

Syllabus as per S.O 312 dated 13-10-2020

**ANNEXURE-D**

**Revised Syllabus for Statistical Officers**

The course will have four papers, each of 100 Marks. The details are as under

Paper-I	Planning and Monitoring
Paper-II	Evaluation
Paper-III	Statistics
Paper-IV	Fundamentals of Computers (Practical Paper)

**Paper-I: Planning and Monitoring**

S.No.	Topic
1	Economic Development Planning in India and J&K.
2	NITI Aayog: Aims, Objectives, Composition and Functions
3	Decentralized Planning: i. 73rd and 74th Constitutional Amendment ii. Role of Block Developmental Council and District developmental Council iii. Concept of Block Level Plans, SCPs and TSPs.
4	Sustainable Development Goals (SDG's): introduction and study of its major indicators
5	Mechanism of availing Multilateral Funding like World Bank, Asian Development Bank, etc.
6	Manpower Planning.
7	Monitoring: Necessity in Planning & Project Implementation
8	Monitoring Mechanism in J&K State
9	Third Party Monitoring
10	Project Monitoring with the help of PERT and CPM Techniques.
11	Analysis of Monitoring Reports.

## Paper- II: Evaluation

S.No.	Topics
1.	Concept of Evaluation and different forms of evaluation.
2.	Procedure to evaluate the impact of various developmental schemes/ programmes.
3.	Designing of an evaluation study. <ul style="list-style-type: none"><li>• Determination of objectives, scope, sample size, reference period and Sample frame.</li><li>• Designing of Evaluation study and phasing of various stages of operation.</li><li>• Framing of questionnaire / schedules</li><li>• Field work and collection of data.</li><li>• Framing of tabulation plan and tabulation of data.</li><li>• Analysis of the data collected.</li><li>• Standard format to be followed in drafting an evaluation report.</li><li>• Follow up of findings of an evaluation report. Action taken report.</li></ul>
4.	Composition and Functions of SLEC and TAC
5.	Distinction between Physical Verification and Evaluation.
6.	Distinction between Evaluation report and survey report.
7.	Standard Format to be followed in drafting an Evaluation Report

## Paper-III: Statistics

S.No.	Topic
1.	Weighted averages and importance of weights.
2.	Definition and types of Index Numbers, methods of constructing Index Numbers with special reference to Price and Cost of living Index numbers.
3.	Interpolation and Extrapolation: <ul style="list-style-type: none"><li>• Introduction, significance and its assumptions.</li><li>• Methods of interpolation and extrapolation.</li></ul>
4.	Sampling Techniques: <ul style="list-style-type: none"><li>• Basic Ideas in Sampling</li><li>• Basic Size and Standard Error.</li><li>• Simple random sampling</li><li>• Systematic Sampling</li><li>• Stratified Sampling</li><li>• Multi-stage sampling.</li><li>• Procedures of Selecting Random Samples.</li><li>• Sampling and Non-Sampling Errors.</li><li>• Advantages of Sampling over Census.</li></ul>
5.	How to Plan and execute a Survey.

## Paper IV: Fundamentals of Computers.

The emphasis should be on the practical applicability of the Subject

1	<b>MS-WORD.</b> Creating a document file, Saving and Quitting Document files, Cursor Control, Printing documents, Editing, Use of menu and tool bars, Page Formatting, Copying, Deleting, Using dictionary for Spell checks, Adding borders, Use of Headers/ Footers, Column formatting, OLE(Object Linking & Embedding) Merging of Documents, Mail Merge features. Application of MS word in Drafting.
2	<b>MS-EXCEL</b> Data entry, Text formatting and formulae. Moving data in and around the worksheet, Data Range, use of toolbars/menus, Editing, working with workbooks/ sheets, Saving worksheets and printing, calculations, Use of Auto fill, Efficient Data display with data formatting, Preparation of Graphs and using of chart wizard, Updating of charts, Different Types of charts, Adding Legends, Titles, Gridlines, Displaying values and printing of charts. Report Writing in MS Word. Application of MS Excel in creating various statement used for formulation of CAPEX Budget (GN-0, GN-1, GN-2, GN-6, works statement, Excess Surrender Statement etc.)
3	<b>MS-PowerPoint</b> Preparation of Slides, Animation, Slide Show, power Point Presentation
4	<b>Internet</b> Practical Use of Internet and email. Introduction to JKCPIS, BEAMS and JKPAYSYS