

ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

### 13 Scheme of the Examination:

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

13.1.1 Tier-I: Computer Based Examination

13.1.2 Tier-II: Computer Based Examination

13.1.3 Tier-III: Pen and Paper Mode (Descriptive paper)

13.1.4 Tier-IV: Computer Proficiency Test/ Data Entry Skill Test (wherever applicable).

13.2 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be normalized by using the formula published by the Commission vide Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

13.3 Tentative Answer Keys of the Computer Based Examinations will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit on payment of ₹ 100/- per question. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final.

13.4 The schedule of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.

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

13.6 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

#### 13.7 Scheme of Tier-I and Tier-II Examinations:

Tier	Subject	Number of Questions	Maximum Marks	Time allowed
<b>I</b>	A. General Intelligence and Reasoning	25	50	1 hour (1 hour and 20 minutes for the candidates eligible for scribe as per Para-7.1 and 7.2)
	B. General Awareness	25	50	
	C. Quantitative Aptitude	25	50	
	D. English Comprehension	25	50	
<b>II</b>	<b>Paper-I:</b> Quantitative Abilities	100	200	2 hours (for each Paper)

<b>Paper-II:</b> English Language and Comprehension	200	200	(2 hours and 40 minutes for the candidates eligible for scribe as per Para-7.1 and 7.2)
<b>Paper-III:</b> Statistics	100	200	
<b>Paper-IV:</b> General Studies (Finance and Economics)	100	200	

- 13.7.1 Tier-I and Tier-II will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi except for English Comprehension in Tier-I and Paper-II in Tier-II.
- 13.7.2 In Tier-I, there will be negative marking of 0.50 for each wrong answer.
- 13.7.3 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.
- 13.7.4 In Tier-II, Paper-I and Paper-II are compulsory for all the posts.
- 13.7.5 In Tier-II, Paper-III will be for only those candidates who apply for the posts of Junior Statistical Officer (JSO) in the Ministry of Statistics and Programme Implementation and Statistical Investigator Grade-II in the office of Registrar General of India (M/o Home Affairs) and who are shortlisted in Tier-I for these Posts.
- 13.7.6 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.

### 13.8 Scheme of Tier-III Examination:

Tier	Mode of Examination	Scheme of Examination	Maximum Marks	Time Allowed
<b>III</b>	Pen and Paper mode	Descriptive Paper in English or Hindi  (Writing of Essay/Precis/Letter/Application etc.)	100	1 hour  (1 hour and 20 minutes for the candidates who are eligible for scribe as per Para-7.1 and 7.2)

- 13.8.1 The Paper in Tier-III will have to be written either in Hindi or in English. Part paper written in Hindi and part in English will be awarded zero marks.
- 13.8.2 In Tier-III, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.

- 13.8.3 Candidates must not write any personal identity e.g. name, roll number, mobile number, address, etc inside the Answer Book (Tier-III). Failure to adhere to these instructions will be treated as unfair means (UFM) and such candidates will be awarded zero marks and their candidature will be rejected.

### 13.9 Tier-IV (Skill Test):

- 13.9.1 In the Tier-IV, Computer Proficiency Test (CPT) and Data Entry Speed Test (DEST) will be conducted.

### 13.10 Indicative Syllabus (Tier-I):

- 13.10.1 **Tier-I: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.
- 13.10.2 **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.
- 13.10.3 **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.

- 13.10.4 **English Comprehension:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.
- 13.10.5 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 10<sup>th</sup> standard level.

### 13.11 Indicative Syllabus (Tier-II):

- 13.11.1 **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.
- 13.11.2 **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.
- 13.11.3 **Paper-III (Statistics):**
  - 13.11.3.1 **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.
  - 13.11.3.2 **Measures of Central Tendency-** Common measures of central tendency – mean median and mode; Partition values- quartiles, deciles, percentiles.
  - 13.11.3.3 **Measures of Dispersion-** Common measures dispersion – range, quartile deviations, mean deviation and standard deviation; Measures of relative dispersion.

- 13.11.3.4 **Moments, Skewness and Kurtosis** – Different types of moments and their relationship; meaning of skewness and kurtosis; different measures of skewness and kurtosis.
- 13.11.3.5 **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).
- 13.11.3.6 **Probability Theory** – Meaning of probability; Different definitions of probability; Conditional probability; Compound probability; Independent events; Bayes' theorem.
- 13.11.3.7 **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).
- 13.11.3.8 **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.
- 13.11.3.9 **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.
- 13.11.3.10 **Analysis of Variance** - Analysis of one-way classified data and two-way classified data.
- 13.11.3.11 **Time Series Analysis** - Components of time series, Determinations of trend component by different methods, Measurement of seasonal variation by different methods.
- 13.11.3.12 **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.
- 13.11.4 **Paper-IV (General Studies-Finance and Economics):**
  - 13.11.4.1 **Part A: Finance and Accounts-(80 marks):**
    - 13.11.4.1.1 **Fundamental principles and basic concept of Accounting:**
      - 13.11.4.1.1.1 **Financial Accounting:** Nature and scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles.
      - 13.11.4.1.1.2 **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.

**13.11.4.2 Part B: Economics and Governance-(120 marks):**

- 13.11.4.2.1 **Comptroller & Auditor General of India** -Constitutional provisions, Role and responsibility.
- 13.11.4.2.2 **Finance Commission**-Role and functions.
- 13.11.4.2.3 **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.
- 13.11.4.2.4 **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.
- 13.11.4.2.5 **Theory of Production and cost:** Meaning and Factors of production; Laws of production- Law of variable proportions and Laws of returns to scale.
- 13.11.4.2.6 **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.
- 13.11.4.2.7 **Indian Economy:**
  - 13.11.4.2.7.1 Nature of the Indian Economy Role of different sectors- Role of Agriculture, Industry and Services-their problems and growth;
  - 13.11.4.2.7.2 National Income of India-Concepts of national income, Different methods of measuring national income.
  - 13.11.4.2.7.3 Population-Its size, rate of growth and its implication on economic growth.
  - 13.11.4.2.7.4 Poverty and unemployment- Absolute and relative poverty, types, causes and incidence of unemployment.
  - 13.11.4.2.7.5 Infrastructure-Energy, Transportation, Communication.
- 13.11.4.2.8 **Economic Reforms in India:** Economic reforms since 1991; Liberalisation, Privatisation, Globalisation and Disinvestment.
- 13.11.4.2.9 **Money and Banking:**
  - 13.11.4.2.9.1 Monetary/ Fiscal policy- Role and functions of Reserve Bank of India; functions of commercial Banks/RRB/Payment Banks.
  - 13.11.4.2.9.2 Budget and Fiscal deficits and Balance of payments.

13.11.4.2.9.3 Fiscal Responsibility and Budget Management Act, 2003.

**13.11.4.2.10 Role of Information Technology in Governance.**

13.11.5 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.

**13.12 Skill Test:**

**13.12.1 Data Entry Speed Test (DEST):**

13.12.1.1 For the posts of Tax Assistant in CBIC, Tax Assistant in CBDT, and UDC/ SSA in Central Bureau of Narcotics: Data Entry Speed Test (DEST) at 8,000 (eight thousand) Key Depressions per hour on Computer.

13.12.1.2 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 Offices or at other Centres as may be decided by the commission. Detailed instructions regarding Skill Test will be provided by the 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 <https://ssc.nic.in> (Candidate’s Corner).

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

13.12.1.4 OH candidates opting for the post of Tax Assistant in CBDT are exempted from appearing in Skill Test, provided such candidates submit a Certificate in the prescribed format (**Annexure-XVI**) to the Commission from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. OH candidates opting for post of Tax Assistant in CBEC and UDC/ SSA in Central Bureau of Narcotics are not exempted from Skill Test. All other PwD candidates are not eligible for exemption from the Skill Test.

13.12.1.5 PwD candidates who are eligible for scribes as per para-7.1 and 7.2 of the Notice of Examination 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.

**13.12.2 Computer Proficiency Test (CPT):**

13.12.2.1 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 in CSS, MEA & AFHQ, Assistant in Serious Fraud Investigation Office (SFIO) under the Ministry of Corporate Affairs, Assistant (GSI) in the Ministry of Mines, Inspector (CGST & Central Excise), Inspector (Preventive Officer) & Inspector (Examiner) in



CBIC and Assistant in National Company Law Appellate Tribunal (NCLAT).

- 13.12.2.2 Duration of each module will be 15 minutes. These modules will be conducted one after the other.
- 13.12.2.3 Module-I will comprise of DEST which will be conducted for a passage of about 2000 (two thousand) key depressions.
- 13.12.2.4 Module-II will comprise preparation of spreadsheet as per the exercise given in the test.
- 13.12.2.5 Module-III will comprise preparation of Power Point Presentation as per the exercise given in the test.
- 13.12.2.6 The CPT will be conducted in the manner decided by the Commission for the purpose. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- 13.12.2.7 No exemption from CPT is allowed for any category of PwD candidates. PwD candidates who are eligible for scribes as per para-7.1 and 7.2 of the Notice of Examination will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.
- 13.12.2.8 Detailed instructions regarding CPT will be provided by the Regional Offices of the Commission to eligible candidates declared qualified for appearing in the CPT.

#### **14 Admission to the Examination:**

- 14.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificates (AC) by the Regional Offices of the Commission for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.
- 14.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. Physical and medical standards will be ascertained by the User Departments after the declaration of result. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- 14.3 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at para-12.1).