

About SSC Exams

➤ What is the exam for?

The Staff Selection Commission (SSC) holds the Combined Graduate Level (CGL) Exam for the appointment of candidates in Grade “B” and “C” category posts at various Government Ministries, Departments, and Offices.

The Staff Selection Commission (SSC) conducts the Combined Graduate Level (CGL) Exam for recruitment to various subordinate services like:

- Assistants in Ministries/Departments, Attached and Subordinate office of the Govt. of India.
- Inspectors of Central Excise & Customs.
- Inspectors of Income Tax.
- Preventive Officers in Customs.
- Examiner in Customs.

➤ Who should appear for it? / What are the eligibility criteria?

The main eligibility criteria are-

1. Age limits-

Age limits	Posts
18 to 27 years	Auditor, Accountant, Senior Secretariat Assistant, Upper Divisional Clerk, Tax Assistant, Sub- Inspector(Narcotics)
18 to 30 years	Department of Post, Assistant in other ministries
20 to 30 years	Assistant Section Officer, Sub Inspector(CBI), Assistant Audit Officer(AAO)
Below 32 years	Junior Statistical Office(JSO)

2. Educational Qualifications-

SSC CGL Post	Educational Qualification
Assistant Audit Officer/ Assistant Accounts	Bachelor's Degree in any subject from a recognized University. OR

SSC CGL Post	Educational Qualification
Officer	Desirable Qualification: CA/CS/MBA/Cost & Management Accountant/ Masters in Commerce/ Masters in Business Studies
Junior Statistical Officer	Bachelor's Degree in any subject from a recognized University OR Institute with at least 60% Marks in Mathematics at 12th standard level OR Bachelor's Degree in any subject with Statistics as one of the subjects at degree level.
Statistical Investigator Grade-II Post	Bachelor's Degree from any recognized University with a minimum of 60% in Mathematics in Class 12th OR Bachelor's Degree in any discipline with Statistics as one of the subjects in graduation
All Other Posts	Bachelor's Degree in any discipline from a recognized University or equivalent
Important Note	The candidates appearing in the final year of their graduation can also apply, however they must possess Essential qualification on or before 01-01-2020.

➤ **What are the examination dates?**

Here are the Exam dates of SSC CGL 2019 Exam:

Tier I: 2nd to 11th March 2020

Tier II: 22nd to 25th June 2020

Tier III: 22nd to 25th June 2020

➤ **How do I apply for the examination?**

Applications must be submitted only in online mode. Candidates must apply online through the website <http://www.ssconline.nic.in>. After filling online application, the candidates are required to make fee payment of Rs.100/-. Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa/ MasterCard/ Maestro Credit/ Debit card.

Exemption- No fee is required to be paid by female, SC, ST, Physically Handicapped, and Ex-Servicemen candidates.

➤ **What is the exam pattern?**

There are four stages includes in SSC CGL Selection Process

1. Tier 1: Computer Based Examination (CBE)
2. Tier 2: Computer Based Examination (CBE)
3. Tier 3: Descriptive Exam
4. Tier 4: Computer Proficiency Test (CPT)/Skill Test/ Document Verification (DV)

Tier-I (Objective Type)

Section	Subject	No of Questions	Max Marks	Exam Duration
1	General Intelligence and Reasoning	25	50	60 minutes
2	General Awareness	25	50	
3	Quantitative Aptitude	25	50	
4	English Comprehension	25	50	
Total		100	200	

Tier-II

Subject	Questions	Marks	Time
Paper I - Quantitative Ability (for ALL POSTS)	100	200	2 hours
Paper II - English Language (for ALL POSTS)	200	200	2 hours
Paper III - Statistics (for Statistical Investigator Gr-II & Compiler POSTS)	100	200	2 hours

ONLY)			
Paper IV - General Studies (Finance & Economics) (for Asst Audit Officer Gazetted Group "B" POST ONLY)	100	200	2 hours

Tier-III (Descriptive Paper)

Tier-II Paper will be a descriptive Paper of 100 Marks in 'Pen and Paper Mode. The duration of the paper would be for one hour. The Paper would comprise writing of an Essay of 200-250 words and Letter/ Application of approximately 150-200 words. The minimum qualifying marks in Tier-II would be 33 per cent. The performance in Tier II would be included for preparing merit. The paper will have to be written either in Hindi or in English.

Tier IV

Tier 4 consist of Computer Proficiency Test (wherever applicable)/ Skill Test (wherever applicable)/Document Verification. This paper is qualifying in Nature only.

Computer Proficiency Test (CPT) - Asst. Section Officer in CSS & MEA POST ONLY
Data Entry Skill Test (at Speed of 8000 key depressions per hour) - Tax Assistant POST ONLY

➤ What is the selection procedure?

Based on the marks obtained in tier I, aspirants are selected for tier II and tier III examination. The aspirants, who qualify tier III, appear for skill test and document verification respectively.

➤ What is the marking scheme for the exam?

Correct answers	+ 2
Incorrect answers	-0.50
Calculation of total score	Total number of correct answers x 2 – Total number of incorrect answer x 0.50

➤ How has the exam pattern changed?

The following changes have taken place in the exam pattern from 2016.

- 1) Till 2015 the SSC CGL exam was conducted in offline mode, now tier I and tier II exams are conducted online.
- 2) The new pattern for the tier I exam –
Overall time- 60 minutes

Total number of questions- 100 (25 questions from each sections)

- 3) The interview has been replaced with tier III descriptive paper.

➤ **What are the future prospects for the candidate who clears the examination?**

Examiner- The examiner does either clerical or file related work. First promotion is as Appraiser, then Deputy Commissioner and finally Commissioner.

Income Tax Inspector

An Income Tax Inspector's work is related to assessment of tax or non-assessment of tax. ITI is promoted to Income Tax Officer (Group-B Gazetted office), then Assistant Commissioner, Deputy Commissioner and Commissioner. One is likely to get first promotion after completion of eight year of service after clearing departmental exam.

Preventive Officer

The job includes work like assessment of customs duty on goods and prevention of smuggling. They have the authority to arrest, search, seize and detain etc. For them wearing Uniform is mandatory with Ashoka Stambha with 2 yellow strips.

Central Excise Inspector

CEI s posted in Headquarter has to do Clerical or file related work. If posted in field then he /she have to do Executive work like, detection of evasion of taxes & augmentation of central excise etc.

Assistant in MEA-

This post provides a very handsome salary along with foreign postings.

Assistant Enforcement Officer

The job is related to prevention of money laundering, conducting searches. They are authorized to arrest and prosecute the person involved in money laundering, etc.

Assistant CSS

ASS is basically associated with the clerical work like typing, noting and file work.

Auditor

Under CAG and CGDA departments, Auditors are recruited. It includes 8 Hours of office job with 5 Days working.

➤ **Preparation Plan for SSC CGL-**

Strategy can be the most important thing that can make you or break you. So the right approach with right strategy is needed to crack it.

Know the Syllabus: Aspirants planning to appear for the exam should know the detailed SSC CGL 2019 syllabus. The knowledge of the detailed syllabus will help the candidates to know all the topics for each

section of the exam. Candidates will be able to make a preparation strategy based on their own priority for preparation of various topics.

Preparation time: - Estimate your study time out of your day-to-day busy life. Choose a specific time slot out of a day for your study. You can make this exible also as it is not possible to study every day at a certain time slot. Therefore, make 2-3 timings and choose anyone of them for preparation.

Standard books: - “Books are anyone’s best friend.” So, always choose standard books or research before buying books because there are many books available in the market but not good for preparation.

Assess yourself: - During the study, you can easily find out the weak and strong areas. Certain topic may be easy for someone but difficult for another. So, identify the easier and difficult topics and try to allocate more practice time for difficult and less time for the easier one.

Solve practice papers: Candidates should solve SSC CGL practice papers regularly. Try to get hands on previous years questions asked in the examination. This will help the candidates to know the difficulty level of the question paper as well as help them to prepare themselves in an exam like environment.

Take good care of Health: Candidates should take optimum care of their health as only if they are physically fit, they will be able to appear for the exam. If they are unhealthy/unfit on the day of exam, it will affect their performance and all their preparation will go waste.

➤ Suggested Study Plan

Well planned preparation can help you clear the exam in first attempt. Before you begin your preparation you should know about what to prepare for the exam because if you do not know correctly as what you have to study, your preparation can never be correct. A minimum of 10 hours should be put in daily for the preparation of SSC CGL Exam.

Daily time allocation

Section	Duration
General Intelligence & Reasoning	2 hours
English Language	2.5 hours
Quantitative Aptitude	3 hours
General Awareness	2.5 hours

Now let’s go through every section individually and device a strategy that can give you the impetus you require to ace this exam.

General Intelligence and Reasoning

Reasoning is purely based on logic and is not just a mathematical skill. So, this section needs much attention as it is quite a tricky one to solve. The mantra here is to practice all the type of questions as many times as you can. Below are some important topics that should be done in order to get good marks.

- Blood Relations
- Syllogism
- Statement and Conclusions
- Directions
- Seating Arrangements
- Ranking
- Data sufficiency
- Puzzles
- Non-Verbal Reasoning
- Coding-Decoding
- Analogy
- Classification

Quantitative Aptitude

The Quantitative Aptitude section may be the most difficult and time consuming section among all the sections. So what you need to do is to practice all variety of questions with their shortcut techniques (if any) to solve them in the split of a second. The syllabus includes the following topics:

- Number Systems
- Simple Interest & Compound Interest
- Time & Work
- Time & Distance
- Profit & Loss
- Percentage, Allegations
- Mensuration
- Geometry
- Trigonometry
- Average, Ratio and Proportion
- Probability
- Data interpretation

English language

English Language is one such section that can place you in a better position in the recruitment process. This section demands your skills in Basic English Language Comprehension, Vocabulary and Grammar. If you could attain proficiency in English, half the job is done for you. This section is also there in Tier II exams. So, you should practice reading a lot and make reading your daily habit. Apart from reading, you have to solve mock test papers. Topics to give more focus on are:

- Sentence Improvement
- Reading comprehension
- Spotting Errors
- Synonym/Antonym
- one-word substitution

General Awareness

This is the most scoring section of the paper. If you are well prepared in this section, it would take you no more than 10-15 minutes in attempting the entire section. This section is quite vast and requires a huge dedication. The exam usually has more questions from static GK than Current Affairs. Therefore, you must solve previous year's papers and stay in touch with daily current affairs. Grab the complete knowledge of History, Geography, Polity, Economics and General Science as well.

➤ Key Pointers/Do's & Don'ts during the exam

AS YOU START THE TEST

- Be aware and use the sample questions experience
- Keep careful track of time
- Read the directions for each question carefully
- Read every answer choice
- NEVER assume or use any information that the question fails to give you

DURING THE TEST

- Be very sure of your answer before proceeding
- Do not get bogged down with complicated or lengthy calculations
- Use guessing intelligently and deploy the Selection by elimination method
- Learn how to work backwards, i.e., plugging the most attractive option in the question and see if it makes sense
- Pay special attention to negative numbers when they are used in some questions
- Don't stick to one question for too long
- Aim to answer as many questions as you can

FROM SECTION TO SECTION TO THE END OF THE TEST

- Compose yourself between sections of the test and try to attempt maximum questions from each section.
- Do not underestimate the role that endurance plays as half the battle is just making it through all of the sections without becoming overly stressed or fatigued. Condition yourself by taking practice tests.
- Don't rush - devote just the right amount of time to each question
- Don't panic - Keep cool all the time, even when you don't know the answer.

➤ Expected Cut-Offs

A rough idea about the number of attempts can be made by knowing the SSC CGL Cutoff in advance. Knowing the estimated cutoff in advance (from credible sources) helps the candidates get mentally prepared for the exam. They know what minimum score that should be attained by them. The estimated cut off for SSC CGL 2019 can be-

UR- (65-70) %

OBC- (60-63) %

SC- (57-60) %

ST- (51- 55) %