply.

6. Theory of Production and cost

Meaning and Factors of production; Laws of production- Law of variable proportions and Laws of returns to scale.

7. Forms of Market and price determination in different markets

Various forms of markets - Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly and Price determination in these markets

8. Indian Economy

Nature of the Indian Economy Role of different sectors - Role of Agriculture, Industry and Services-their problems and growth;

National Income of India - Concepts of national income, Different methods of measuring national income

Population - Its size, rate of growth and its implication on economic growth

Poverty and unemployment - Absolute and relative poverty, types, causes and incidence of unemployment

Infrastructure - Energy, Transportation, Communication

9. Economic Reforms in India

Economic reforms since 1991; Liberalisation, Privatisation, Globalisation and Disinvestment

10. Money and Banking

Monetary/ Fiscal policy - Role and functions of Reserve Bank of India; functions of commercial Banks/ RRB/ Payment Banks

Budget and Fiscal deficits and Balance of payments

11. Role of Information Technology in Governance

Note-I: Questions in Paper-I will be of Matriculation Level, Paper-II of 10+2 Level and Paper-III of Graduation Level. (Paper-IV???)

NOTE- II: The Commission will have full discretion to fix separate minimum qualifying marks in each of the papers in Tier II and in the aggregate of all the papers separately for each category of candidates (viz. SC/ST/OBC /PH/Ex-S/General (UR) Only those candidates who qualify in all the papers as well as in the aggregate would be eligible to be considered for being called for Tier-III (Descriptive Examination), Data Entry Skill Test/Computer Proficiency Test/Document Verification.

NOTE-III: Any representation to answer key of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the Commission in this regard will be final and no further representation will be entertained.

9 (D): Skill Test: For the post of Tax Assistants (Central Excise & Income Tax): Data Entry Speed Test (DEST) at 8,000 (eight thousand) Key Depression per hour on Computer:

The "Data Entry Speed Test" Skill Test will be conducted for a passage of about 2000 (two thousand) key depressions for a duration of 15 (fifteen) minutes. This test will be of qualifying nature. Computers for the test will be provided by the Commission at the Centre/venue notified for the purpose. The Skill Test will be held at the Commission's Regional/Sub-Regional Offices or at other Centres as may be decided by the commission.

The Skill test will be conducted in the manner decided by the Commission for the purpose.

Only those candidates who secure at least the minimum qualifying marks in the written examination as may be fixed by the Commission at its discretion, will be eligible to appear in the SKILL TEST.

OH candidates opting for the post of Tax Assistant in CBDT are exempted for appearing in Skill Test. OH candidates opting for post of Tax Assistant in CBEC are not exempted from Skill Test. HH and VH candidates are not eligible for exemption from the Skill Test.

Detailed instructions regarding Skill Test will be sent by the Regional/ Sub Regional Offices of the Commission to eligible candidates declared qualified for appearing in Skill Test.

VH candidates will be allowed additional compensatory time of 5 (five) minutes in DEST. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of Skill Test.

9(E): The Commission will hold Computer Proficiency Test (CPT), comprising of three modules – (i) Word Processing, (ii) Spread Sheet and (iii) Generation of Slides, for the posts of Assistant Section Officer of CSS, Assistant Section Officer (MEA), Assistant in Serious Fraud Investigation Office (SFIO) under the Ministry of Corporate Affairs and Assistant (GSI) in the Ministry of Mines. The CPT will be conducted in the manner decided by the Commission for the purpose. No exemption from CPT is allowed for any category of PwD candidates. CPT will be of qualifying nature.

Scheme of DOPT for the post of Assistant Section Officer in CSS, Assistant Section Officer