

**GOVERNMENT OF JAMMU AND KASHMIR,
SERVICES SELECTION BOARD,
Zum Zum Hotel, Rambagh, Srinagar**

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(www.jkssb.nic.in)

NOTICE

In continuation to this office no. SSB/Sel/Secy/2015/307-15 dated 06-08-2015, whereby **SYLLABUS** for various posts (including Statistical Assistant, Provident Fund Inspector) was notified, it is notified that the same **SYLLABUS** shall also apply to the following posts as well:

Item No.	Adv. Notice No	Dated	Name of the Department	Name of the post	Cadre
224	05 of 2015	01.09.2015	labour & Employment	Provident Fund Inspector	Div. Kmr.
277	05 of 2015	01.09.2015	labour & Employment	Provident Fund Inspector	Div. Jammu

It may be stated that the Board is going to conduct the Objective Type Written Test of the candidate for the aforementioned posts very soon.

Accordingly, the **concerned syllabus**, appended as Annexure "A" to this notification, **is again reproduced** for information of the candidates.

**Sd/
(S.A Raina), KAS,
Secretary,
J&K Services Selection Board,
Srinagar.**

No. SSB/ /Sel/Secy/2016/17583-98

Dated: 23-06-2016.

Copy to the:-

1. Principal Secretary to the Hon'ble Chief Minister J&K.
2. Principal Secretary to the Hon'ble Governor, J & K State.
3. Divisional Commissioner, Jammu/ Kashmir for information.
4. Commissioner/Secretary, GAD for information.
5. Financial Commissioner, Revenue, J&K Govt., Srinagar.
6. Financial Commissioner, Industries and Commerce, J&K Govt., Srinagar.
7. Director General, Information, J&K Government Srinagar with the request to publish the said notification in at least three leading local newspaper of Jammu/Srinagar on three consecutive dates.
8. Director, Radio Kashmir, Srinagar. He is requested to kindly broadcast the above said notification appropriately.
9. Director, Doordarshan Srinagar. He is requested to kindly telecast the above said notification appropriately.
10. Deputy Secretary/Administrative Officer, J&K Services Selection Board, Jammu /Srinagar.
11. Sr. Law Officer, J&K S.S.B, Srinagar.
12. Principal Pvt. Secretary to Chief Secretary J&K Government, Srinagar.
13. Pvt Secretary to Chairperson SSB, for information of the Ld. Chairperson.
14. Incharge Website for uploading of the Notice on the official website of the Board.
15. I/c Grievance cell
16. Notice Board.



Government of Jammu and Kashmir
J&K Services Selection Board
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Annexure “A”

Marks:-150

Time:-2:30 Hours

**Syllabus for Written test (Objective Type) for the post of the
above said posts.**

SYLLABUS FOR WRITTEN TEST

Marks :-150

Time :- 2.30 Hours

General Knowledge And Current Affairs

20 Marks

- Important dates in Indian History / Freedom struggle, different dates and events.
- First in world (Adventure, Sports, Discoveries).
- First in India (Adventure, Sports, Discoveries).
- Popular names of Personalities (Religion, Politics, Scientific discoveries, Geographical, Sports, History)
- The Newspaper world – (Current Dailies & Weeklies of India).
- Books & Authors – General
- Languages.
- Capitals & Currencies.
- United Nations Organisations – Veto Powers
- No. of Countries as its Members.
- Principal organs and their functions.
- SAARC, ASEAN.
- Everyday Science
- World famous Awards - (1. in Science)
(2. in Literature)
(3. in Sports)
- National Awards - (1. in Science)
(2. in Literature)
(3. in Sports)
- The world of Sports
- Climate & Crops in India.
- Democratic institutions
- Forms of Government
- Political & Physical divisions of world & India
- Important rivers & Lakes in India.
- Current Events of National and International Level.
- Role of Mathematics in Economics.

- Agriculture in economic development; Industrialization and economic development.
- Indian Foreign Trade
- New economic reforms and growth of foreign trade.
- Inflation – Concept and types; Causes and consequences

GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K

10 Marks

- Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International).
- Constitution of J&K – Formation, Fundamental rights, Directive Principles.
- Weather, Climate, Crops, Means of Transport.
- Important power projects and their impact on State Economy.
- Rivers and Lakes.
- Important Tourist Destinations.
- History of J&K State.
- Historical places of the State and their importance.
- RTI Act.
- Indus Water Treaty and its impact on State economy.

Statistical Methods

20 Marks

- Classification and Tabulation of Data
- Measures of central Tendency and Dispersion their relative merits and demerits.
- Theory of Probability
- Elementary Knowledge of Theoretical Distributions (Binomial, Poisson and Normal).
- Correlation and regression- Concept and definition and simple applications.
- Theory of Attributes- Basic concepts and their applications,
- Co-efficient and Association and Coefficient of Contingency.
- Hypothesis Testing- Chi Square Test & T-Test.

Applied Statistics

20 Marks

- Sampling Techniques- Simple Radom Sampling with and without replacement,
- Stratified Sampling,
- Ratio and Regression estimates,
- Cluster Sampling and Systematic Sampling,
- Sampling and Non- Sampling errors
- Analysis of Time Series components,
- Measurement of Trend and Seasonal variation.
- Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers.
- Interpolation and Extrapolation.
- Demography-Census, its features and functions.
- Methods of Census taking.
- Vital Statistics- Measures of fertility ,Crude fertility rates, specific fertility rates, gross and net reproduction rates., Measures of Mortality

General Economics

30 Marks

- Meaning, Scope and Methodology,
- Theory of consumers demand using indifference curve technique.
- Consumer Surplus-Basic concept & measurement.
- Theory of distribution:- Marginal productivity Theory, Ricardian Theory of Rent, Kenysian Theory of Interest.
- Pricing under various forms of Market.

- Theory of production:- Returns to Scale & Returns to Factor
- Factors of production & Production functions.
- Concept of Economic Growth and its measurement
- Characteristics and problems of developing economy- Demography and economic development.
- Rationale of Planning in Developing Countries.
- Poverty Concepts & Measurement.
- Unemployment- Concept & Measurement.
- Objectives & Strategies of Indian Planning.
- Problems of resource mobilization- Successes & Failures.
- Decentralization & Role of PRIs.
- Planning for Inclusive Growth & Development Schemes.
- Fiscal and Monetary Policy.
- Inflation & Deflation.
- Concepts of National Income.
- RBI and Developmental Banks.
- SEBI, Foreign Trade, Balance of Payments
- Deficit Financing.

Computer Applications

10 Marks

- Fundamentals of computer sciences,
- Hardware & Software, Concept of Open Source Technologies
- Input & Output Devices,
- Flow Charts and Algorithms
- Operating System:- MS Word, MS Excel, MS Access, MS Power-Point ,PDF
- Internet & E-mail
- Concept of Computer Virus & latest Anti-Virus.
- Terms and Abbreviations used in IT

Principles of Business Management

20 Marks

- Nature Scope and Significance of Management and Administration. The modern concept of Management.
- The process of Management
- Process of Control: Production Planning & Control, Quality Control, Inventory Control, Budgetary Control and Cost Control. PERT, CPM and GNATT Charts.
- Personnel Management : Definition, meaning and Scope, Performance appraisal, Evaluation and Monitoring, Human Resource Planning.
- Marketing Management : Definition, Meaning and Scope, Marketing Environment in India, Consumer Behavior, Marketing Strategies, Challenges of Marketing In India, Social Responsibilities & Marketing Ethics.
- Financial Management : Definition, meaning and Scope, , Financial Statement Analysis:, Income & Expenditure Statement, Profit & Loss Account, Balance Sheet, Ratio Analysis, Working Capital Analysis, Fund Flow Statement, Cash Flow Statement, Capital Budgeting/Financial Leverage, Price level Accounting, Cost of Capital & Capital Structure , Issue of Shares & Debentures, Dividend Policy, Bonus , Share Markets: Primary & Secondary, Inventory & Receivable Management, Budgeting & Budgetary Control, Standard costing & Cost Sheets, Marginal Costing and Break Even Analysis, Differential Cost Analysis.
- Income Tax : Calculation of Income Tax-Salary

- Public Finance: Nature Scope and Importance of Public Finance.
- Registration of Companies- Memorandum of Associations, Articles of Associations, Mergers, Acquisition, Diversification, Expansion.
- Zero Based Budgeting & Performance Budgeting.
- Indian Financial System.

Mathematics

20 Marks

- Set Theory - Basic Concepts & Applications.
- Matrices & Determinants, Simultaneous Linear Equations- Cramer's Rule.
- Analytical Geometry.
- Differentiation- Basic Concepts (Addition, Product & Chain rule)
- Optimization using Differential techniques.
- Integration-Reduction & Substitution Method.
- Linear Differential Equations.
- Differential Equations Existence theorem for the solution of $dy/dx = f(x,y)$.
- Interpolation, Extrapolation & Inverse interpolation.

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