

(To be uploaded on the website of the commission on dated 05.05.2018)

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

STAFF SELECTION COMMISSION

NOTICE

COMBINED GRADUATE LEVEL EXAMINATION, 2018

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 Marks scored by candidates in Tier-I and Tier-II examinations, if conducted in multiple shifts, will be normalized and such normalized scores will be treated as final and will be used for qualifying the candidates to next stage of examination and to determine final merit.

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)
	B. General Awareness	25	50	
	C. Quantitative Aptitude	25	50	

D. English Comprehension	25	50	hand- Pl. See para- 5.10 of Notice): 80 Minutes
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II	Paper-I: Quantitative Abilities	100	200	120 Minutes (for each Paper) For VH/ OH (afflicted with Cerebral Palsy/ deformity in writing hand- PI. See para- 5.10 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 are shortlisted in Tier-I for Paper-IV i.e. for the posts of Assistant Audit Officer/ Assistant Accounts Officer.

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- 5.10 of Notice): 80 Minutes

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 & un-folding, 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.

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

Fiscal Responsibility and Budget Management Act, 2003

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 in Paper-III and Paper-IV of Graduation Level.

NOTE-II: Any representation to answer keys 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.

9.6 : Skill Test:

9.6.1 Date Entry Skill Test (DEST): 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. 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. Information about evaluation of Typing Test/ DEST are available on the Commission’s website www.ssc.nic.in (Candidate’s Corner).

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

Note-I: 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.

Note-II: 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.

9.6.2: Computer Proficiency Test (CPT): 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.

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

10. Document Verification (DV):

All the candidates qualified for Document Verification are required to come for Document Verification. **Those who fail to do so will not be considered for any post at the time of final selection.** Candidates will have to submit copies of various documents like Matriculation Certificate, educational qualification, caste certificate, relevant document, if any relaxation is taken, etc. Candidates will be required to produce all documents in original for verification at the time of document verification. Information about the required documents will be provided while calling candidates for DV. Detailed options for posts will be taken either online or at the time of document verification.

11.1 : Physical standards for the post of Inspector (Central Excise/ Examiner/ Preventive Officer), Inspector & Sub-Inspector in CBN:

Male Candidates:

(i) Physical Standards:

Height 157.5 cm. Chest 81 cm (fully expanded with a minimum expansion of 5 cm.)	Height relaxable by 5 cm in the case of Garwalis, Assamese, Gorkhas and members of Scheduled Tribes.
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ii) Physical Test:

Walking : 1600 metres in 15 minutes.

Cycling : 8 Kms. In 30 minutes.

Female Candidates:

i) Physical standards (Minimum):

Height: 152 cms. Weight: 48 Kgs.	Height relaxable by 2.5 cms. Weight relaxable by 2 Kg. for Gorkhas, Garwalis, Assamese and members of Scheduled Tribes.
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ii) Physical Test:

Walking: 1 Km. in 20 minutes.

Cycling: 3 Kms. in 25 minutes.

NOTE: For the post of Inspector (Central Excise/ Examiner/ Preventive Officer), persons with disabilities will have to meet the physical standards i.e. height, chest and weight as prescribed for the relevant post. However, for orthopedically disabled candidates, the following relaxation in Physical Test is allowed:

- (a) The test of "Walking" shall not be insisted in case of OL and OAL categories.
- (b) The test of "Cycling" shall not be insisted in case of OA, OL and OAL categories.

11.2: Physical standards for the Post of Sub- Inspector in Central Bureau of Investigation:

a) **Height**

For men - 165 cm.

For women - 150 cm.

Height relaxable for Hillsmen and Tribals : 5 cms.

b) **Chest** :

76 cm with expansion (There shall be no such requirement in case of female candidates)

c) **Vision** :

Eye-sight (with or without glasses)

Distant vision: 6/6 in one and 6/9 in the other eye.

Near vision 0.6 in one eye and 0.8 in other eye.

11.3: Physical standards for the Post of Sub-Inspector in National Investigation Agency:

a) **Height**

For men - 170 cms.

For women - 150 cms.

Height relaxable for Hillsmen and Tribals : 5 cms.

b) **Chest**:

76 cm with expansion (There shall be no such requirement in case of female candidates)

c) **Vision**:

Eye-sight (with or without glasses)

Distant vision: 6/6 in one and 6/9 in the other eye.

Near vision 0.6 in one eye and 0.8 in other eye.

Note: Candidates are advised to make sure before opting for any category of post that they fulfill the requirements for that category. The physical measurements (including vision test) for candidates will be conducted by the concerned Indenting Departments and only those candidates who fulfill the specified physical measurements will be eligible for the respective posts. No request from candidates for allotting to any other service/ category of post will be entertained by the Commission if the nominated candidates fail to meet the physical requirements. Thus, the onus of fulfilling the eligibility criteria will exclusively be on the candidates opting for such posts.

12. General instructions to be complied by the candidates in the Computer based Examination:

Candidates must write the papers/ indicate the answers in their own hand.

In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

Use of mobile phone, calculator and other electronic gadgets and their accessories is not permitted. Therefore, these should not, be brought inside the Examination Premises/ Venue.

Candidature of any candidate found to possess mobile phones or any other means of wireless communication or related accessories either in working or switched off mode, shall be cancelled forthwith. This will also invite further penal action as per the policy of the Commission.

The Candidates are advised to desist from use of any unfair method in the examination hall which will render them ineligible for further consideration for the examination and also lead to their debarment from Commission's examinations in future beside inviting criminal prosecution.