

SSC CGL Exam

Complete Guide 2017

ebook



**With Solved Papers from
2011 to 2016**

SSC COMBINED GRADUATE LEVEL EXAM COMPLETE GUIDE 2017

e-book

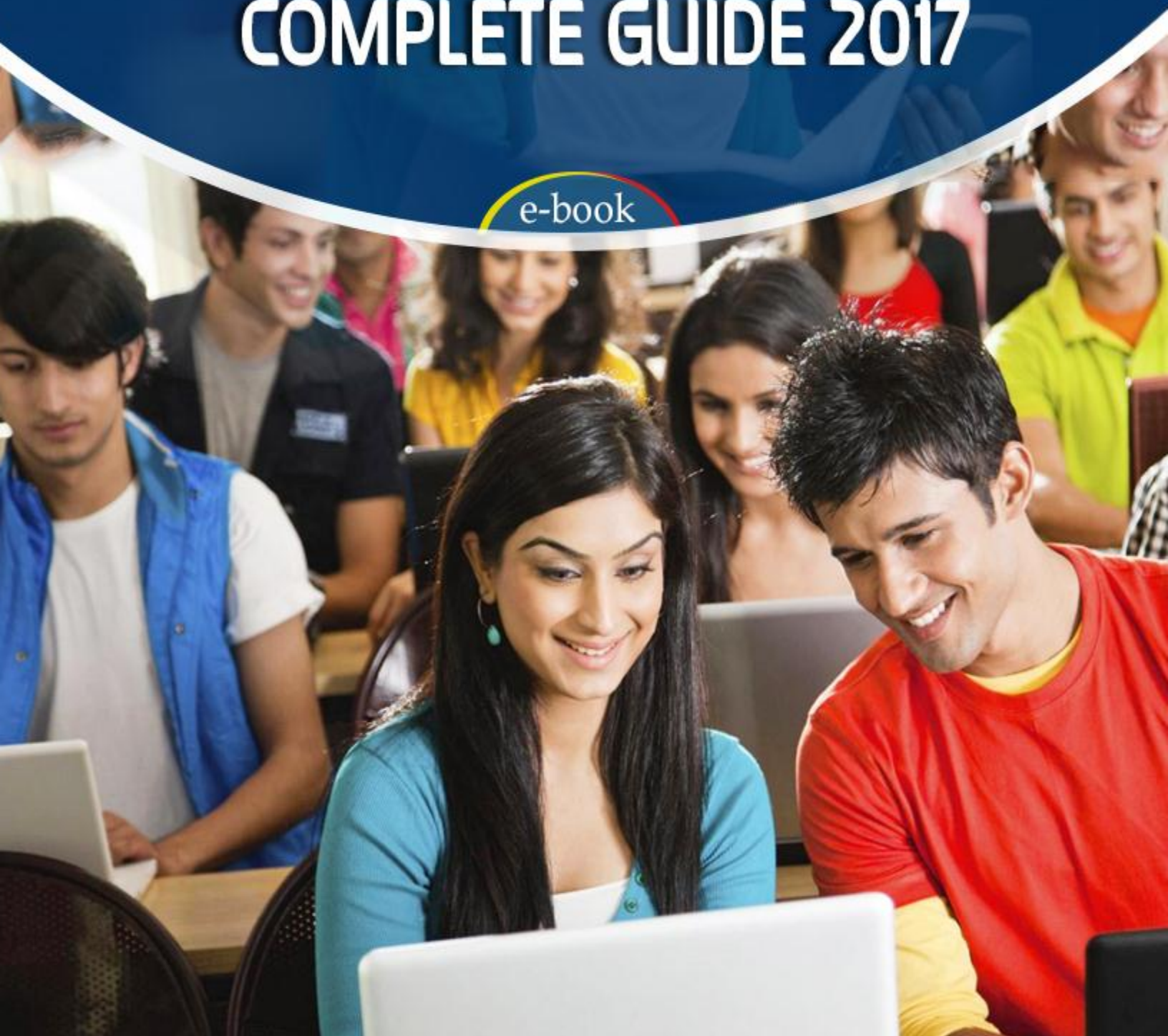


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Preface

Jagranjosh's SSC Combined Graduate Level Exam 2017: Complete Guide eBook is a one-stop destination for aspirants who endeavour to leave no stone unturned to score considerably in SSC Combined Graduate Level Exam 2017.

SSC Combined Graduate Level Exam 2017: Complete Guide e-book is prepared by subject matter expert team of Jagranjosh who worked up the best to come up with this all-inclusive preparation package for all sections of SSC CGL Exam. This eBook is a perfect blend of all important information clubbed together for SSC CGL Exam 2017. The compilation of this eBook is made to help students understand the SSC CGL exam pattern and prepare accordingly. It further includes fully solved two previous year question papers along with tips & strategies to prepare for individual subjects.

Our SSC Combined Graduate Level Exam 2017: Complete Guide eBook will let students prepare well for SSC CGL Exam 2017. This will help them hone 'time management' skills.

The SSC Combined Graduate Level Exam 2017: Complete Guide eBook includes:

- Introduction to SSC
- SSC Combined Graduate Level Exam 2017: Complete Notification
- Syllabus, Selection Procedure, Exam Pattern and Tips and Strategies with Sample Questions
- Fully solved Question Papers of 2016, 2015, 2014, 2013 and 2012

Jagranjosh's SSC Combined Graduate Level Exam 2017: Complete Guide eBook is a one-stop solution to help students prepare for the SSC CGL Exam. All the chapters of this eBook are reader-friendly and easy to understand. Just prepare with it to score more.

Our team at Jagranjosh.com wishes all the very best to the aspirants of SSC Exams.

All the Best!

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Staff Selection Commission(SSC)- An Introduction

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 the 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 dated 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.

Setup of the Commission

The Commission is headed by a Chairman who is assisted by two Members and a Secretary-cum-Controller of Examinations. They are further supported by other officers and Staff of the HQ (Organization Chart at Appendix III) and by a Regional Network of offices established at various locations. The Headquarter of the Commission is located at New Delhi.

Regional/Sub-Regional Offices

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. The details of the functions and operative jurisdictions of these Regional and Sub-Regional Offices are given at

Appendix-IV, . The Commission may, with the approval of the Department of Personnel & Training, open more Regional/Sub-Regional Offices of the Commission at such other places, as it may consider necessary.

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:

- i. 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;
- ii. 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;
- iii. 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;
- iv. 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;
- v. Sub-Inspectors in , Central Bureau of Investigation and Central Police Organisations;

- vi. 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.

- vii. Junior Engineer (Civil & Electrical) in CPWD, a Group 'C' Non-Gazetted, Non-Ministerial, General Central Services (Technical) post.
- viii. 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
- ix. 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)
- x. Section Officer (Commercial Audit), a Group "B" Non-gazetted post in the Indian Audit and Accounts Department
- xi. 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:

(i) 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 Hqrs. Clerical Service;

(ii) 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 Hqrs. Clerical Service;

(iii) 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 Hqrs. 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 42000 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.

SSC Combined Graduate Level Exam 2017: Notification

Staff Selection Commission (SSC) will conduct the Combined Graduate Level Examination, 2017 for the recruitment to the different posts. The Graduation from a recognized University is the minimum Educational Qualification for the examination. The eligible candidate can apply for the posts before **19th June, 2017**.

Important Dates

- Closing Date for Part I Registration: **19th June, 2017 (5:00 PM)**
- Closing Date for Part II Registration: **21st June, 2017 (5:00 PM)**
- Date of Tier-I Examination: **05th August, 2017 to 24th August, 2017** (There will be no exam on 7th, 13th, 14th and 15th of August, 2017)

Names of Posts

SSC CGL offers the following posts after the final selection. Here, you can find them in descending order(from higher level to lower level) of post preferences with the associated authority. You can assume; higher grade pay is correlated with the authority.

Preference	Code	Post Name	Grade Pay (in Rs.)
1.	F	Assistant Audit Officer (AAO)	4800
2.	M	Examiner	4600
3.	J	Income tax Inspector	4600
4.	K	Inspector (Preventive Officer)	4600
5	L	Assistant (MEA)	4600
6.	E	Central Excise	4600
7.	B	Assistant (CVC)	4600
8.	N	Assistant (AEO)	4600
9.	A	Assistant Section Officer(CSS)	4600
10.	C	Assistant (IB)	4600
11.	D	Assistant in Railways	4600
12.	O	Sub Inspector (CBI)	4200
13.	Q	Divisional Accountants	4200

14.	P	Inspector	4600
15.	%	Sub inspector in NIA	4200
16.	H	Assistant in other ministries	4600
17.	G	Assistant in AHFQ	4600
18.	S	Inspector in Narcotics	4600
19.	I	Assistant in other ministries	4200
20.	R	Statistical investigator	4200
21.	#	Sub Inspector in Narcotics	2400
22.	T	Auditor in CAG	2800
23.	U	Auditor in CGDA	2800
24.	V	Auditor in other Departments	2800
25.	W	Accountant/ Junior Accountant in CAG	2800
26.	X	Accountant/ Junior Accountant in CGDA	2800
27.	Z	Tax Assistant in CBDT	2400
28.	@	Tax Assistant in CBEC	2400
29.	Y	Senior Secretariat Assistant	2400
30.	S	Compiler	2400

Apart from the above table, you can find their respective job profile in the following context.

- Assistant Central Secretariat Service [Read job profile](#)
- Assistant Central Vigilance Commission [Read job profile](#)
- Assistant Ministry of Railway Group [Read job profile](#)
- Assistant Ministry of External Affairs Group [Read job Profile](#) & [Received benefits](#)
- Assistant AFHQ Group
- Inspector of Income Tax CBDT [Read job profile](#)
- Inspector, (Central Excise) CBEC [Read job profile](#)
- Inspector (Preventive Officer) [Read job profile](#)
- Inspector (Examiner) CBEC [Read job profile](#)
- Assistant Enforcement Officer: Directorate of Enforcement, Department of Revenue [Read job profile](#)
- Sub Inspectors Central Bureau of Investigation [Read job profile](#)

- Inspector of Posts Department of Post [Read job profile](#)
- Divisional Accountant Offices under CAG [Read Job profile](#)
- Statistical Investigator Gr.II M/Statistics & Prog Implementation [Read job profile](#)
- Inspector Central Bureau of Narcotics Group “B” [Read job profile](#)
- Sub-Inspector Central Bureau of Narcotics Group “C” [Read job profile](#)
- Auditor Offices under C&AG [Read job profile](#)
- Auditor Offices under CGDA [Read job profile](#)
- Auditor Offices under CGA & others [Read job profile](#)
- Accountant/ Junior Accountant Offices under C&AG, CGA & Others [Read job profile](#)
- Tax Assistant CBDT & CBEC [Read job profile](#)
- Compiler Registrar General of India [Read job profile](#)
- Sub-Inspector in Central Bureau of Narcotics (CBN) [Read job Profile](#)
- Sub Inspector in National Investigation Agency(NIA) [Read job profile](#)
- Assistant Audit Officer Indian Audit & Accounts Department under CAG, CGA & CGDA [Read job profile](#)

Note: Recruitment of the **Assistant Audit Officer** in the scheme of Combined Graduate Level Examination 2017 has been included with the in principle approval of the Government subject to final approval.

Educational qualifications as on 1st August 2017

I. Assistant Audit Officer:

- a) **Essential Qualifications:** Bachelor’s Degree from a recognized University or Institute
- b) **Desirable Qualifications for the Post of Assistant Audit Officer:** Chartered Accountant or cost & Management Accountant or Company Secretary or Masters in Commerce or Masters in Business Studies or Masters in Business Administration (Finance) or Masters in Business Economics.

II. Compiler: Bachelor’s Degree from any recognized University with Economics or Statistics or Mathematics as compulsory or Elective subject.

III. Statistical Investigator Grade – II:

Bachelor’s Degree in any subject from a recognized University or Institute with at least 60% in Mathematics at 12th standard level:

OR

Bachelor’s Degree in any subject with Statistics as one of the subjects at degree level.

IV. All other Posts: Bachelor’s Degree from a recognized University or equivalent

Note: For posts of Assistant Section Officer (CSS), Computer Proficiency Test has also been prescribed as an Essential Qualification.

Age Limit

Age Limit for the posts is generally 18 Years to 27 Years. For some post it is up to 30 years.

Scheme of Examination for CGL Examination 2017

The Examination will be conducted in three tiers as indicated below:

- **Tier -I** -- Written Examination (Objective Multiple Choice Type)
- **Tier -II** -- Written Examination (Objective Multiple Choice Type)
- **Tier -III** -- Computer Proficiency Test/ Skill Test (wherever applicable)/ Document Verification.

Interview component has been dispensed with. There will, therefore, be **no interview**.

[Interview scrapped! How it will effect SSC jobs?](#)

How to Apply

The application must be submitted through **online mode only**.

Application Fee

Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation are exempted from paying application fee, as per extant government orders

All other candidates are required to pay Rs **100/-**

Selection Procedure

SSC conducts exam for its CGL entry in the following format.

1. **Tier-1:** - This exam is comprised of 4 subjects namely, General intelligence & reasoning, Quantitative Aptitude, English language and comprehension and General Awareness. It section comprised of **25 questions** and each question carry **2 marks each**. The mode of exam is Online and total duration for solving all questions is **1 hour** (80 min. for VH candidates).
2. **Tier-2:** - The mode of exam is also online. There are 4 papers respectively i.e. **Paper-I** (Quantitative Abilities), **Paper-II** (English Language & Comprehension), **Paper-III** (Statistics) & **Paper-IV** (General Studies-Finance & Economics). Each paper carry **200 marks**. The total duration for solving the questions is **2 hours** (160 min. for VH

candidates). Paper-I & II are compulsory for all posts whereas other papers are optional but mandatory for few specific posts.

3. **Tier-3:-** This is offline mode exam, but qualifying in nature. It is comprised of descriptive paper for essay/ precise/ letter and application writing. The maximum marks for this exam is **100** and maximum duration is **1 hour** (80 min. for VH candidates). There is no negative marking for wrong answer.
4. **Tier-4:-** This is Computer proficiency test/ Skill test/ Document verification. It is not for every posts and qualifying in nature. There will be no negative marking.

Important points:

Remember the following points in the above context.

- (a) Interview is dispensed from the examination scheme. Hence, there will be no interview for any posts.
- (b) Commission reserved the right to make changes in the examination scheme.
- (c) There will be a 0.50 negative marking for each wrong answer in Tier-1 & 2 except Paper-2 of Tier-2 as there is a provision of 0.25 negative marks only for it.
- (d) The merit will be prepared on the overall performance in Tier- 1, 2 and 3 which means you have to qualify in all three tiers. There will be no sectional cut-offs.
- (e) Candidates qualified in Tier-1 will be allowed to appear in Tier-2 exam and commission have discretion to fix minimum qualifying standards in each components of the examination whether it is Tier-1 or Tier-2 or Tier-3 or category-wise vacancies and number of candidates.
- (f) In Tier-2, Paper-I & II are compulsory for all posts whereas paper-III is only for those candidates who apply for Junior statistical officer (JSO) and Paper-IV for Assistant Audit Officer/ Assistant Accounts Officer.
- (g) Questions in Paper-I will be of 10thLevel, Paper-II of 10+2 Level and Paper-III will be of graduation level.
- (h) Commission will set separate qualifying marks for SC/ST/OBC/PH/ExS/General categories.
- (i) For the post of tax-assistants, you are supposed to press 8000 key depression/hour where 2000 key depression in 15 minutes will be of qualifying nature.
- (j) The skill test will be qualifying in nature.
- (k) The commission has full discretion to determine separate minimum qualifying marks in each of the papers in Tier-II for each category of candidates i.e. SC/ST/OBC/PH/Ex-S/General(UR).

SSC CGL 2016: Selection details

There were 9,78,217 female out of 23,71,275 total candidates which was 41.25% of the total applied candidates.

Tiers	Total registered candidates/ authorized	Appeared candidates	Cut-offs
I	38.04 lakhs	14.82 lakhs	SC-114*,ST-103*, OBC-125.50*, ExS-92*, OH-97*, HH-20*, VH-68*, UR-137*
II	1,49,319	Paper I & II- 1,49,319* Paper III- 28,234* Paper IV- 45,293*	Posts wise cut-offs are given below.

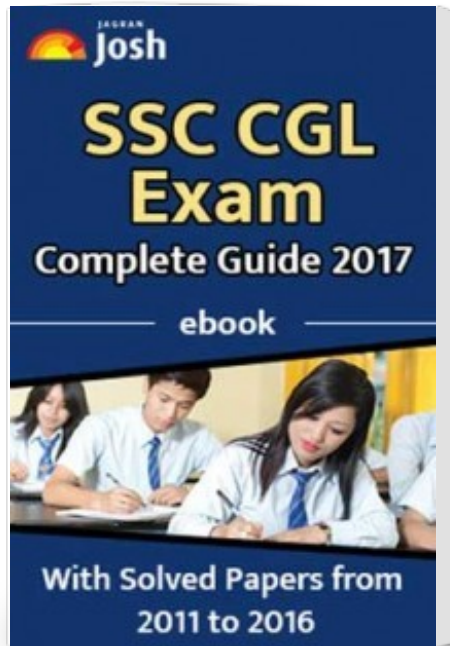
SSC CGL 2016 TIER II CUT OFF – ASSISTANT AUDIT OFFICER

Category	Candidates Appeared	Cut off Marks Tier I +Tier II (Paper I+II+IV)
GEN	1829	536
SC	707	454
ST	333	427
OBC	1775	493.75
OH	78	411
HH	74	264
Total	4796	

SSC CGL 2016 TIER II CUT OFF – CPT FOR ASSISTANT SECTION OFFICER IN CSS AND ASSISTANT IN MEA

Category	Candidates Appeared	Cut off Marks Tier I +Tier II (Paper I+II)
GEN	5850	449
SC	2162	389

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