

ABOUT COMBINED GRADUATE LEVEL EXAMINATION CONDUCTED BY SSC

COMBINED GRADUATE LEVEL EXAMINATION SCHEME: The Examination will be conducted in three tiers as indicated below:

1st Tier -- Written Examination (Objective Multiple Choice Type)

2nd Tier -- Main Written Examination (Objective Multiple Choice Type)

3rd Tier -- Personality Test /Interview or Skill Test, where applicable

Candidates opting for post of Sub-Inspector in CPOs will be required to undergo Physical Endurance Test (PET)/Medical Examination at any convenient time after declaration of result of

Tier I.

(A). Combined Graduate Level (Tier-I) Examination:

Combined Graduate level Examination Tier-I would be common for all categories of posts and will be held in one session.

Scheme of Tier-I Examination for all candidates including Visually Handicapped candidates with visual disability of forty percent and above and opting for availing the assistance of scribe:

Part	Subject	Max. Marks/ Questions	Total Duration of all the subjects for General candidates	Total Duration of all the subjects for Visually Handicapped candidates
A.	General Intelligence & Reasoning	50	2 Hours 10.00 A.M. to 12.00 Noon OR 2.00 P.M. to 4.00 P.M.	2 Hours 40 minutes 10.00 A.M. to 12.40 PM OR 2.00 P.M. to 4.40 P.M.
B.	General Awareness	50		
C	Numerical Aptitude	50		
D	English Comprehension	50		

Note: If and wherever necessary, the examination may be held in 2(two) shifts for different batches of candidates.

Questions will be of Objective Multiple Type Choice. The questions will be set in Hindi/English in respect of Parts A, B and C.

SYLLABUS for CGLE 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, spatial 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.

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, and scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

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).

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

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



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(A) Combined Graduate Level (Tier-II) Examination:

Combined Graduate Level Examination Tier-II will be of Objective Type Multiple Choice and will be conducted over two days during a weekend. It will consist of three different papers/subjects and depending upon the category of posts applied for, the candidate will be required to appear in one, two or three papers, as the case may be.

THE EXAMINATION FOR THE POST OF ASSISTANTS, INSPECTOR OF INCOME-TAX/INSPECTOR (CENTRAL EXCISE, INSPECTOR (PO), INSPECTOR (EXAMINER) SUB INSPECTOR IN CBI, INSPECTOR OF POSTS, ASSISTANT ENFORCEMENT OFFICER, DIVISIONAL ACCOUNTANTS, ACCOUNTANTS, AUDITORS, TAX ASSISTANTS, AND UDCs, WILL CONSIST OF TWO PAPERS AS UNDER:

Paper No.	Subject / Paper	Max. Marks/ Questions	Duration & Timings for General candidates	Duration & Timings for VH candidates
I	Arithmetical Ability	200 (100 Questions)	2Hours 10.00 AM to 12.00 PM	2 Hours and 40 Min. 10.00 AM to 12.40 PM
II	English Language & Comprehension	200	2 Hours 2.00 PM to 4.00 PM	2 Hours. and 40 Min. 2.00 PM to 4.40 PM

FOR THE POST OF STATISTICAL INVESTIGATORS GR.II & COMPILERS, THE EXAMINATION WILL CONSIST OF THREE PAPERS AS UNDER:

Paper No.	Subject / Paper	Max. Marks/Questions	Duration & Timings for General candidates	Duration & Timings for VH candidates
I	Arithmetical Ability	200 (100 Questions)	2Hours 10.00 AM to 12.00 PM	2 Hours and 40 Min. 10.00 AM to 12.40 PM
II	English Language & Comprehension	200 (200 Questions)	2 Hours 2.00 PM to 4.00 PM	2 Hours. and 40 Min. 2.00 PM to 4.40 PM
III	Commerce/ Mathematics Statistics/Economics	200 (200 Questions)	2 Hours 2.00 PM to 4.00 PM	2 Hours. and 40 Min. 2.00 PM to 4.40 PM

For the post of Sub-Inspector in Central Police Organizations, the Examination will consist of one paper as under:

Paper No.	Subject / Paper	Max. Marks/Questions	Duration & Timings for General candidates
I	English Language & Comprehension	200 (200 Questions)	2Hours 2.00 PM to 4.00 PM

NOTE: 1. The Commission will have the full discretion to fix separate minimum qualifying marks in each of the papers 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 the Personality Test/Interview and/or Skill Test.

NOTE: 2. There will be different set of Questions for the papers on Arithmetic & General Studies for Visually Handicapped (VH) candidates which shall not have any component of Map/Graphs/Statistical Data/ Diagrams/Figures/Geometrical problems/Pie-chart etc. However, components of other papers will be the same as that for general candidates.

SYLLABUS FOR CGLE TIER-II 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 these 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 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, 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 coefficients of a polynomial equation – Evaluation of symmetric function of roots of cubic and quadratic 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.

NOTE - 1: In Numerical Aptitude paper for Visually Handicapped candidates of 40% and above visual disability and opting for SCRIBE there will not be any component of Map/ Graphs/Statistical Data/ Diagrams/Figures/Geometrical problems.

NOTE - 2: The Commission shall have the discretion to fix different minimum qualifying standards in each subject 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: 3 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, marks of such screened candidates in Tier-I will be taken into account for final ranking of candidates for selecting them for the interview and also final selection.

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LIST OF OPEN EXAMINATIONS CONDUCTED BY SSC

Combined Graduate Level Examination	Assistants in CSS, AFHQ, MEA etc, Inspectors in Central Excise/Preventive Officer/Income Tax, Inspector of Posts, Sub Inspector in CBI, Divisional Accountants, Auditors, UDC etc
Tax Assistant Examination	Tax Assistant in CBDT & CBEC
Statistical Investigators (SSS) Grade IV Examination	Statistical Investigators (SSS) Grade IV in Department of Statistics & PI
Junior Engineers(Civil & Elect) Examination	Junior Engineers (Civil & Elect) in CPWD/Department of Posts, Military Engineering Service
Junior Translators (CSOLS) Examination	Junior Translators of CSOLS Cadre in DOL
Section Officer (Commercial Audit) Examination	Section Officer(Commercial Audit)
Deputy Field Officer (Cabinet Secretariat) Examination	Deputy Field Officer(Cabinet Secretariat)
Data Entry Operator(DEO) Examination	Data Entry Operator(DEO)
Sub Inspector in CPOs Examination	Sub Inspector in CPOs
Section Officer (Audit) Examination	Section Officer (Audit)
Combined Metric Level Examination	Steno Group "C", Steno Group "D",
Section Officer (Accounts) Examination	Section Officer(Accounts)

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SSC TENTATIVE SCHEDULE FOR EXAMINATIONS TO BE HELD DURING THE YEAR 2014:

January-December SL. NO.	Name of Examination	Date of Advt.	Closing Date	Date of Exam
1	Multi Tasking (Non-Technical) Staff Exam., 2014	09.11.2013	06.12.2013	16.2.2014 (Sunday) & 23.2.2014 (Sunday)
2	Combined Graduate Level (Tier-I) Exam., 2014	18.01.2014	14.02.2014	27.04.2014 (Sunday) & 04.05.2014 (Sunday)
3	Junior Engineer (Civil & Electrical) Exam., 2014	22.02.2014	21.03.2014	25.05.2014 (Sunday)
4	Recruitment of SI in CAPFs, ASI in CISF and SI in Delhi Police Exam., 2014	15.03.2014	11.04.2014	22.06.2014 (Sunday) (Paper-I) 21.09.2014(Sunday) (Paper-II)
5	Jr. Hindi Translator in Subordinate Offices Exam., 2014	22.03.2014	18.04.2014	8.06.2014(Sunday)
6	Combined Graduate Level (Tier-II) Exam., 2014	Not applicable	Not applicable	30.08.2014 (Saturday) (AN) & 31.08.2014 (Sunday)
7	Stenographer Grade C&D Exam 2014	24.05.2014	20.06.2014	14.09.2014 (Sunday)
8	Combined Higher Secondary (10+2) Level Exam. 2014	19.07.2014	15.08.2014	2.11.2014(Sunday) & 09.11.2014 (Sunday)
9	Junior Translator (CSOLS) /Jr. Hindi Translators Exam., 2014	09.08.2014	05.09.2014	07.12.2014 (Sunday)

ABOUT SSC

The Estimates Committee of the Parliament, in its 47th Report (1967-68), recommended the setting up of a Service Selection Commission for conducting examinations for recruitment to lower categories of posts. Pursuant to this, and as an interim measure, an Examination Wing was initially added to the Secretariat Training School, subsequently renamed as the Institute of Secretariat Training and Management (ISTM).

The Administrative Reforms Commission (ARC), in its Report on Personnel Administration, drew attention to the fact that bulk of the staff of the Government at the Centre and in the States belonged to Class III and Class IV categories. Referring in particular to the identical nature of qualifications stipulated for entry into such posts in various offices, the Commission advocated pooling of the requirements of non-technical posts by different Departments and selection of personnel either by joint recruitment or through a recruitment board. It was in pursuance of this recommendation that the Government of India decided to constitute a Subordinate Services Commission under an Executive Resolution.

The Government of India, in the Department of Personnel and Administrative Reforms vide its Resolution No. 46/1(S)/74-Estt. (B) Dated the 4th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from the 26th September, 1977 to make recruitment to various Class III (now Group "C") (non-technical) posts in the various Ministries/Departments of the Govt. of India and in Subordinate Offices. The functions of the Staff Selection Commission have been enlarged from time to time and now it carries out the recruitment also to all Group "B" posts in the pay scale of Rs 9300 to 34800 with a grade pay of Rs 4200. The functions of the Staff Selection Commission were redefined by the Government of India, Ministry of Personnel, Public Grievances and Pensions vide its Resolution No.39018/1/98-Estt.(B) dated 21st May 1999 (may be seen under the heading Resolution). The new constitution and functions of the Staff Selection Commission came into effect from 1st June 1999.

Staff Selection Commission is an attached office of the Department of Personnel and Training and comprises of Chairman, two Members and a Secretary-cum-Controller of Examinations who are appointed on such terms and conditions as may be prescribed by the Central Government from time to time. The Commission is provided such supporting staff as considered necessary by the Central Government. They are further supported by other officers and Staff of the HQ and by a Regional Network of offices established at various locations. The Headquarter of the Commission is located at New Delhi.

All Examinations as well as administrative matters are submitted to the Chairman through two Members. The Secretary functions under both the Members. Besides, there are post of one Director, one Deputy Secretary, two Joint Directors, nine Under Secretaries, four Deputy Directors, one Finance & Budget Officer, one Assistant Director (OL), 24 Section Officers and more than 183 supporting officers / staff working at the Headquarters for discharging the duties and responsibilities of the Commission.

For smooth conduct of examinations through a large network of examination centers/sub-centers situated in different parts of the country for the convenience of the candidates, the Commission has been provided with a Regional set-up. At present, there are seven Regional Offices at Allahabad, Mumbai, Delhi, Kolkata, Guwahati, Chennai, Bangalore and two Sub-Regional Offices at Raipur and Chandigarh. Each Regional Office is headed by a Regional Director and each Sub-Regional office is headed by a Deputy Director.

FUNCTIONS OF SSC

1. To make recruitment to (I) all Group “B” posts in the various Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices which are in the pay scales the maximum of which is Rs.10, 500 or below and (II) all non-technical Group “C” posts in the various Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission.

2. To conduct examinations and/or interviews, whenever required for recruitment to the posts within its purview. The examinations would be held as far as possible at different centers and successful candidates posted, to the extent possible, to their home State/Region.

3. In particular, to hold Open Competitive Examinations for recruitment to the posts of:

(A) Lower Division Clerks in the various Ministries/Departments, Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Clerical Service /Indian Foreign Service (B), Railway Board Secretariat Clerical Service and the Armed Forces Headquarters Clerical Service;

(B) Grade “C” and Grade “D” Stenographers of the Central Secretariat Stenographers Service and equivalent Grades of Indian Foreign Service (B) Railway Board Secretariat Stenographers Service/Armed Forces Head quarters Stenographers Service and to the posts of Stenographers in other Departments including Attached and Subordinate Offices of the Government of India not participating in the aforesaid Services;

(C) Assistants in the various Ministries/Departments including Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Service/ IFS (B)/ Railway Board Secretariat Service/Armed Forces Headquarters Civil Service;

(D) Inspectors of Central Excise in different Collectorates of Central Excise, Inspectors of Income-Tax in different charges of the Commissioners of Income-Tax, Preventive Officers and Examiners in different Custom Houses, Assistant Enforcement Officers in Directorate of Enforcement,

(E) Sub-Inspectors in, Central Bureau of Investigation and Central Police Organizations;

(F) Divisional Accountants, Auditors and Accountants under the Office of Comptroller and Auditor General of India and other Accounts Departments and Upper Division Clerks in Attached and Subordinate Offices of the Government of India.

(G) Junior Engineer (Civil & Electrical) in CPWD, a Group ‘C’ Non-Gazetted, Non-Ministerial, General Central Services (Technical) post.

(H) Statistical Investigators, Grade IV of Subordinate Statistical Service (SSC), a Group ‘C’ non-gazetted, non-ministerial post in the Ministry of Statistics and Programme Implementation

(I) Tax Assistant (a Group C non – Gazetted Ministerial post in various Commissionerates of Central Board of Direct Taxes (CBDT) and Central Board of Excise and Customs)

(J) Section Officer (Commercial Audit), a Group “B” Non-gazetted post in the Indian Audit and Accounts Department

(K) Section Officer (Audit), a Group B Non-Gazetted post in the Office of the Comptroller and Auditor General

(4). The Commission also holds Departmental Examination for promotion from:

(A) Group “D” to Lower Division Clerk Grade of the Central Secretariat Clerical Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Force Headquarters Clerical Service;

(B) Lower Divisional Clerks to Upper Divisional Clerks Grade of the Central Secretariat Clerical Service and equivalent Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Forces Headquarters Clerical Service;

(C) Stenographers Grade “D” to Stenographers Grade “C” of the Central Secretariat Stenographers Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Stenographers Service/Armed Forces Headquarters Stenographers Service.

5. The Commission conducts periodical Typewriting Tests in English and Hindi.

6. The Commission prepares schemes for recruitment to all Group “B” posts which are in the pay scale of Rs 9300 to 34800 with a grade pay of Rs 4200 or below and Group “C” non-technical posts in the Ministries/Departmental of the Govt. of India including its Attached and Subordinate Offices in consultation with the Departments concerned.

7. The Commission conducts examinations/selections for recruitment to all Group “B” posts which are in the pay scales the maximum of which is Rs.10, 500 or below and all Group “C” non-technical posts in the Ministries/Departments of the Govt. from time to time.

8. The Commission performs such other functions as may be entrusted to it by the Central Govt. from time to time.



after school education