

ANNEXURE-B
Revised Syllabus for 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.	Monitoring: Necessity in Planning and Project implementation
2.	Monitoring Mechanism in J&K
3.	Monitoring formats: Monitoring of CAPEX -Budget. Monitoring of Centrally sponsored schemes / Flagship Schemes / Programmes i.e. MPRs (Physical/Financial), QPRs and Annual Reports
4.	Procedure to Conduct Physical verification of different projects/schemes.
5.	Sustainable Development Goals: Introduction and study of its major indicators
6.	Different types of evaluation
7.	Evaluation machinery in J&K
8.	Difference between evaluation and monitoring
9.	Composition and Functions of State Level Evaluation Committee (SLEC) and Technical Advisory Committee (TAC)
10.	Designing of an evaluation study: <ul style="list-style-type: none"> • Determination of coverage/scope • Assessment of manpower needed • Administrative organization, Field Hierarchy Supervision and investigation • Framing of Questionnaire • Field work and collection of data • Scrutiny of data collected • Data compilation and tabulation • Analysis of data in relation to objectives of an evaluation study • Drafting of Report: introduction to different parts constituting the report

Paper-II: Economics and Official Statistics

S.No.	Topics
1.	Concepts of Economic Planning in India and its objectives Important features of Indian Economy NITI Ayog-Aims, Objectives and Composition
2.	Economy of J&K: Nature & structure, Social & Economic Sectors, 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:- <ul style="list-style-type: none">• Budget- Meaning, Objectives and components.• Classification of receipts-revenue receipts and capital receipts.• Classification of Expenditure- Revenue Expenditure and Capital Expenditure.• An overview of the presentation of Union and J&K Budget especially with reference to Economic Survey.• Introduction to GFR.• Utilization Certificate/Excess & Surrender statements.• Finance Commission Awards.• Introduction to functioning of treasuries.• Importance of Audit• Accord of Administrative Approval, Technical Sanction, requirement for issuance of tenders for execution of works
4.	Plan formulation: <ul style="list-style-type: none">• Formulation of Capex Budget, Various formats used• Introduction about Centrally sponsored/central schemes/Flagship Schemes• State sector schemes/District sector schemes (District Plan)• Decentralised Planning: Its meaning and importance• Panchayati Raj Institutions & preparation of Block Level plan• Special Component Plan, Tribal Sub-plan• Introduction about Output and Outcome parameters of development Schemes• Public Private Partnership (PPP)-Concept and importance.• Introduction to preparation of work Statement• Meaning of DPR/PPR/Cost estimates
5.	Concept of official Statistics, need for collection of data: Primary and Secondary data.
6.	Functions of the Directorate of Economics & Statistics, with present structure at various levels
7.	State Income: Methodology to calculate State income of J&K by DES.
8.	Vital Statistics: Concepts, importance, organizational setup in J&K, procedure of collection of Vital Statistical data and calculation of various health indicators like IMR, MMR, Birth Rate, Death Rate & Fertility Rate.
9.	Price Statistics: Importance, collection of wholesale and retail prices, CPI for industrial workers, uses of index numbers. Index of Industrial Production
10.	Human Development Index: <ul style="list-style-type: none">• Meaning and its indicators/ components• HDI and India

Paper-III: Statistics & Mathematics

S.No.	Topics
1.	Measures of Central tendency: <ul style="list-style-type: none">• Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode.• Selection of an Average• Weights, Importance of Weights and Weighted Averages.
2	Range, Quartile Deviation, Mean Deviation, Standard Deviation and Variance, advantages of SD over other measures
3.	Graphical Representation of Data. <ul style="list-style-type: none">• 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.
4.	Index Numbers: <ul style="list-style-type: none">i. Definition of Index numbersii. Various types of index numbers with special reference to price and cost of living index numbers.iii. Methods of constructing index numbers.iv. Base year and base Shifting.v. Limitations and uses of index numbers.
5	Sampling: <ul style="list-style-type: none">• Sampling techniques• Basic ideas in sampling• Sample size and standard error• Simple random sampling• Systematic sampling• Stratified sampling• Multistage sampling• Selection of random sampling• Sampling and non-sampling errors• Advantages of sampling over census.
6	Correlation analysis: <ul style="list-style-type: none">• Introduction• Significance of the study of correlation• Methods of studying correlation
7	Introduction to PERT and CPM
8	Algebraic Expressions, their multiplication and simplification
9	Ratio, Rates and Percentages
10	Decimal representation of Numbers and vice-versa.

Paper-IV: General Administration

Part-I	Drafting
	<ul style="list-style-type: none">• Official Communication: meaning and different Kinds of Official Communication.• Drafting office note, formal official letters, D.O. letters, UO letters, office memorandums, circulars etc.• Types of Assembly Questions, Starred / Un-starred, cut motions etc.
Part-II	CSR/Laws
	<ul style="list-style-type: none">• Leave: Calculations and conditions of grant of leave on medical grounds, commuted leave and extra ordinary leave without allowances, Child care Leave.• General Provident Fund Rules: Conditions regarding the grant of special G.P. Fund advance/Non-refundable G.P. Fund Advance• Travelling Expenses: Rules for calculations of T.E, T.E on travelling by Road and by Railway.• Duties and Responsibilities of a Government servant as regards to cash and accounts.• Unauthorized absence and action under Article 128.• Service Conduct Rules :Restrictions on the government servants on the acquisition of moveable and immoveable property• 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	Windows: Start Windows, Moving through Windows, using Mouse and Keyboard, maximize / Minimize Windows, Help features, Exit Application, Starting an Application.
2	MS-WORD 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.
3	MS-EXCEL 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. Application of MS Excel in creating various statement used for formulation of CAPEX Budget, works statement, Excess Surrender Statement and other tabular information containing use of Sub-total, totals, percentages and averages.
4	MS-PowerPoint Preparation of Slides, Animation, Slide Show, power Point Presentation
5	Internet Practical Use of Internet and email. Introduction to JKCPIS, BEAMS,PFMS and JKPaySYS

PAPER-VI: Internal Assessment

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

i) - Field Report	60 marks.
ii) - Assignment	20 marks
iii)-Class Performance /Attendance	10 marks.
IV)-Viva-voce	10 marks.

The Statistical Assistant trainees will be deputed by the Principal of Statistical Training School for a period of 20 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 20 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.

Furthermore, trainees shall be allotted a topic either related to economics and Statistics for which they shall be asked to prepare a small report based on the secondary data available. While doing so, they shall be encouraged to use books available in the library and make use of various websites related to the topic to write on the topic under the supervision of the instructors in the STS. This assignment shall be completed by the trainees within a period of 10 days. This shall be followed by viva-voce which shall be conducted by the Principal of Statistical Training School. Field report shall be allotted 60 marks, assignment/topic on a particular subject 20 marks. Similarly class performance/attendance and viva-voce shall be allotted 10 marks each.