

ANNEXURE "B"

Syllabus for Junior Statistical Assistants.

The following will be the course of study.

Economics : There will be two papers, paper first will pertain to theory of economics and paper second Indian Economics and economics of Jammu and Kashmir State. Each paper will carry 100 marks. Both these papers will be covered under 160 lectures, 80 for each paper.

Paper First : Economics Theory.

There will be 10 questions. Examinee will be required to attempt 5 questions and each question will carry equal marks.

- i. Definition, scope of economics, relation of economics with other social sciences.
- ii. Economic terms-goods, value, wealth, national income.
- iii. Utility and demand-meaning of utility, forms of utility meaning of consumer surplus, meaning of elasticity of demand.
- iv. Production-meaning of production laws of production, X economy of scale
- v. Labour division of labour, forms and use of labour, X Malthusian theory of population.
- vi. Factors of production-concepts of definition.
- vii. Money definitions functions of money.
- viii. Banks-functions of banks.
- ix. Finances-kinds of taxation.
- x. Concepts of economic planning with special reference to India. J.K.

Paper II Applied Economics.

This paper will have 3 parts, part first will have 2 questions and the examinee will be required to attempt at least one question. The remaining 2 parts will have 4 questions each, but at least one question from each part shall have to be attempted from these 2 parts. All questions will carry equal marks.

Part-Ist-Indian Economics.

- i. Physical features of the economy.
- ii. Population, growth density, working force and the un-employment.
- iii. Relative position of various sectors in the total economy.

Part-II—Jammu and Kashmir Economy.

- i. Natural resources.
- ii. Population density, growth and working force.
- iii. Development of roads and road transport.
- iv. Agriculture, general feature of agriculture—causes of its backwardness and Industrial Growth.
- v. Cooperative movement in the State.
- vi. Industries small scale and large scale industries, facilities provided by the Government for development of Industries.

Part III (5 Year Plans).

5. Year Plan of India and Jammu and Kashmir State. Main objectives, targets and achievements.

Statistics

This will have 2 papers of 100 marks each. Both these papers will be covered under 160 lectures, 80 for each.

Paper 3rd—Statistics Theory.

In all there will be 10 questions and 5 questions shall have to be attempted. All questions shall carry equal marks.

- i. Definitions of various terms and concepts.
- ii. Measures of central tendency (arithmetic, geometric and Harmonic) mean, median, and mode—their relative merits and demerits.
- iii. Measures of dispersion (range, mean deviation and standard deviation), interpolation and extrapolation (graphic) Algebraic curves fitting and finite differences based on Newton's methods for equal intervals only. Theory of sampling, simple random sampling (with and without replacement) systematic sampling, stratified and cluster sampling, errors (sampling and non sampling).

PAPER 4TH—APPLIED STATISTICS.

This paper will have 3 parts, part I & II will have four questions each and part III will have two questions. Trainee will be required to attempt at least 2 questions from part I and part II each and at least one question from part III.

PART FIRST—COLLECTION AND COURSE OF DATA.

- i. Census count, sample surveys and official statistics.
- ii. Distinction between sample surveys and census count—merits and demerits.
- iii. Concept of random number and use of random number tables.

- iv. Official statistics in this part intension would be to test the knowledge of candidates regarding various sources of official Statistics in Jammu and Kashmir State) Items official statistics and the role of respective official agencies entrusted with the job of collection of these statistics.

**PART SECOND-PRESENTATION OF STATISTICAL DATA.**

- i. Definitions of statistical tables Diagrams graphs and index numbers Trainees will also be required to solve practical problems like preparing and correcting of statistical tables graphs charts and index numbers.

**PART THIRD-EVALUATION.**

Importance, method and scope of evaluation studies Mathematics—there will be one paper of 100 marks which will be covered under 80 lectures This paper will have 2 parts. There will be 10 questions, 5 from each part Examinee shall be required to attempt 5 questions but no less than 2 from each part. All questions will carry equal marks.

**PART FIRST**

Solution of linear, quadratic equations, surds indices. Arithmetic Geometric Harmonic Progression Factorisation Binomial Theorem (annunciation and Application).

**PART SECOND.**

- i. Logarithms definitions, elementary propositions, common logarithms and use of log tables, difference between variable and constant  
ii. Differentiation of  $X^n$  and  $(ax+b)^n$  and example on this.

**GENERAL**

There will be one paper of 100 marks which shall be covered under 60 lectures. There will be 3 parts of this paper each part will have 3 questions. In all 5 questions but at least one from each part shall have to be attempted. All questions will carry equal marks.

JSA

**PART 1ST.**

Different forms of official communication letter, d o., U. O., and office note.

**PART 2ND.**

(General Knowledge): Administrative set up in the State Organisational set up of Statistical Agencies and their role in the collection and compilation of Statistics. Current affairs in the State.

**THIRD PART:**

Administrative rules, rules governing the leave, T. A., Seniority and G P Fund.



Practicals :- There will be 100 marks for practicals. These shall have to be covered under 40 lectures. The examiner shall put atleast 5 questions in this paper and the candidates will be required to attempt any 2 questions

This will include the following :-

- i. Practical example on measure of central tendency computation of mean, median, mode
- ii. Drawing of graphs and frequency curves.
- iii. Practical examples on measures of central dispersion-computation of standard deviation, standard error, construction of Index Numbers.
- iv. Examples on intrapolation and extrapolation (the idea is to test candidates practical knowledge of stentistics and use of calculating machines).

#### INTERNAL ASSESSMENT.

This will carry 50 marks which will be shared in 50. 50 between assessment on the day to day performance in practical training and performance in house examinations of the candidates. There will be a system to assess the day to day performance of trainees during the period they will remain under training and on the basis of this daily assessment marks will be allotted by the Supervisor. In awarding marks, performance of candidates in house examination will also be taken into account.

(Sd) A. A. KHAN,

Under Secretary to Government,  
Planning Department.

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150