

## UPSC/MPSC/PSI/STI/ASO/BANK EXAM

### Railway/SSC[Cgl]/MBA CET & Corporate Aptitude

# KAUTILYA IAS ACADEMY

## COMPLETE ROADMAP FOR SSC CGL

### SSC CGL Post Descriptions

The Staff Selection Commission conducts the SSC CGL exam to recruit candidates into various organizations, departments, offices under the Government of India. It is a national level exam and recruitment to Group B and Group C posts in government departments is done through this exam.

Given below is the list of different posts for which the SSC CGL exam is conducted along with the SSC CGL post description and profile:

Name of the Posts	Ministries/ Departments/ Offices/ Cadres	Classifications of Posts
Assistant Audit Officer	Indian Audit & Accounts Department under C&AG	Group B (Gazetted)
Assistant Accounts Officer	Indian Audit & Accounts Department under C&AG	Group B (Gazetted)
Assistant Section Officer	Central Secretariat Service, Intelligence Bureau, Ministry of Railway, Ministry of External Affairs, AFHQ, Ministry of Electronics and Information Technology/ Other Ministries/ Departments/ Organizations	Group B
Assistant	Other Ministries/ Departments/ Organizations	Group B
Inspector of Income Tax	CBDT	Group C
Inspector, (CGST & Central Excise)/ (Preventive Officer)/ (Examiner)	CBIC	Group B
Assistant Enforcement Officer	Directorate of Enforcement, Department of Revenue	Group B

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Sub Inspector	Central Bureau of Investigation	Group B
Inspector	Central Bureau of Narcotics	Group B
Assistant/ Superintendent	Indian Coast Guard	Group B
Assistant	Other Ministries/ Departments/ Organizations	Group B
Research Assistant	National Human Rights Commission (NHRC)	Group B
Divisional Accountant	Offices under C&AG	Group B
Sub Inspector	National Investigation Agency (NIA)	Group B
Junior Statistical Officer (JSO)	M/o Statistics & Programme Implementation.	Group B
Statistical Investigator Grade-II	Registrar General of India	Group B
Auditor	Offices under C&AG, CGDA, Other Ministry/ Departments	Group C
Accountant	Offices under C&AG	Group C
Accountant/ Junior Accountant	Other Ministry/ Departments	Group C
Senior Secretariat Assistant/ Upper Division Clerks	Ministry of Electronics and Information Technology	Group C
Senior Secretariat Assistant/ Upper Division Clerks	Central Govt. Offices/ Ministries other than CSCS cadres.	Group C
Tax Assistant	CBDT, CBIC	Group C
Sub-Inspector	Central Bureau of Narcotics	Group C

## SSC CGL Complete Syllabus:

Staff Selection Commission selects candidates for Combined Graduate Level posts through a Four-Tier recruitment process. The selection process begins with Tier-1 & Tier-2 which are MCQ Online Test followed with Tier-3 Descriptive and Tier-4 Skill Test. The mode of all stages of the SSC CGL Exam is as follows-

Tier	Type	Mode
Tier-I	Objective Multiple Choice	Computer- Based Test (online)
Tier- II	Objective Multiple Choice	Computer-Based Test (online)
Tier-III	Descriptive Paper in English/Hindi	Pen and Paper Mode (Letter/Application Writing, Essay Writing)
Tier-IV	Skill Test/Computer Proficiency Test	Wherever Applicable (Speed Typing Test)

## SSC CGL Syllabus for Tier 1

The students beginning with the preparation for SSC CGL Exam must be aware of the subject-wise SSC CGL Syllabus for the Tier-1 exam which consists of 4 sections- Quantitative Aptitude, General Intelligence and Reasoning, English Language & General Awareness. The detailed SSC CGL Syllabus for Tier-1 Exam has been discussed in detail below.

### Quantitative Aptitude:

This section is common in Tier-1 & Tier-2 and some of the topics are repetitive, so do prepare well to save time during your next stage preparation for the same chapters. The topics for SSC CGL Quantitative Aptitude as set by the commission are as follows-

- Computation of whole numbers
- Decimals
- Fractions
- Relationships between numbers
- Profit and Loss
- Discount
- Partnership Business
- Mixture and Allegation
- Time and distance
- Time & Work
- Percentage
- Ratio & Proportion
- Square roots
- Averages
- Interest
- 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
- Right Prism
- Right Circular Cone
- Right Circular Cylinder
- Sphere
- Heights and Distances
- Histogram

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- Frequency polygon
- Bar diagram & Pie chart
- Hemispheres
- Rectangular Parallelepiped
- Regular Right Pyramid with triangular or square base
- Trigonometric ratio
- Degree and Radian Measures
- Standard Identities
- Complementary angles

### **General Intelligence and Reasoning:**

General Intelligence and Reasoning consists of both verbal and non-verbal types of topics. This section will be a key to examining the candidate's activeness and sharpness in any situation. The topics to be covered under SSC CGL Syllabus for General Intelligence and Reasoning are enlisted below-

- Analogies
- Similarities and differences
- Space visualization
- Spatial orientation
- Problem-solving
- Analysis
- Judgment
- Blood Relations
- Decision making
- Visual memory
- Discrimination
- Observation
- Relationship concepts
- Arithmetical reasoning
- Figural classification
- Arithmetic number series
- Non-verbal series
- Coding and decoding
- Statement conclusion
- Syllogistic reasoning

### **English Language:**

Of all the sections in SSC CGL Tier-1, the English section will be only in the English language. The candidates have to solve the questions asked in the exam which would analyse their understand ability of the subject and their basic comprehension and writing ability would also

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be tested. Good command over the following topics would help the candidates to excel good score in this section.

- Phrases and Idioms
- One word Substitution
- Sentence Correction
- Error Spotting
- Fill in the Blanks
- Spellings Correction
- Reading Comprehension
- Synonyms-Antonyms
- Active Passive
- Sentence Rearrangement
- Sentence Improvement
- Cloze test

**General Awareness:**

- India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Policy & Scientific Research
- Science
- Current Affairs
- Books and Authors
- Sports
- Important Schemes
- Important Days
- Portfolio
- People in News

## SSC CGL Syllabus for Tier 2

The major sections asked in SSC CGL Tier-2 Exam are Quantitative Aptitude, English Language and Comprehension, Statistics, General Studies (Finance and Economics).

### Quantitative Ability:

The main focus of this section is to check the candidate's knowledge in terms of the appropriate use of numbers and number sense of the candidate. Though the section is also asked in the Tier-1 Exam, however, the level and type of questions will be designed differently and slightly moderate than the 1st stage. So candidates must buckle up their preparation with the topics listed below-

- Computation of whole numbers
- Decimals
- Fractions
- Relationships between numbers
- Percentage
- Ratio & Proportion
- Square roots
- Averages
- Interest
- Profit and Loss
- Discount
- Partnership Business
- Mixture and Allegation
- 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
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- 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

### **English Language and Comprehension:**

The fluency in the English Language will be tested on the basis of this section of the SSC CGL Tier-2 Syllabus. The basic knowledge about the English language in terms of the following topics is necessary to get good marks in this section of the Tier-2 Exam.

- Spot the error
- Fill in the blanks
- Synonyms
- Antonyms
- Spelling/ detecting misspelt 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

### **Statistics:**

For some candidate's this section might be tough & difficult to understand. The basic tip is to get the concept clear and repetitive revision of the concepts would be beneficial to grab good marks in this section too. The SSC CGL Tier-2 Syllabus for Statistic is described as follows-

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

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3. Measures of Dispersion- Common measures dispersion – range, quartile deviations, mean deviation and standard deviation; Measures of relative dispersion.
4. Moments, Skewness and Kurtosis – Different types of moments and their relationship; meaning of skewness and kurtosis; different measures of skewness and kurtosis.
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).
6. Probability Theory – Meaning of probability; Different definitions of probability; Conditional probability; Compound probability; Independent events; Bayes’ theorem.
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).
8. Sampling Theory – Concept of population and sample; Parameter and statistic, Sampling and non-sampling errors; Probability and nonprobability 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.
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.
10. Analysis of Variance - Analysis of one-way classified data and two way classified data.
11. Time Series Analysis - Components of time series, Determinations of trend component by different methods, Measurement of seasonal variation by different methods.
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.

### **General Studies-Finance and Economics:**

This section of the SSC CGL Tier 2 Syllabus is divided into 2 parts Finance & Accounts and Economics & Governance for which the sub-topics are detailed below-

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

##### 1.1 Financial Accounting

- Nature and scope
- Limitations of Financial Accounting
- Basic concepts and Conventions

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- Generally Accepted Accounting Principles

## 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

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

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

2.2 Finance Commission-Role and functions.

2.3 Basic Concept of Economics and introduction to Micro Economics

- Definition
- Scope and nature of Economics
- Methods of economic study
- Central problems of an economy
- Production possibilities curve

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
- Marshalling approach and Indifference curve approach
- Meaning and determinants of supply
- Law of supply

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- The elasticity of Supply

## 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.

## 2.6 Forms of Market and price determination in different markets

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

## 2.7 Indian Economy:

- 2.7.1 Nature of the Indian Economy Role of different sectors, Role of Agriculture, Industry and Services-their problems and growth.
- 2.7.2 National Income of India-Concepts of national income, Different methods of measuring national income.
- 2.7.3 Population-Its size, rate of growth and its implication on economic growth.
- 2.7.4 Poverty and unemployment- Absolute and relative poverty, types, causes and incidence of unemployment.
- 2.7.5 Infrastructure-Energy, Transportation, Communication.

## 2.8 Economic Reforms in India:

- Economic reforms since 1991
- Liberalisation
- Privatisation
- Globalisation
- Disinvestment

## 2.9 Money and Banking:

- 2.9.1 Monetary/ Fiscal policy- Role and functions of Reserve Bank of India; functions of commercial Banks/RRB/Payment Banks.
- 2.9.2 Budget and Fiscal deficits and Balance of payments.
- 2.9.3 Fiscal Responsibility and Budget Management Act, 2003.

## 2.10 Role of Information Technology in Governance.

## SSC CGL Tier-III Syllabus:

Tier-III of SSC CGL exam is a descriptive exam to test the written skills of the candidates in English/Hindi. The mode of examination is offline (Pen and Paper mode) and students are required to write essays, précis, application, letter etc. in this exam. The exam carries 100 marks and the time allotted for the same is 60 minutes. The time allotted for candidates belonging to PWD category is increased to 80 minutes. Tier-III paper is given by specific candidates who are interested only for the post of “Statistical Investigator Grade-II” & “Compiler”.

## SSC CGL Tier-IV Syllabus (Skill Test):

Tier-IV examination comprises of a couple of skill sets required for certain Government Posts all over the country. SSC CGL Tier-4 is also known as the Data Entry Skill Test that is used for assessing the typing speed of the candidate who qualify in Stage- 1, 2, and 3.

**DEST (Data Entry Speed Test):** For the post of Tax Assistant (Central Excise and Income Tax), DEST Exam through SSC CGL 2022 exam is conducted to check the typing speed of the candidate. The candidates are given an article in English which they have to type on Computer. A candidate is required to type 2000 words in 15 minutes.

**CPT (Computer Proficiency Test):** Word Processing, Spread Sheets and Generation of slides are the three modules that are important for this exam and the commission demands a candidate to be proficient in it for the post of CSS, MEA, Inspector (Central Excise), Inspector (Preventive Officer), and Inspector (Examiner).

With best wishes

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