

ANNEXURE

Subject : Syllabus for Statistical Assistant's Class.

The following will be courses of study :

ECONOMICS

There will be two papers paper Ist. will pertain to Economic Theory and Paper 2nd. to Applied Economics (Indian Economics and Economics of Jammu and Kashmir State). Each paper will carry 100 marks

Paper I (Economic Theory)

There will be 10 questions and the trainees will be required to attempt any five questions. All questions will carry equal marks.

S No.	Topics	No. of Lectures.
1	Definitio ⁿ and scope of Economics (Subject matter of Economics, Is Economics a Science or an art? Is Economics a positive or a normative science?), relation of Economics with other Social Sciences (Ethics, Political Science, History, Statistics and Jurisprudence).	10
2	Definition of terms such as goods, Utility, Value, Wealth, Macro and Micro economics, national income and its measurement, surplus value and multiplier.	12
3	Theory of Demand. (a) Consumption. Law of diminishing marginal utility, its exposition and exceptions. (b) Demand-meaning of demand, law of demand, demand schedule, demand curve, difference between increase and expansion of demand and decrease and contraction of demand, elasticity of demand, consumer's surplus (Marshallian approach only)	12
4	Production-elementary knowledge of the economics of large scale production, laws of return, their importance, limitations and inter-relationship	16

chapter
10

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16

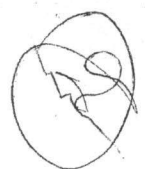
S. No.	Topics	No. of Lectures.
5	Factors of <u>production-land</u> and its peculiarities, <u>labour</u> and its peculiarities, <u>division of labour</u> , its advantages and disadvantages, <u>Malthusian theory of population</u> , <u>capital</u> , its nature and importance, <u>capital formation</u> , functions and role of entrepreneur, difference between labour and entrepreneur.	15
6X	Market definition and different forms of market, supply and law of supply, price determination under perfect competition and monopoly	11
7.	Money-barter, its inconveniences, money definition and functions of money, qualities of goods money. <u>Value of money</u> , Fisher's quantity theory of money <u>inflation</u> , its bearing causes in effects on different sections of the Society.	10
8.	Public Finance <u>taxes</u> , kinds of taxes, <u>canons of taxation</u> <u>deficit financing</u> its meaning, its advantages and disadvantages. <u>Role of government as Eco. Dev. of the country</u>	10
9X.	Banks-functions of a Commercial bank and functions of a Central Bank.	10
10✓	Different economic systems meaning and characteristic features of capitalism, communism socialism and their interse comparison.	08
Total No. of Lectures		117

PAPER II (Applied Economics)

There will be 10 questions and the trainees will be required to attempt any five questions All questions will carry equal marks.

S. No.	Topics	No. of Lectures.
1.	Main characteristics in Indian Economy.	08
2.	Population-trends of growth, density, rural and urban distribution, growth in working force and its occupational distribution (as thrown out by the census of 1961 and 1971), problem of	

10



① Budget

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112

11

[No. 23-6] The J&K Govt. Gazete, 9th Sept, 75/18th Bhadra, 97. 11

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S. No.	Topics	No. of Lectures.
	un employment, causes and remedies of un-employment, types of un-employment.	
3.	Role of agriculture in Indian Economy, its growth, institutional changes and food problem. <i>state</i>	10
4.	Economic planning need for economic plan in J&K with special reference to India <i>state</i>	06
5.	Planning in India Broad objectives of Five Year plans and how far they have been achieved. <i>state</i>	10
6.	Main features of J&K Economy (Physical and economic features only).	08
7.	Population in J&K - trends in growth, rural and urban distribution, growth in the working force and its occupational distribution (as thrown out by the census of 1961 and 1971).	06
8.	Economic Planning in J&K State broad objectives of State's Five Year Plans and how far they have been achieved.	10
9.	Trends in the growth of State Income in J & K. <i>(By Disposal Goods)</i>	04
Total No. of Lectures.		72

*agricultural
COOP/NEED/
Horticulture,
Sericulture,
Fishes and
Retail and
activities.*

physical

117 ✓
72 ✓
189
60 ✓
2.59
270
21

70
27
42

Sub-Statistics

There will be two papers of 100 marks each. Paper 1st will relate to Statistics Theory and Paper 2nd to Applied Statistics.

PAPER III (THEORY OF STATISTICS)

There will be 10 questions and the trainees will be required to attend any five questions. All questions will carry equal marks

Sl. No.	TOPICS	No. of Lectures.
1.	Measures of central tendency - A. M., G. M., H. M. Median & Mode etc	09
2.	Measures of dispersion range, mean deviation, standard deviations, skewness and Kurtosis.	06
3.	Theory of sampling meaning and importance of sampling, sampling methods-simple random sampling with and without replacement, stratified random	

S. No.	Topics	No. of Lectures
	sampling (proportional and optimum allocation), systematic sampling, quota sampling, cluster sampling, situations in which different sampling methods are used, sampling and non-sampling errors and methods to reduce them.	18
4	Correlation and Regression—meaning of correlation, difference between, correlation and regression correlation co-efficient and what it measures, fitting of linear regression equation by least squares, definition and uses of partial multiple and rank correlation, calculation of simple and rank correlation.	18
5	Analysis of variance—meaning and its use analysis of variance for single and two fold classification.	06
6	Interpolation and extrapolation meaning and definition, uses of interpolation and extra polation, important formulae for interpolation and extrapolation, graphic curve, fitting and Newton's method for equal class intervals.	10
7	Elementary knowledge of the following:— (i) Characteristic, (ii) Variable, (iii) Sample, Statistics, (iv) Universe, (v) Frame (vi) (vii) 't' 'f' and 'chisquare tests (ix) Association, x) Time series secular, seasonal and cyclic fluctuations, (xi) Random numbers and their uses, (xii) probability (xiii-xv) Normal, poisson and binomial distributions.	10
Total No. of lectures		82

PAPER IV (APPLIED STATISTICS)

This paper will have two parts. Each part will contain five questions. The trainees will be required to attempt five questions in all selecting at least two questions from each part. All questions will carry equal marks

PART - I

S. No.	Topics	No. of Lectures
1.	Collection of data—need for collection of data, object and scope of enquiry, sources of information (primary and secondary data) Statistical unit, type of enquiry (Census v/s sample, direct v/s indirect, original v/s repetitive, open v/s confidential).	0-6

S. No.	Topics	No. of Lectures
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2.	Collection of primary and secondary data, methods of collecting primary data, sources of secondary data, editing of primary and secondary data	0 6
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3.	Sources and limitations of official statistics in respect of (1) Agricultural statistics including animal husbandry statistics and sheep breeding statistics, forest statistics Horticulture statistics and statistics on co-operation, Fisheries Statistics D. and NES Statistics : <i>R. S. D. Singh</i>	(42 including extension lectures)
	(ii) Prices statistics.	
	(iii) State Income Statistics.	
	(iv) Industrial Statistics. <i>H. S. Singh</i>	
	(v) Trade and Commerce Statistics.	
	(vi) Vital Statistics.	
	(vii) Education and Public Health Statistics.	
	(viii) Sample Surveys conducted in Jammu and Kashmir State	

PART II

1.	Classification of data need and meaning, characteristics of good classification, forms of classification.	5
2.	Tabulation of data meaning of importance, types of tabulation construction of one way, two way and three way tables, rules of tabulation construction of bar-diagrams histograms and pie diagrams.	17
3.	Index numbers and construction thereof, index numbers compiled for Jammu and Kashmir State.	17

4.	Evaluation : -	
	(i) definition, concepts and different forms of evaluation.	
	(ii) genesis of programme evaluation, organization, evaluation of evaluation machinery in Jammu and Kashmir State.	7
	(iii) scope and functions of evaluation committee in Jammu and Kashmir State.	(Extension lectures) 5
	(iv) Methodologies for conducting evaluation studies in the State.	5

Total No. of lectures 110

Health Statistics
under Statistics

PAPER V (Mathematics)

This paper will carry 100 marks. There will be ten questions and the trainees will be required to attempt any five questions. All questions will carry equal marks

50 marks
+
Complete answers
and
50 marks
↓
25 Practice
25 Theory
↓
1/2 of marks

S. No.	Topics	No. of Lectures
1.	Simple and quadratic equations,	10
2.	Simple cases of permutation and combination	13
3.	Binomial theorem, Enunciation and expansion.	12
4.	Use of long-tables and anti long tables	13
5. X	Drawing up of curves - $Y=e^x$ $Y=\log$; $Y=a+bx$, $Y=a+b \times c \times 2$	10
6.	Differentiation of $X^n(ax+b^n)$ and of the product division of algebraic functions.	16
Total No. of Lectures :		74

PAPER VI (Practicals in Statistics)

This paper will carry 100 marks. There will be at least 7 questions and the trainees will be required to attempt any three questions. All the questions will carry equal marks

S. No.	Topics	No. of Lectures.
1.	Practical examples on measures of central tendency computation of mean, median and mode.	15
2.	Drawing of graphs and frequency curves.	10
3.	Examples on measures of dispersion.	10
4. X	Computation of sampling error	04
5.	Examples on interpolations and extropolations	10
6.	Examples on co-relation and regression calculation of simple, linear and rank co-relation co-efficients, fitting of linear regression equations.	15
7.	Analysis of variance (completely randomised and randomized blocks only)	08
Total No. of Lectures		75

Indicates formulation
Annual or Five-year Plan
Health, Education

S. No
2
3

1.
2
3.
4.

S. No.	Topics	No. of Lectures
2.	Collection of primary and secondary data, methods of collecting primary data, sources of secondary data, editing of primary and secondary data	0 6
3.	Sources and limitations of official statistics in respect of (1) Agricultural statistics including animal husbandry statistics and sheep breeding statistics, forest statistics Horticultural statistics and statistics on co-operation, Fisheries Statistics D. and NES Statistics : <i>R. M. ...</i>	<i>(42 including extension lectures)</i>
	(ii) Prices statistics.	
	(iii) State Income Statistics.	
	(iv) Industrial Statistics. <i>H. S. ...</i>	
	(v) Trade and Commerce Statistics.	
	(vi) Vital Statistics.	
	(vii) Education and Public Health Statistics.	
	(viii) Sample Surveys conducted in Jammu and Kashmir State	

PART II

1.	Classification of data need and meaning, characteristics of good classification, forms of classification.	5
2.	Tabulation of data-meaning of importance, types of tabulation construction of one way, two way and three way tables, rules of tabulation construction of bar-diagrams histograms and pie diagrams.	17
3.	Index numbers and construction thereof, index numbers compiled for Jammu and Kashmir State.	17
4.	Evaluation : (i) definition, concepts and different forms of evaluation. (ii) genesis of programme evaluation, organization, evaluation of evaluation machinery in Jammu and Kashmir State. (iii) scope and functions of evaluation committee in Jammu and Kashmir State. <i>(Extension lectures)</i> (iv) Methodologies for conducting evaluation studies in the State.	7 5 5

Total No. of lectures 110

PAPER V (Mathematics)

This paper will carry 100 marks. There will be ten questions and the trainees will be required to attempt any five questions. All questions will carry equal marks

50 marks
 +
 Computer
 answers
 25 marks
 25 marks
 Practice
 Theory
 25 marks

S. No.	Topics	No. of Lectures
1.	Simple and quadratic equations,	10
2.	Simple cases of permutation and combination	13
3.	Binomial theorem, Enunciation and expansion.	12
4.	Use of long-tables and anti long tables	13
5.	Drawing up of curves- $Y=e^x$ $Y=\log$; $Y=a+bx$, $Y=a+b \times c \times 2$	10
6.	Differentiation of $X^n(ax+b^n)$ and of the product division of algebraic functions.	16
Total No. of Lectures:		74

PAPER VI (Practicals in Statistics)

This paper will carry 100 marks. There will be at least 7 questions and the trainees will be required to attempt any three questions. All the questions will carry equal marks

S. No.	Topics	No. of Lectures.
1.	Practical examples on measures of central tendency computation of mean, median and mode.	15
2.	Drawing of graphs and frequency curves.	10
3.	Examples on measures of dispersion.	10
4.	Computation of sampling error	04
5.	Examples on interpolations and extropolations	10
6.	Examples on correlation and regression calculation of simple, linear and rank co-relation co-efficients, fitting of linear regression equations.	15
7.	Analysis of variance (completely randomised and randomized blocks only)	08
Total No. of Lectures		75

Indicates P formulation
 Normal as five-year plan
 Health, Education

15

PART VII (Central Administrative Knowledge)

SD

(a) This paper shall carry 100 marks. It will consist of two parts i.e.

- Part I Precise and drafting [marks-40]
- Part II Service Rules [marks 60]

(b) Three questions shall be set for part I i.e. one question on precise writing (on office correspondence only and two questions on drafting (office note and D. O. letter, ordinary letter or telegram) The precis question shall carry 40 marks and the two questions on drafting shall carry 20 marks each. The candidate shall have the choice either to do the precis question or the two questions on drafting. ~~Precis~~ Drafting

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XXXXXX

(c) Part II of this paper shall consist of elementary knowledge of the following two books.

(i) Jammu and Kashmir CSRS Vol. I (Chapters, IX, XI, XII, XIII, XXVI, XXVII, XXVIII, A and XXVIII, only).

(ii) Jammu and Kashmir Classification Control and Appeal Rules 1956 (four) questions will be set from the J&K CSRS. VI, I and two questions from the J&K Classification, Control and Appeal Rules 1956. All questions shall carry 20 marks each and the candidates shall have the choice to attempt any three questions out of the six.

two para. four

Total No. in Lectures

70

PAPER VIII (CLASS AND FIELD) PERFORMANCE

This paper shall contain 100 marks i.e. 25 for class performance and 75 for field performance and 25 for viva voca. The marks for class performance shall be based partly on the house test results and partly on the periodical class tests conducted from time to time including the general conduct of the candidate in the class. For field work each candidate will be assigned a specific topic by the Directorate of Statistics and Evaluation on which he will be asked to work and prepare a report at the end of the practical training. A part from this report the progress of the practical training assignment shall be subjected to supervision by the concerned supervising officers during the course of practical training. The trainees shall be required to maintain a daily diary of the work done by them which shall also be considered for purpose of allotment of marks for the field work. There will also be viva voca training for the trainees on the project report.

*S/Sm S. K. Gupta & G. Rai En. ...
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GENERAL

The minimum pass marks will be 35% in each paper and 40% in aggregate. Candidates who obtain 50% or more marks in any of paper but fail in the Examination as a whole will be exempted from re-appearing in that paper. No exemption will, however, be granted in practical paper.

Grace marks upto ten in any paper in which the trainee has failed may be given by the Registrar of Examinations provided he has already obtained the aggregate prescribed without such grace marks or a trainee who appears in all the papers at a time and passes in all the papers individually in the examination but fails to secure the aggregate marks prescribed for the examination may be given grace marks not exceeding ten in order to enable him to secure the minimum aggregate marks fixed for the said examination.

(Sd.) A. A. KHAN,

Under Secretary to Government,
Planning Department
Srinagar.

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from

75

PART VII (Central Administrative Knowledge)

SD

(a) This paper shall carry 100 marks. It will consist of two parts i.e.

- Part I Precise and drafting [marks-40]
- Part II Service Rules [marks 60]

(b) Three questions shall be set for part I i.e. one question on precise writing (on office correspondence only and two questions on drafting (office note and D. O. letter, ordinary letter or telegram) The precis question shall carry 40 marks and the two questions on drafting shall carry 20 marks each. The candidate shall have the choice either to do the precis question or the two questions on drafting. ~~Precis~~ Drafting = 1

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(i) Jammu and Kashmir CSRS Vol. I (Chapters, IX, XI, XII, XIII, XXVI, XXVII, XXVII, A and XXVIII, only).

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four

(ii) Jammu and Kashmir Classification Control and Appeal Rules 1956 (four) questions will be set from the J&K CSRS. VI. I and two questions from the J&K Classification, Control and Appeal Rules 1956. All questions shall carry 20 marks each and the candidates shall have the choice to attempt any three questions out of the six:

11

Total No. in Lectures

70

PAPER VIII (CLASS AND FIELD) PERFORMANCE

This paper shall contain 100 marks i.e. 25 for class performance 50 for field performance and 25 for viva voca. The marks for class performance shall be based partly on the house test results and partly on the periodical class tests conducted from time to time including the general conduct of the candidate in the class. For field work each candidate will be assigned a specific topic by the Directorate of Statistics and Evaluation on which he will be asked to work and prepare a report at the end of the practical training. A part from this report the progress of the practical training assignment shall be subjected to supervision by the concerned supervising officers during the course of practical training. The trainees shall be required to maintain a daily diary of the work done by them which shall also be considered for purpose of allotment of marks for the field work. There will also be viva voca training for the trainees on the project report.

S/Sin S. U Gupta & G. Rai
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