Revised Syllabus of Junior Statistical Assistants Training Course

The course will have six papers, each of 100 marks. The details are as under

Paper I	Monitoring and Evaluation
Paper II	Economics and Official Statistics
Paper III	Statistics & Mathematics
Paper IV	General Administration
Paper V	Fundamentals of Computers(Practical Paper)
Paper VI	Internal Assessment

Paper I: Monitoring and Evaluation

S.No.	Topics
1	Meaning of Monitoring
2	Monitoring mechanism in J&K
3	Monitoring formats: Monitoring of Capex-Budget i.e. MPRs(Physical/Financial), QPRs and Annual Reports
4	Definition, concepts and importance of Evaluation, Types of Evaluation
5	Evaluation machinery in J&K
6	Composition of SLEC and TAC
7	Methodology of Conducting an Evaluation Study : Design, Sources of data, Framing of Questionnaire /Schedules for the Developmental Scheme
8	Difference between Evaluation and Monitoring

PAPER-II: Economics & Official Statistics

1	Concept of Economic Planning in India and its objectives Important features of Indian Economy NITI Ayog-Aims, Objectives and Composition.
2	J&K Economy: Nature & structure, Social & Economic features, Contribution of all three sectors of Economy viz. Primary, Secondary & Tertiary sectors of J&K towards growth of Indian Economy.
3	Government Budget and Financial Management:- • Budget- Meaning, Objectives and components • Classification of receipts-revenue receipts and capital receipts • Classification of Expenditure- Revenue Expenditure and Capital Expenditure

	• Introduction to GFR • Utilization certificates/Excess & surrender statements
4	• Plan Formulation: Formulation of CAPEX Budget, Various formats used • Centrally sponsored/central schemes • State Sector Schemes/District Sector Schemes(District Plan) • Introduction to Decentralized Planning: its meaning and importance • Panchayati Raj Institutions • Block Level Plan
5	Concept of Official Statistics, need for collection of data
6	Functions of the Directorate of Economics & Statistics with present structure at various levels.
7	Vital Statistics: Concept, importance, organizational setup in J&K, procedure of collection of Vital Statistical data, calculation of various health indicators like IMR, MMR, Birth Rate, Death Rate & Fertility Rate
8	Price Statistics: Importance, collection of wholesale and retail prices, CPI for industrial workers, uses of index numbers.

Paper-III: Statistics & Mathematics

S.No.	Topics
1.	Definition of Statistics, Information & Data with examples.
2.	Classification and Tabulation of Data • Objectives, Types of classification & its procedure. • Statistical Series and Frequency Distribution • Components of Frequency Distribution, Construction of Grouped Frequency Distribution and Cumulative Frequency Distribution. • Objectives of tabulation, Components of a Table, Requisites of a Good Table and Types of Tables.
3.	Measures of Central tendency • Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode. • Selection of an Average • Weights, Importance of Weights and Weighted Averages.
4.	• Range, Quartile Deviation, Mean Deviation, Standard Deviation and Variance, Advantages of SD over other measures.
5.	Graphical Representation of Data. • Significance of Diagrams and graphs. • Difference between Diagrams and graphs • Rules of Construction of Diagrams. • Selection of Suitable Diagrams. • Construction of Histograms, Frequency Polygon and Ogives.
6	Algebraic Expressions, their multiplication and simplification.
7	Ratios, Rates and Percentages.
8	Decimal representation of Numbers and vice-versa.

PAPER-IV: General Administration

Part-I	Drafting/Laws
	• Official Communication: meaning & different Kinds of Official Communication. • Drafting office note, formal official letters, D.O. letters, UO letters, office memorandums, circulars etc.
Part-II	CSR/Laws
	• Leave: Calculations and conditions of grant of Short Leave, Casual Leave, Quarantine Leave, Earned Leave, and Maternity leave, Child Care Leave. • General Provident Fund: . Conditions governing the sanction of ordinary GPF Advance, • Travelling Expenses: Rules for calculations of T.E, T.E on travelling by Road and by Railway. . • The Collection of Statistics Act, 2008 and the Collection of Statistics Rules, 2011

PAPER-V: Fundamentals of Computers

The emphasis should be on the practical applicability of the Subject

1.	**Computer Concepts**: Computer Concepts: Introduction , Application of Computers, commonly used terms, Hardware and Software, types of Software, System and Application Software, Operating System
2.	**Windows**: Starting Windows, Moving through Windows, using Mouse and Keyboard, maximize / Minimize Windows, Help features, Exit Application, Starting an Application
3	**MS-WORD** Creating a document file, Saving and Quitting Document files, Cursor Control, Printing documents, Editing,
4	**MS-EXCEL** working with workbooks/sheets, Saving worksheets and printing, Preparation of Graphs. Using Excel in creating various statement used for formulation of CAPEX Budget and other tabular information containing use of Sub-total, totals, percentages and averages
5	**MS-PowerPoint** Preparation of simple power Point Presentation

PAPER-VI: Internal Assessment

This paper will consist of three parts and marks will be shared as under.

i) - Field Report   80 marks.
ii)-Class Performance/Attendance   10 marks.
Iii)-Viva-voce   10 marks.

The Junior Statistical Assistant trainees will be deputed by the Principal of Statistical Training School for a period of 30 days to the various departments and institutes of the Government, such as Financial Commissioner's Office, Directorate of Economics & Statistics, District Statistical Evaluation Officer's office and any other Government offices or institutions as may be considered suitable for imparting training to the trainees as per their syllabus content. After the completion of 30 days field training, the trainees shall be required to submit a comprehensive field report about his learning experiences and statistical systems/procedures prevalent in the department he or she visited along with suggestions to improve the same. This shall be followed by viva-voce which shall be conducted by the Principal of Statistical Training School. Field report shall be allotted 80 marks and class performance/attendance and viva-voce 10 marks each.