

STAFF SELECTION COMMISSION**REVISED SCHEME OF COMBINED GRADUATE LEVEL EXAMINATION,2010**

Staff Selection Commission is a Central Government Recruitment Agency, mandated for making recruitment to Group "B" (Non-Gazetted) and Group-"C" (Non-technical) posts in various Departments, Ministries and Subordinate and Attached Offices under Government of India.

2. The 2nd Administrative Reforms Commission in its report has analysed the performance of SSC and made specific recommendations on recruitment at Graduate and other levels. Salient features of 2nd ARC's observations/recommendations are :

- (i) Manual evaluation apart from being time consuming may not be free from the biases of evaluators.
 - (ii) There is a viewpoint that the conventional examination system of administering a subjective type test may be substituted by an objective type test. The argument against this proposal is that an objective type test cannot judge the comprehension, analysis and presentations skills of the candidates.
 - (iii) The advantages of quick evaluation and total objectivity outweigh the disadvantage of not being able to assess the candidates' presentation skills.
 - (iv) Shortening the examination process would allow the candidates to join early and upgrade the skills of selected candidates.
 - (v) Testing technology through objective testing has evolved substantially and these tests can be designed to test various competencies of the candidates.
- (vi) There is no need to conduct four different examinations for posts included in Combined Graduate Level Examination, Sub Inspector in CPOs, Tax Assistants and Section Officers(Audit)[which presumably includes SO (Commercial Audit)].
 - (vii) There could be a common examination and , thereafter, the candidates can apply for various posts with this examination score. SSC may then conduct specialized test and interviews.
 - (viii) In order to standardize the process, the examination could be held on a fixed date in a year and the marks obtained could be valid for a year.

3. Keeping in view the recommendations of the 2nd ARC and after detailed analysis of selection process adopted in different examinations at present, SSC has formulated a fresh proposal for a Combined Graduate Level Examination for posts for which a degree is the minimum qualification . The proposal has been approved vide letter No.39020/1/2008-Estt(B)dated 21.12.2009 of Department of Personnel & Training, Government of India. It is now proposed to have a three Tier selection process on the basis of a single application for the posts for which recruitment is presently made through the following examinations:

- (a) Combined Graduate Level Examination.
- (b) Tax Assistant Examination.
- (c) Section Officer (Commercial Audit)Examination
- (d) Section Officer (Audit)Examination
- (e) Complier (for O/o RGI)Examination
- (f) Statistical Investigator Grade-II (for M/o Statistics & Prog. Implementation)Examination
- (g) Sub-Inspector in CPOs Examination

4. Due to reclassification and redesignation of the posts of Section Officer (Commercial Audit) and Section Officer (Audit) in the Offices under the C&AG, the 2010 Examination, proposed to be advertised on 30.01.2010, will not include these posts. Salient features of the new Scheme are :

- I. There will be a single application for all posts.
- II. Candidates will be advised to give option, in order of priority, for various group of posts included in the Examination. The Notice for the Examination will mention the date of Tier-I as well as Tentative date for Tier-II Examination.
- III. Tier-I of the Examination will comprise of one paper of Objective Type with the following parts:

| Part | Subject | Questions | Marks | Time |
|------|-----------------------------------|-----------|-------|------------------|
| A | General Intelligence & Reasoning* | 50 | 50 | (i)Two hours |
| B | General Awareness | 50 | 50 | (ii) Two hours & |

| | | | | |
|---|--------------------|----|----|----------------|
| C | Numerical Aptitude | 50 | 50 | 40 minutes for |
| D | English Language | 50 | 50 | VH candidates |

*Paper for VH

candidates will not have Graphs, Charts etc.

- iv. Tier-I will be used to screen the candidates for appearing in Tier-II for various papers which will be specifically required for different groups of posts. However, to avoid replication at Tier II level, marks of such screened candidates in Tier-I will be taken into account for ranking of candidates for selecting them for the interview and also final selection.
- v. Tier-II of the Examination will consist of three Objective Multiple Choice papers which the candidates will be required to take depending upon their qualifications and options for various posts :

| Paper | Subject | Posts | No.of Questions & Duration | Marks |
|-------|---|--|---|-------|
| I | Arithmetical Abilities | All Posts other than SI in CPOs | 100 2 hours 2 hours 40 minutes (for VH where eligible) | 200 |
| II | English language & Comprehension | All Posts | 200 2 hours 2 hours & 40 minutes (for VH) | 200 |
| III | Mathematics/ Economics/ Statistics/ Commerce | Statistical Investigators/ Compiler | 100 2 hours 2 hours & 40 minutes (for VH candidates where eligible) | 200 |

- vi. All papers in Tier-II will be of Objective Type as recommended by the 2nd ARC. While papers I and II of Tier-II Examination will be of general nature and at a level consistent with the Educational Qualifications prescribed for the posts, namely a degree, Paper-III of specialized nature will be of Degree Level.
- vii. Tier-III will consist of Interview. Additionally for posts Tax Assistants and Assistants(CSS) Skill Test in Data Entry/Computer Proficiency will be of qualifying nature and compulsory. Interview will in-er-alia test the comprehension and analytical ability of the candidates to supplement testing of language skills in Tier-I and II, General Awareness and personality, besides giving suitable weightage for levels of performance in minimum educational qualification prescribed, additional qualifications, if any, social abilities as evidenced through participation in extra curricular activities or depth of knowledge gained in the job in the case of candidates already employed etc. Marks for interview will be apportioned appropriately to test the competencies which might not have been adequately tested through objective type testing in Tier I and II.
- viii. Skill Test for Tax Assistant / Assistants (CSS) will be held on-line and results will be available to the SSC immediately after conduct of the Text to avoid any delay in finalization of the results. To avoid inconvenience to the candidates, SSC will endeavor to schedule skill test along with interviews.
- ix. Interview will carry a weightage of 100 marks.
- x. SSC will have the option of seeking detailed /revised option from the candidates at the time of Tier-II Examination/Interview.

Scheme for various categories of post is summarized for various categories of posts, in Annexure-I. Syllabi for various subjects/papers are indicated in Annexure-II.

5. The proposed scheme offers the opportunity of appearing for various posts through a single application, which is advantageous to candidates. Detailed notification of the Examination is proposed to be published in Employment News/Rozgar Samachar on 30.01.2010.

| S.No | Posts | Tier I Examination (one Paper) | Tier II Examination | Interview | Skill Test/PET | Total Marks |
|------|--|---|---|--------------|--|-------------|
| 1. | Assistant Inspector (Central Excise) Inspector (Income Tax) Inspector (Preventive Officer) Inspector (Examiner) Asth. Enforcement Officer Sub Inspector (CBI) Section Officer (Audit) | A. General Intelligence Reasoning : marks + 50 B. Gen. Awareness: marks 50 C. Numerical Aptitude: marks 50 D. English Comprehension: marks 50 Marks : 200 Duration : 02 hours For VH : 2 hours 40 minutes | I. Arithmetical Abilities :200 marks (100 Questions) Duration: 2 hours For VH : 2 hours 40 minutes where eligible) II. English Language & Comprehension: 200 marks Duration : 2 hours For VH : 2 hours 40 where eligible. Total Marks 400 | 100 marks | -- | 700 |
| 2. | Divisional Accountant Auditor Accountant UDCs Tax Assistant | -do- | -do- | No Interview | Only for Tax Assistants 8000 key depression per hour | 600 |
| 3. | Sub Inspector (CPOs) | -do- | English Language & Comprehension :200 marks Questions : 200 Duration : 2 hours For VH : 2 hours 40 minutes wherever applicable. | 100 marks | PET/ Medical to be conducted at the appropriate stage. | 500 |

ANNEXURE

| S.No | Posts | Tier I Examination (one Paper) | Tier II Examination | Interview | Skill Test/ PET | Total Marks |
|------|--|---|---|-----------|-----------------|-------------|
| 4. | Section Officer (Commercial Audit) | A. General Intelligence Reasoning : 50 B. Gen. Awareness: 50 C. Numerical Aptitude: : 50 D.English Comprehension : 50 Marks : 200 Duration : 02 hours For VH : 2 hours 40 minutes | + I. Arithmetical Abilities : 200 marks (100 Questions) Duration :2 hours For VH : 2 hours 40 minutes where eligible) II. English Language & Comprehension: 200 marks Duration : 2 hours For VH : 2 hours 40 minutes wherever eligible. III. Commerce : 200 marks | 100 marks | --- | 900 |
| 5. | Investigator Grade -II & III and Compilers | -do- | Paper I & II as above :400 Paper II Commerce/ Mathematics/ Statistics/Economics :200 | 100 marks | --- | 900 |

TENTATIVE SYLLABUS**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, spatial visualization, spatial orientation, problem solving, analysis, judgement, 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.
- 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 to sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, scientific Research etc. These Questions will be such that they do not require a special study of any discipline.
- C. Numerical 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 the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation(The standard of the questions will be of 10+2 level).
- D. English Comprehension :** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

(The questions in all the components A,B & D will be of a level commensurate with the Essential Qualification prescribed for the post viz; graduation).

TIER-II OF THE EXAMINATION :

- Paper-I : Arithmetic Ability :** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Discount, Use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time etc.
- Paper-II : English Language & Comprehension :** Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc. There will be a question on passages and comprehension of passages also. (The standard of the questions will be of 10+2 level).
- Paper-III : Commerce/Mathematics/Statistics/Economics** for Investigator Grade-II, for Ministry of Statistics & Programme Implementation and Compiler for Registrar General of India, Ministry of Home Affairs.

A. STATISTICS

Probability, **Probability Distributions, Binomial, Poisson, Normal, Exponential.**

Compilation, classification, tabulation of Statistical Data, Graphical presentation of data.

Measures of central tendency, measures of dispersion, measures of association and contingency, scatter diagram, correlation coefficient, rank correlation coefficient and linear regression analysis (for two or more variables) excluding partial correlation coefficients.

Concept of Population, random sample, parameters, statistics, sampling distribution of \bar{x} properties of estimators and estimation of confidence intervals.

Principles of sampling, simple random sampling, stratified sampling, systematic sampling etc., Sampling and non-sampling errors, type-I and type-II errors.

Concepts of **Hypothesis – Null and alternate, Testing of hypothesis for large samples as well as small samples including Chi-square tests (Z, t, F, χ^2**

tests).

Index Numbers, Time series analysis – components of variation and their estimation.

B. ECONOMICS

GENERAL ECONOMICS

1. Demand and Supply Analysis, including Laws and Interaction of Demand and Supply.
2. Production Function and Laws of Returns.
3. Commodity Pricing – Characteristics of various Market Forms and Price Determination under such Market Forms.
4. Theory of Factor Pricing – Rent, Wage, Interest and Profit.
5. Theory of Employment – Classical and Neo-classical Approach.
6. Keynesian Theory of Employment – Principles of Effective Demand. Meaning and Importance of Investment, Relation between Saving and Investment, Multiplier Effect and the process of Income Generation, Post Keynesian Development.
7. Nature and Functions of Money, Value of Money, Fluctuations in the value of Money – Inflation and Deflation, Monetary Policy, Index Number.
8. International Trade-Free Trade and Protection, Theories of International Trade.
9. Foreign Exchange – Determination of the rate of Exchange – Purchasing Power Parity theory and Balance of Payment Theory.
10. Public Finance – Nature. Scope and importance of Public Finance.
11. Taxation – Meaning, Classification and Principles of Taxation, Incidence of Taxation.
12. Deficit Financing.
13. Fiscal Policy.

INDIAN ECONOMICS AND GENERAL STATISTICS

1. Statistical Investigation – Meaning and Planning of Investigation.
2. Collection of data and editing of data.
3. Types of sampling.
4. Schedule and questionnaire.
5. Presentation of data – classification, tabulation, etc.
6. Measures of Central Tendency.
7. National Income and Accounting – Estimation of National Income, Trends in National Income, Structural changes in the Indian Economy as seen in National Income Data.
8. Agricultural sector – Agricultural Development during Plan Period, Rural Credit, Agricultural Price Policy, Rural Development Co-operation and Panchayati Raj.
9. Industrial Policy and Industrial Development.
10. Problems of Economic Development – Indian Planning – Objectives, Techniques and its evolution, Five Year Plans and Role of National Development Council.
11. Profile of Human Resources – Population and Economic Development, Demographic Profile of India, Nature of Population Problem – Poverty, Inequality, Unemployment Problem, Labour Problem, Population Control and Government Policy.
12. New Economic Policy and Welfare Schemes.
13. Indian Public Finance – Indian Revenue, Foreign Aid.
14. Indian Banking and Currency system.

C. MATHEMATICS

Algebra: Algebra of sets, relations and functions, Inverse of a function, equivalence relation. The system of complex numbers, De Moivre's Theorem and its simple applications. Relation between roots and co-efficients of a polynomial equation – Evaluation of symmetric function of roots of cubic and biquadratic equation.

Algebra of Matrices: Determinants, Simple properties of determinants, Multiplication of determinants of orders two and three, Singular and non-singular matrices. Inverse of a matrix, Rank of a matrix and application of matrices to the solution of linear equations (in three unknowns).

Convergence of sequences, and series, tests of convergence of series with positive terms, Ratio, Root and Gauss tests.

Analytic Geometry: Straight lines, Circles, System of circles, parabola, ellipse and hyperbola in standard form and their elementary properties, Classification of curves second degree.

Differential Equation: First order differential equation. Solution of Second and higher order linear differential equations with constant coefficients and simple applications.

Differential and Integral Calculus: Limit, continuity and differentiability of functions, successive differentiation, derivatives of standard functions, Rolle's and Mean-value Theorems, Maclaurin's and Taylor's series (without proof) and their applications, Maxima and Minima of functions of one and two variables. Tangents and Normals, Curvature, Partial differentiation, Euler's theorem for homogeneous function, Tracing of curves.

Standard methods of integration, Riemann's definition of definite integral, fundamental theorem of integral calculus, quadrature, rectification, volumes and surface area of solids of revolution.

Statistics: Frequency distributions, Measures of central tendency, measures of dispersion, Skewness and Kurtosis, Random variables and distribution function, Discrete distributions, Binomial and Poisson distribution, continuous distributions, Rectangular, Normal and Exponential distributions, Principles of least squares, correlation and regression, Random Sampling, random numbers, Sampling of attributes, Large Sample tests for mean and proportion, Tests of significance based on t, F and Chi-square distributions.

D. COMMERCE

This paper will cover all the subjects of commerce ordinarily taught at the B.Com. or similar degree courses of Indian Universities. Specifically, it will include the following subjects:

Accountancy: Conceptual framework, Income measurement, Final accounts, Accounting for partnership firms, Hire-purchase accounting, Corporate accounting (Issue, forfeiture and re-issue of shares).

Business Organisation: Business objectives, Business environment, Business entrepreneurship (including location, choice of form of business and growth strategies),

Business operations including finance, production, marketing and human resource development.

Management: Concept of management, Planning, Organising, Leading and Controlling.

Micro-economics: Price-mechanism, Theory of consumer behaviour, Elasticity of demand, Production function, Theory of costs, Market structures, Price-determination under perfect competition and monopoly.

Indian Economics: Issues involved in planning for economic development, Sectoral analysis of Indian economy including agriculture, industry and foreign trade.

Business Statistics: Analysis of Univariate data involving measurement of Central tendency and dispersion, correlation and regression analysis, index numbers, analysis of time-series, Theory of probability.

Business Law: Indian Contract Act, 1872, Sale of Goods Act, 1930, Partnership Act, 1932 and Negotiable Instruments Act, 1881.

Company Law: Kinds of companies, matters involving incorporation of company, shares and share capital and matters relating to issue and transfers of shares, members of a company, management of a company, meetings and resolutions, winding up of a company.

Cost accounting: Procedures involved in cost accounting, marginal costing, cost-volume profit analysis, Budgetary control, Standard costing.

Auditing: Meaning and objects of auditing, Types of audit, Audit process.

Income Tax: Basic concepts, Residence and tax liability, heads of income.