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Jammu & Kashmir Government Gazette

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Separate paging is given to this part in order that it may be filed as a separate compilation

PART III

Laws, Regulations and Rules passed thereunder

GOVERNMENT OF JAMMU AND KASHMIR
PLANNING AND DEVELOPMENT DEPARTMENT SRINAGAR

Notification.

Dated Srinagar, the 9th September, 1975.

SRO-416.—In exercise of the powers conferred by the proviso to section 124 of the Constitution of Jammu and Kashmir the Governor hereby makes the following rules, namely:—

- 1 (i) These rules may be called the Jammu and Kashmir Statistical Training Rules, 1975.
(ii) They shall come into force with effect from 9th September, 1975.

2. Definitions :

In these rules unless the context otherwise requires

- a) 'Administrative Department' means the Department in the Civil Secretariat holding administrative charge of the School ;
(b) 'Apprentice' means a person who is admitted to any of the Statistical Classes in the Statistical Training School, Jammu for training prior to his appointment as Junior Statistical Assistant/Statistical Assistant ;
(c) 'Class' means the Statistical Training Class ;

Read with //
SRO 519 dated
25.11.1981
(Copy attached)

- (d) 'Government' means the Government of Jammu & Kashmir ;
- (e) 'Registrar' of Examination means the Director Evaluation and Statistics ;
- (f) 'School' means the Statistical Training School, Jammu
- (g) 'Trainee' includes an apprentice and an inservice candidate selected for training to a course ;

3 The school shall conduct the following types of training courses ;

- (a) Junior Statistical Assistant Course ;
 - (b) Statistical Assistants Course ;
 - (c) Specialised Course ; and
 - (d) Refresher Courses for Junior Statistical Assistants, Statistical Assistants and Statisticians.
4. The following categories of personnel shall be eligible to the courses referred to in rule 3:

(i) JUNIOR STATISTICAL ASSISTANTS COURSE

Junior Statistical Assistants, Field Investigators, computers, other equivalent Statistical Officials and non-cadre apprentices recruited direct for Junior Statistical Assistants Training Course.

(ii) STATISTICAL ASSISTANTS COURSE

Statistical Assistant/Research Assistants, Evaluation Assistants other equivalent Statistical Officials and non-cadre apprentices recruited direct for Statistical Assistants Training Course

(iii) SPECIALISED COURSE.

Statisticians and other equivalent Statistical Officials.

5. Selection of Trainees and conditions governing them

- (i) Selection of apprentices for Junior Statistical Assistant and Statistical Assistants Course shall be made by the State Recruitment Board. The minimum qualification for selection of an apprentice for these courses shall be the same as laid down in the Non-Gazetted Statistical Cadre Rules, 1975 for appointment to respective classes of service as direct candidates.
- (ii) Selection of in-service candidates for the above courses shall be strictly in accordance with the priority list maintained by the Department.

6. The training period for the courses mentioned in rule 3 shall be as under:-

✓ Junior Statistical Assistants Course	Theoretical Training	- 4½ months	}
	Practical Training	... 1 month	
	Preparation leave and Examination	.. 15 days	
✓ Statistical Assistants Course	Theoretical Training	.. 6 months	}
	Practical Training	.. 2 .. 10 days	
	Preparation leave and Examination.	.. 20 days	
✓ Specialised Course for Statisticians.	Theoretical Training	.. 2½ months	}
	Practical Training	.. One week	
	Preparation holidays and Examination	- One week	
✓ Refresher Course	It will be for a period of 15 days in the case of Junior Statistical Assistants and for one month in the case of Statistical Assistants and Statisticians.		

The period of Training for a particular course may be extended by the administrative Department on the recommendations of the Principal of the Statistical Training School.

7. After the theoretical training in case of Junior Statistical Assistants, the trainees will be deputed by the Principal of the School for a specified term to the various departments and Institutions of the Government such as Financial Commissioner's Office, Forest Department, Directorate of Evaluation and Statistics, N. S. S. Organisation and any other Commercial concerns run by the Government and such other Government offices or Institutions as may be considered suitable for imparting training to the trainees. The trainees will maintain daily diaries of work which will be submitted by them through the Head of the offices to the Principal of the Institute. With regard to Statistical Assistants the Principal will depute them to the Directorate of Evaluation and Statistics where each trainee/group of trainees will be assigned specific topics for field work. After completion of the field work the trainees will be required to submit reports to the Directorate Evaluation and Statistics for onward transmission to the Principal duly evaluated along with the daily diaries, maintained by the trainees duly verified by the Supervising Officers.

8. The intake capacity for each class of training will be fixed by the Administrative Department in consultation good account of this conduct through the course of training :

9. Examination

After completion of theoretical and practical training the trainees shall be required to pass the departmental examination for each course to be conducted by the Registrar of Examination. The Examinations for the courses mentioned in rule 3 will be termed as under:-

1. Junior Statistical Assistants Course (JSAC)
2. Statistical Assistants Course (SAC)
3. Statisticians Specialised Course (SSC)

10. The courses, syllabi and the standard prescribed for Junior Statistical Assistants Course and statistical assistant course Examination, mentioned in rule 9 shall be as prescribed in Annexure A to these rules. The Administrative Department may, however, revise the syllabi when necessary. The Syllabus for the Statisticians course/ Refresher Course shall be prescribed as and when necessary.

11. Minimum pass percentage of marks required in each paper as well as in the aggregate and the percentage of marks required to secure exemption from appearing in a particular paper in respect of trainee who fail in the examination on the whole and the award of grace marks will be regulated as under:-

(a) (i) For Junior Statistical Assistants, the minimum marks shall be 33 per cent in each paper and 35 per cent in aggregate. Candidates who obtain 45 per cent or more marks in any paper but fail in the examination as a whole, shall be exempted from appearing in that paper. No exemption shall, however, be granted in practical paper.

(ii) For Statistical Assistants, the minimum pass marks shall be 35 per cent in each paper and 40 per cent in the aggregate. Candidates who obtain 50 per cent or more marks in any paper but fail in the examination as a whole, shall be exempted from appearing in that paper. No exemption shall, however, be granted in practical paper.

(iii) For Statisticians, the minimum pass marks shall be 40 per cent.

(b) Grace marks upto ten (10) may be given by the Registrar of Examination in one paper in which the trainee has failed; provided he has obtained the aggregate prescribed without such grace marks or when trainee appears in all papers at a time and in all papers individually but fails to secure the aggregate marks prescribed for the examination.

12. No trainee shall be eligible to appear in the Departmental examination for which he has been recruited unless:-

1. he has attended at least 90 per cent Lectures in each paper of the examination; and

2. he is reported to have devoted himself whole-heartedly to his studies and he has given a good account of his conduct throughout the course of training:

Provided that the Principal of the school may at discretion relax the restriction of 90% attendance in any individual case where he is satisfied that progress of a trainee has been satisfactory and that the shortage of attendance was due to circumstances beyond his control.

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13. (a) The Departmental Examination shall be conducted in the Statistical Training School on such date as may be fixed by the Registrar Examinations. The examinations shall be supervised by the Principal who will be assisted by gazetted and non-gazetted officers to be selected by him for this purpose.

(b) The remuneration to examiners, supervisors and other staff engaged by Registrar/Supervisor of examination in connection with holding of various Departmental Statistical Examinations shall be according to the rules/rates sanctioned by the Governments and embodied in schedule III of Jammu and Kashmir Civil Service Regulations.

14 The trainees shall be required to execute an agreement with the Government in the form given in Annexure 'C' to these rules which shall among other things stipulate for the passing of the prescribed examination within a maximum of six continuous chances, the first chance being counted from the date in respect of the examination in which the trainee could first appear after completion of training in the School and also to serve in the Statistical Cadre after such successful completion of training for a period of 3 years failing which he shall be required to refund the amount of stipend received by him in full with or without penalty as the Government or an officer authorised by it may prescribe from time to time in consultation with the Finance Department.

Note:-The failure of the trainee to appear in an examination shall be regarded as his having utilised the chance.

15. Those who have successfully completed a lower course and happen to be selected for training in a higher course at any time shall be required to execute a supplementary bond which will inter alia provide that period of three years for which they are required to serve the Government will commence from the date of successful completion of training in the higher course.

16. The trainees drawn from services shall, at the time of joining the school and on release therefrom for joining the offices to which they are posted, be allowed transit days only and no preparation days. The apprentices recruited direct shall not get any joining time on first joining the school and shall get transit days only for joining the offices to which they are posted after completion of the training and final disposition. The joining time pay on joining the school shall be debitable to the grants of the school whereas joining time pay on relief from the school for joining the offices to which the trainees are posted shall be debitable to the grants of the respective offices.

17. In cases where a trainee avails of excess transit days, the excess time taken by the trainee may be regulated by the Principal of the school at the time of admission to the school or by the Director of Evaluation and Statistics after the completion of the training, as the case may be, if the Principal or Director

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is satisfied that the excess time taken by the trainee was due to circumstances beyond his control.

18 (1) The trainee drawn from any Government office or institution for admission to the school shall on joining the school or release therefrom be entitled to tour T. A. only. Apprentices recruited direct shall not be entitled to any T. A. on joining the school, but shall be allowed tour T. A. when they are posted as Junior Statistical Assistants/Statistical Assistant to any Government Department or Institution on the completion of the training and final disposition. The T.A. on joining the school shall be debitable to the grant of the school whereas T.A. on relief from the school for proceeding to the office to which the trainees are posted shall be debitable to the grants of the respective offices.

(2) In case of journey undertaken during the course of training i.e. for study tours or practical training assignments the trainee shall be allowed T. A. for tour journey as admissible under rules.

19. Trainees who are guilty of misconduct or deliberate disobedience of orders or who reportedly refuse to conform to the procedures prescribed for the conduct of training may be discharged from the school or reverted to their departments from which they have been drawn by the Principal of school. An apprentice recruited directly who may be discharged or departmental candidates reverted to the department under this rule shall have to refund the entire cost of training (stipend and T. A. etc) and also any other expenses which the Government may have incurred in connection with his training before discharge or revision as specified in the agreement. This will be without prejudice to any other disciplinary action which may be indicated in case of trainees already in service.

20. The trainees drawn from the departments and other stipendiaries shall for the duration of training be under the administrative control of the Principal.

21. Leave.— Grant of leave during the training period shall be regulated as under:—

- (a) Officials drawn from service may be granted leave by the Principal as admissible to them under rules.
- (b) Apprentices other than those referred to in clause (a) above may be granted leave equal to 1/11 of the period spent on duty by them as apprentices. On their appointment without interruption after successful completion of training, the balance of such leave may be credited to the privilege leave account of the apprentice.

Provided that the trainees proceeding on leave of any kind will do so at their own risk and this will not entitle the trainees to claim condonation of deficiency in attendance as envisaged in rule 12.

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22. Certificate will be issued in favour of the persons who are declared successful in each course by the Administrative Department under the signature and seal of the Planning Commissioner. The certificate will indicate that the candidate has gone through the course of training and passed the departmental examination held by the Registrar of Examination with reference to the examination Roll No the month and the year in which the examination was held alongwith the marks obtained. An attested copy of the certificate will be placed in the personal file of the trainee which will be referred to when considering his suitability for increments, release of efficiency bar, promotion etc.

23. Preparatory holidays - The principal may at his discretion allow preparatory days not exceeding ten (five in the case of specialised course for Statisticians) immediately before the commencement of an examination to enable the trainees to revise their course

24. Confidential Roll. - The Principal of the Institute shall maintain Confidential Rolls of the trainees for the period they receive training in the Institute and forward the same to the Directorate of Evaluation and Statistics after the examinations are over.

25. Stipend. - (1) The apprentices for various classes shall draw stipend at the rates as may be sanctioned by Government from time to time.

(2) Trainees who are drawn from any Government Deptt. will draw stipend equivalent to their salary which they would be entitled to in the Department from which they are drawn.

(3) The stipend shall be admissible from the date of admission of a trainee in the School to the date of his being relieved from the School on completion of the training. In the case of trainees drawn from services, the date of admission shall mean the date from which they are relieved from the office/ Deptt.

26. The passing of the examination shall be obligatory for purposes of crossing the efficiency bar and promotion to the next higher grades.

27. Disposition of Trainees After the examinations are over, the apprentices shall be disposed off in such a manner as may be deemed fit in this behalf by the Director of Evaluation and Statistics.

28. Extension Lectures. - (1) The Administrative Department may appoint lecturers on the recommendations of the Principal for delivering extension lectures in technical subjects. The lecturers from outside the State shall be paid honorarium at rate of Rs. 40/- per lecture. The lecturers from within the

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State, not on the regular establishment of the Training School shall be paid honorarium at the rate of Rs. 25/- per lecture.

- (2) The outside lecturers shall furnish synopsis of the lecture proposed to be delivered by them to the Principal at least a week earlier than the scheduled date of lecture to enable the Principal to circulate the same amongst the trainees well in advance.

By order of the Governor

(Sd) I. D. SHARMA

Additional Secretary to Government
Planning Department

ANNEXURE *B*

Subject : Syllabus for Statistical Assistant's Class.

The following will be courses of study :

ECONOMICS

There will be two papers paper 1st. 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.
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1	Definition 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

1 chapter
(10)

(2)

(16)

S. No.	Topics	No. of Lectures.
5	Factors of production-land and its peculiarities, <u>labour</u> and its peculiarities, division of labour, 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 <u>money inflation</u> , its bearing causes in effects on different sections of the Society.	10
8.	Public Finance: taxes, kinds of taxes, canons of taxation deficit financing its meaning, its advantages and disadvantages, <u>Role of Govt. 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

① Budget

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	

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.	10
4.	Economic planning need for economic planning with special reference to India	06
5.	Planning in India Broad objectives of Five Year plans and how far they have been achieved.	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.	04
Total No. of Lectures.		72

state
Coop/NEO
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fisheries and
Retail and
activities (10)

Physical

72
189
60
270
21

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	

112
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S. No. Topics No. of Lec

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.

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.

5 Analysis of variance—meaning and its use analysis of variance for single and two fold classification.

6 Interpolation and extrapolation meaning and definition, uses of interpolation and extra polation, important formulae for interpolation and extra polation, graphic curve, fitting and Newtons method for equal class intervals.

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.

Total No. of lectures

PAPER IV (APPLIED STATISTICS)

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

PART-I

S. No. Topics No. of Lec

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),

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. forests statistics Horticulture statistics and statistics on co-operation, Fisheries Statistics, D. and NES Statistics: *Rundown of A.*

(42 including extension lectures)

- (ii) Prices statistics
- (iii) State Income Statistics.
- (iv) Industrial Statistics. *Health & Handicrafts*
- (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

Health Stat. 216
Waste Statistics

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

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 awareness programme
25 marks
25 Practice theory
↓
Practical

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 log 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

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Annual & Five year Plan
Health, Education

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PART VII (Central Administrative Knowledge)

(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 = 40~~ ~~Drafting = 20~~

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(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). ~~10~~ ~~27~~

(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. ~~10~~

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.

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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.

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.

9 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 bases on Newton's methods for equal intervals only. Theory of sampling, simple random sampling (with and without replacement) systematic sampling, stratified and cluster sampling, error (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

(1) 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 80 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 statistics 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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ANNEXURE C

Agreement Form.

An agreement made on the --- day of --- between the Government of (J & K) hereinafter called the Government) of the one part and --- S/o --- Caste --- resident of --- Village/Mohalla/Tehsil --- District --- (hereinafter the apprentice) of the second part and son of --- S/o --- Caste --- resident of --- Village/Mohalla --- Tehsil --- District --- (here-in-after called the surety) of the third part.

Whereas the Government at the request of the apprentice have agreed to admit the apprentice for training in the Statistical Training School for a period of --- months and to give him thereafter practical training for a further period of --- months on the terms and conditions hereinafter appearing and subject to the rules laid down by the Government in ^{184/75} the behalf for admission in the Statistical Training School for the various Statistical courses and examination thereof. (here-in-after called the Jammu and Kashmir Statistical Training rules 1975).

And whereas the apprentice has agreed to serve the Government for a period of at least three years immediately after the completion of the said training course

Now it is hereby agreed as follows -

- (1) The apprentice will be paid by the Government during the period of training stipend :-
 - (a) at the rate of Rs. --- per month.
 - (b) his salary which would be entitled to in case he is drawn from any office or institution of the Government as admissible under the Statistical Training Rules, 1975.
- (2) The apprentice will not be entitled to receive any other monetary aid from the Government to defray the cost of books or other items of expenditure not specifically mentioned in clause I.
- (3) The apprentice shall not engage in or prosecute during the aforesaid period of training any studies or work, other than the studies or work for which the stipend is paid nor will he do anything which might in any way be paid nor will he do anything which might in any way interfere with the aforesaid training or prevent or incapacitate him from completing successfully the aforesaid training within the afore said period.
- (4) The apprentice will be allowed only such number of chances for passing his examination as are stipulated in the J & K Statistical Training Rules 1975.

- (5) The apprentice will serve the Government if so required after completion of the training course, for a period of three years in such capacity and on such emoluments as might be determined from time to time by the Government. The apprentice will during the aforesaid period of service, serve the Government diligently, faithfully and honestly and do all acts and discharge all duties which may be required of him to be done or discharge in his capacity of Government servant and submit himself and conform to all rules, regulations and instructions of the Government whether applicable to Government servants generally or issued to him in usual capacity of a Government Servant
- (6) The apprentice will maintain and submit accounts of all moneys if any paid to him in addition to the fixed amount of the stipend
- (7) The apprentice will obey all lawful orders of his official superiors unless prevented by death or ill health from so doing and in particular conduct himself in accordance with provisions laid down in this behalf in the J & K Statistical Training Rules, 1975.
- (8) The apprentice and the surety hereby undertake for themselves their heirs, executors and administration for each one of them as well as for all of the jointly and severally, to refund in full without any deduction what so ever all sums of money received by the apprentice from the Government and mentioned in clause I, and all other sums of money which might have been spent, paid, incurred or defrayed in any manner by the Government on the aforesaid training of the apprentice and to pay in addition a penalty of Rs. 500/- at the discretion of the Government in the event of the apprentice :
 - (i) Failing, omitting or refusing to prosecute faithfully and diligently or failing to complete successfully the aforesaid training within the aforesaid period in the manner here in before provided unless prevented from so doing by ill health or death or any other cause beyond his control or,
 - (ii) Failing, omitting or refusing to serve the Government diligently, faithfully and honestly during full period of three years after the successful completion of the training unless prevented by ill health or death, or,
 - (iii) Failing, omitting or refusing to do any act or discharge any duty which may be required of him to be done or discharge in his capacity of a Government servant during the aforesaid periods of three years; or

- (iv) failing, omitting or refusing to submit or conform to all rules, regulations, instructions and lawful orders hereinbefore mentioned during the aforesaid period of three years unless prevented from so doing by ill health, death or any other cause beyond his control or,
- (v) Leaving the service of the Government before the expiry of the aforesaid period of three years without the prior permission of the Government or
- (vi) being dismissed from the service of the Government, on account of misconduct before the expiry of the aforesaid period of three years

Provided that the Government may release the apprentice from his engagement to serve the State for three years, if there occurs no suitable vacancy for his engagement within a period of one year from the date of completion of the aforesaid training

In witness whereof the parties have signed this agreement on the dates respectively mentioned against their signature

✓Apprentice	-----	✓Surety	-----
Witness	-----	Witness	-----
Address	-----	Address	-----
✓Witness	-----	Witness	-----
Address	-----	Address	-----

Signature For and on behalf of the Governor of Jammu and Kashmir

Witness -----

Witness -----

Surety, Gov
 Stamp paper
 1350/-