



Government of Jammu & Kashmir  
Planning Development and Monitoring Department  
Civil Secretariat, Jammu  
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## Notification

Jammu, the 22<sup>nd</sup> February, 2023

S.O.- 94- In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Lieutenant Governor hereby makes the following rules; namely:-

1. **Short title and commencement** - (1) These rules may be called the Jammu and Kashmir Statistical Training Rules, 2023.  
(2) They shall come into force from the date of their publication in the official Gazette.
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) **“Class”** means the Statistical Training Class;
  - (c) **“Controller of Examination”** means controller of examination of Jammu and Kashmir Public Service Commission;
  - (d) **“Government”** means the Government of Jammu and Kashmir;
  - (e) **“School”** means the School of Applied Economics and Statistics (SAES), Jammu/ Kashmir;
  - (f) **“Trainee”** means a person who has been admitted to any of the Statistical Classes in the School of Applied Economics and Statistics, Jammu/Kashmir for training directly after his/her appointment as Junior Statistical Assistant / Statistical Assistant;
3. **Training** - The School shall conduct the following types of training courses:
  - (a) Junior Statistical Assistant Course;
  - (b) Statistical Assistants Course;
  - (c) Capacity building Courses for Junior Statistical Assistants, Statistical Assistants, Statistical Officers and Assistant Directors as per the requirement for which the syllabus shall be designed/ framed by the Principal of the Training School, Jammu/Kashmir in consultation with Directorate of Economics & Statistics.

*Signature*

4. **Eligibility** - The following categories of personnel shall be eligible to the regular training courses referred to in rule 3 (a) and (b):

- (a) **Junior Statistical Assistants Course** - Junior Statistical Assistants recruited direct or by promotion for Junior Statistical Assistants Training Course.
- (b) **Statistical Assistants Course** - Statistical Assistants recruited direct or by promotion for Statistical Assistant Training Course:

Provided that, Refresher courses shall be conducted for Junior Statistical Assistants, Statistical Assistants, Statistical Officers and Assistant Directors from time to time for capacity building of the in-service officers/ officials in the field of applied economics and statistics.

5. **Selection of Trainees and governing conditions** - (1) Selection of trainees for Junior Statistical Assistant and Statistical Assistants Course shall be made by the Directorate of Economics & Statistics, J&K as per the following procedure:-

- (a) The minimum qualification for selection of trainees for these courses shall all be the same as laid down in the Non-Gazetted Statistical Cadre Rules, 1975 and amended vide SRO-107 dated 08-03-1983, SRO-252 dated 27-06-1989 and SRO-03 dated 04-01-2005; and
- (b) Selection of in-service candidates for the various courses shall be strictly in accordance with seniority list maintained by the Department.

6. **Training period.**- (1) The training period for the courses mentioned in rule 3 shall be as under.-

Junior Statistical Assistants Course	a. Theoretical Training	4 Months & 15 days
	b. Practical Training	01 Month
	c. Preparation and submission of Field report and viva voce Examination	15 days
Statistical Assistants Course	a. Theoretical Training	05 Months
	b. Practical Training	20 days
	c. Preparation and submission of report on the topic related to Economics and Statistics and viva voce	10 days

(2) Capacity Building Course will be for a period of 15 days each in the case of Junior Statistical Assistants, Statistical Assistants, Statistical Officers and Assistant Directors:

Provided that the period of Training for a particular course may be extended by the Administrative Department on the recommendations of the Principal of the SAES/Directorate of Economics & Statistics.

(3) After the theoretical training, Junior Statistical Assistants (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 (Revenue), Forest Department, Directorate of Economics and Statistics, N.S.S Organization and any other Commercial concerns of the Government and such other Government offices or Institutions as may be considered suitable for imparting training to the trainees.

(4) 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 School.

(5) The Principal will depute Junior Statistical Assistants and Statistical Assistant to the O/o Regional Director, Evaluation and Statistics, Jammu/ Kashmir where each trainee/ group of trainees will be assigned specific topics for project/ field work. After completion of the field work, the trainees will be required to submit reports to the Regional Director, Evaluation and Statistics along with the daily diaries maintained by the trainees duly verified by the Supervising Officers for furnishing to the Principal. The project reports submitted by the trainees will be duly evaluated by the concerned Regional Director.

(6) The maximum intake capacity for each class of training shall be as under:-

- (a) 10% of the total sanctioned strength of each cadre. Any further enhancement in the intake capacity shall be made by the Administrative Department in consultation with Directorate of Economics and Statistics.
- (b) The applicants recruited/ promoted in the Economics & Statistics Organization shall be called for departmental trainings for each category as per rule strictly in accordance with the seniority in their respective cadres.
- (c) A candidate falling in the consideration zone shall be called for maximum of 02 number of times for training in each category. In case, the applicant fails to avail the opportunity of departmental



training, it will be presumed that he/she has foregone the training and shall not be deputed again for training in next batches. However, one (01) mercy chance will be granted to the candidate by the Director General, Economics & Statistics for admission in the training School only on medical grounds or due to circumstance beyond his/ her control with relevant proof.

7. **Examination.-** (1) 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 Controller of examination, Jammu & Kashmir Public Service Commission. The Examination for the courses mentioned in rule 3 shall be termed as under:-

- (a) Junior Statistical Assistants Course (JSAC); and
- (b) Statistical Assistants Course (SAC).

(2) The courses, syllabi and the standard prescribed for Junior Statistical Assistants Course and Statistical Assistants Course examination shall be as prescribed in Annexure "A" and "B".

(3) The Administrative Department may however revise syllabi when necessary. The Syllabus for the capacity building courses shall be framed/ designed by Principal Statistical Training School, Jammu/ Kashmir in consultation with Directorate of Economics & Statistics.

(4) Minimum pass percentage of marks required in each paper to secure exemption from appearing in a particular paper in respect of trainee who fail in the examination on the whole will be regulated as under:-

- (a) For Junior Statistical Assistants, the minimum marks shall be 37 percent in each paper. Candidates, who obtain 37 percent 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.
- (b) For Statistical Assistants, the minimum marks shall be 37 percent in each paper. Candidates, who obtain 37 percent 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.
- (c) Marks in any paper being a fraction like  $\frac{1}{2}$  shall be rounded off to the nearest whole number i.e.  $36\frac{1}{2}$  shall be rounded off to 37.

8. No trainee shall be eligible to appear in the Departmental examination for which he/she has been recruited unless.—(1)

- (a) He/ She has attended at least 90 percent Lectures in each paper of the examination; and
- (b) He/ She is reported to have devoted him/her self to his studies and he/ she has given a good account of his/her 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/she is satisfied that progress of a trainee has been satisfactory and the shortage of attendance was due to circumstances beyond his/her control.

(2) The Departmental Examination shall be conducted in the Public Service Commission on such date(s) as may be fixed by the Controller of Examination. The examinations shall be supervised by the Controller/ Dy. Controller Examinations Public Service Commission who will be assisted by Gazetted and Non-Gazetted officers/Officials to be selected by him for this purpose.

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

(4) The trainees shall be required to execute an agreement with the Government in the Form given in **Annexure 'C'** in these rules which shall among other things stipulate for the passing of the prescribed examination within a maximum of (03) three 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 Institute. However, 01 mercy chance may be allowed by the Controller of Examinations of Jammu & Kashmir Public Service Commission on the recommendations of Principal Training school with the approval of the Director General, Economics & Statistics, J&K failing which his/ her seniority shall not remain intact and the candidates junior to him/her shall be considered for next promotion and shall by-pass his/ her seniority. Further, there shall be no bar on age limit for appearing in the Departmental Examination.

(5) The trainee has to serve in the Economics & Statistics Cadre after such successful completion of training for a period of 03 (three) years (except those who attain superannuation before the stipulated period), failing which he/she shall be required to refund the amount of stipend received by



him in full with or without penalty as the Government or an officer authorized by it may prescribe the quantum of penalty from time to time in consultation with the Administrative Department.

*Note: The failure of the trainee to appear in an examination shall be regarded as having utilized the chance.*

(6) 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.

(7) The trainee drawn from services shall at the time of joining the School and on being relieved there from for joining the offices to which they are posted be allowed transit days only and no preparation days. The joining time and pay on joining the School shall be debitable to the grants of the School whereas joining time pay on being relieved from the School for joining the offices to which the trainees are posted shall be debitable to the grants of the respective offices.

(8) In case 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 by the Directorate of Economics & Statistics and after the completion of the training, as the case may be, if the Principal SAES/ Director General (E&S) is satisfied that the excess time taken by the trainee was due to circumstances beyond his/her control.

(9) The trainee drawn from any Government office or institution for admission to the School shall on joining the School be entitled to tour T.A only. The T.A on joining the school shall be debitable to the grant of the School whereas T.A on being relieved from the School for proceeding to the office to which the trainee(s) is/are posted shall be debitable to the grants of the respective offices.

(10) 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.

(11) Trainees who are guilty of misconduct/ 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/where they have been drawn and further disciplinary action as per Classification, Control and Appeal (CCA) Rules, 1956 shall be initiated.

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(12) The trainee drawn from the departments shall be under the administrative control of the Principal SAES, Jammu/ Kashmir during the training period.

9. **Grant of leave during the training period shall be regulated as under** (1). - Officials drawn from service may be granted leave by the Principal as admissible to them under rules.

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 8 and will be excluded from training in the next batch unless otherwise absence on leave is beyond his/ her control, provided justification is given with evidence.

(2) Certificate will be issued in favour of the persons who are declared successful in each course by the Public Service Commission under the signature and seal of the Controller Examinations.

(3) The certificate will indicate that the candidate has gone through the course of training and passed the departmental examination held by PSC with reference to the examination Roll No., the month and the year in which the examination was held along with 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 promotion to the next higher grade.

10. **Preparatory holidays:-** The concerned controlling officer shall allow preparatory days not exceeding five days immediately before the commencement of an examination notified by the PSC to enable the trainees to revise their course.

11. **Confidential Roll:-** The Principal of the SAES shall maintain Confidential Rolls of the trainees for the period they receive training in the School and forward the same to the Directorate of Economics and Statistics for forwarding to the PSC for compilation of the result.

12. **Stipend:-** (1) The Trainees who are drawn from any Government Department will draw stipend equivalent to their salary as admissible at Jammu/Srinagar.

(2) 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/Department.

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(3) The passing of the examination through JK PSC shall be obligatory in case of Junior Statistical Assistants/ Statistical Assistants for purpose of promotion to the next higher grade.

(4) After the completion of training period, the trainees shall be posted by the Director General, Economics and Statistics, J&K.

(5) Deputation of trainees in the Training School shall be made as per Rule 6 in this behalf by the Director General, Economics and Statistics, J&K.

**13. Extension Lecturer:-** (1) The Principal SAES, Jammu/ Kashmir shall invite guest faculty for delivering extension lecturers on technical subjects. The guest faculty from outside the department shall be paid honorarium equivalent to the rates on which Institute of Management, Public Administration and Rural Development (IMPARD) engages the guest faculty.

(2) Conveyance charges shall be paid to the guest faculty equivalent to the rates paid by the IMPARD from time to time in case no official transport facility is provided.

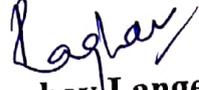
(3) Light refreshment to the trainees shall be provided during the training period as per the rates of IMPARD applicable from time to time.

**14. Repeal and Saving:-** (1) The Jammu and Kashmir Statistical Training Rules, 1975 are hereby repealed.

(2) Notwithstanding such repeal, any appointment order made or action taken under the provisions of the rules so repealed shall be deemed to have been or taken under the corresponding provisions of these rules.

(3) The members of the E&S (subordinate) service who have been imparted training on the basis of the syllabus notified vide SRO 416 dated 09.09.1975 or Government Order No. 31-PD of 2000 dated 30.05.2000 or S.O 312 dated 13th October 2020, have to appear/qualify the departmental examination on the basis of the syllabus they have been imparted training.

**By Order of the Lieutenant Governor.**

  
(Dr. Raghav Langer), IAS  
Secretary to the Government,  
Planning Development & Monitoring Department

Dated: 22-02-2023

No.FD-HRM0EnS/75/2021

Copy to the:-

1. All Financial Commissioners.
2. All Principal Secretaries to the Government
3. Director General, J&K Institute of Management, Public Administration & Rural Development.
4. Principal Resident Commissioner, J&K Government, New Delhi.

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5. All Commissioners/Secretaries to the Government.
6. Chairman, J&K Special Tribunal.
7. Joint Secretary (J&K), Ministry of Home Affairs, GoI.
8. Divisional Commissioner, Jammu/Kashmir.
9. Director General, Economics & Statistics, J&K.
10. Director, Achieves, Archaeology and Museums, J&K.
11. Secretary, J&K Public Service Commission.
12. General Manager, Government Press, Jammu/Srinagar.
13. Incharge, Website, Planning, Dev. & Monitoring Department
14. Principal, Statistical Training School, Jammu/Srinagar.
15. Private Secretary to the Chief Secretary, J&K for information of worthy Chief Secretary.
16. Private Secretary to Secretary to the Government, PD&MD for kind information of Secretary.
17. Government Order file/stock file/e-file.

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**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:- <ul style="list-style-type: none"> <li>• Budget- Meaning, Objectives and components</li> <li>• Classification of receipts-revenue receipts and capital receipts</li> <li>• Classification of Expenditure- Revenue Expenditure and Capital Expenditure</li> <li>• Introduction to GFR</li> <li>• Utilization certificates/Excess &amp; surrender statements</li> </ul>
4	<ul style="list-style-type: none"> <li>• Plan Formulation: Formulation of CAPEX Budget, Various formats used</li> </ul>

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	<ul style="list-style-type: none"> <li>• Centrally sponsored/central schemes</li> <li>• State Sector Schemes/District Sector Schemes (District Plan)</li> <li>• Introduction to Decentralized Planning: its meaning and importance</li> <li>• Panchayati Raj Institutions</li> <li>• Block Level Plan</li> </ul>
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 <ul style="list-style-type: none"> <li>• Objectives, Types of classification &amp; its procedure.</li> <li>• Statistical Series and Frequency Distribution</li> <li>• Components of Frequency Distribution, Construction of Grouped Frequency Distribution and Cumulative Frequency Distribution.</li> <li>• Objectives of tabulation, Components of a Table, Requisites of a Good Table and Types of Tables.</li> </ul>
3.	Measures of Central tendency <ul style="list-style-type: none"> <li>• Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode.</li> <li>• Selection of an Average</li> <li>• Weights, Importance of Weights and Weighted Averages.</li> </ul>
4.	<ul style="list-style-type: none"> <li>• Range, Quartile Deviation, Mean Deviation, Standard Deviation and Variance, Advantages of SD over other measures.</li> </ul>
5.	Graphical Representation of Data. <ul style="list-style-type: none"> <li>• Significance of Diagrams and graphs.</li> <li>• Difference between Diagrams and graphs</li> <li>• Rules of Construction of Diagrams.</li> <li>• Selection of Suitable Diagrams.</li> <li>• Construction of Histograms, Frequency Polygon and Ogives.</li> </ul>
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
	<ul style="list-style-type: none"><li>• Official Communication: meaning &amp; different Kinds of Official Communication.</li></ul>
	<ul style="list-style-type: none"><li>• Drafting office note, formal official letters, D.O. letters, UO letters, office memorandums, circulars etc.</li></ul>
Part-II	CSR/Laws
	<ul style="list-style-type: none"><li>• Leave: Calculations and conditions of grant of Short Leave, Casual Leave, Quarantine Leave, Earned Leave, and Maternity leave, Child Care Leave.</li><li>• General Provident Fund: Conditions governing the sanction of ordinary GPF Advance,</li><li>• Travelling Expenses: Rules for calculations of T.E, T.E on travelling by Road and by Railway.</li><li>• The Collection of Statistics Act, 2008 and the Collection of Statistics Rules, 2011</li></ul>

## PAPER-V: Fundamentals of Computers

The emphasis should be on the practical applicability of the Subject

1.	<b>Computer Concepts:</b> Computer Concepts: Introduction , Application of Computers, commonly used terms, Hardware and Software, types of Software, System and Application Software, Operating System
2.	<b>Windows:</b> Starting Windows, Moving through Windows, using Mouse and Keyboard, maximize / Minimize Windows, Help features, Exit Application, Starting an Application
3.	<b>MS-WORD</b> Creating a document file, Saving and Quitting Document files, Cursor Control, Printing documents, Editing,
4.	<b>MS-EXCEL</b> 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.	<b>MS-PowerPoint</b> Preparation of simple power Point Presentation

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## 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.



ANNEXURE-B to

S.O. - of 2023 Dated: -2023

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"> <li>• Determination of coverage/scope</li> <li>• Assessment of manpower needed</li> <li>• Administrative organization, Field Hierarchy Supervision and investigation</li> <li>• Framing of Questionnaire</li> <li>• Field work and collection of data</li> <li>• Scrutiny of data collected</li> <li>• Data compilation and tabulation</li> <li>• Analysis of data in relation to objectives of an evaluation study</li> <li>• Drafting of Report: introduction to different parts constituting the report</li> </ul>

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**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"> <li>• Budget- Meaning, Objectives and components.</li> <li>• Classification of receipts-revenue receipts and capital receipts.</li> <li>• Classification of Expenditure- Revenue Expenditure and Capital Expenditure.</li> <li>• An overview of the presentation of Union and J&amp;K Budget especially with reference to Economic Survey.</li> <li>• Introduction to GFR.</li> <li>• Utilization Certificate/Excess &amp; Surrender statements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Finance Commission Awards.</li> <li>• Introduction to functioning of treasuries.</li> <li>• Importance of Audit</li> <li>• Accord of Administrative Approval, Technical Sanction, requirement for issuance of tenders for execution of works</li> </ul>
4.	Plan formulation: <ul style="list-style-type: none"> <li>• Formulation of Capex Budget, Various formats used</li> <li>• Introduction about Centrally sponsored/central schemes/Flagship Schemes</li> <li>• State sector schemes/District sector schemes (District Plan)</li> <li>• Decentralised Planning: Its meaning and importance</li> <li>• Panchayati Raj Institutions &amp; preparation of Block Level plan</li> <li>• Special Component Plan, Tribal Sub-plan</li> <li>• Introduction about Output and Outcome parameters of development Schemes</li> <li>• Public Private Partnership (PPP)-Concept and importance.</li> <li>• Introduction to preparation of work Statement</li> <li>• Meaning of DPR/PPR/Cost estimates</li> </ul>
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"> <li>• Meaning and its indicators/ components</li> <li>• HDI and India</li> </ul>

Paper-III: Statistics & Mathematics

S.No.	Topics
1.	Measures of Central tendency: <ul style="list-style-type: none"><li>• Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode.</li><li>• Selection of an Average</li><li>• Weights, Importance of Weights and Weighted Averages.</li></ul>
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"><li>• Significance of Diagrams and Graphs.</li><li>• Difference between Diagrams and Graphs.</li><li>• Rules of construction of Diagrams.</li><li>• Selection of suitable Diagrams.</li><li>• Construction of Histograms, Frequency Polygon and Ogives.</li></ul>
4.	Index Numbers: <ul style="list-style-type: none"><li>i. Definition of Index numbers</li><li>ii. Various types of index numbers with special reference to price and cost of living index numbers.</li><li>iii. Methods of constructing index numbers.</li><li>iv. Base year and base Shifting.</li><li>v. Limitations and uses of index numbers.</li></ul>
5	Sampling: <ul style="list-style-type: none"><li>• Sampling techniques</li><li>• Basic ideas in sampling</li><li>• Sample size and standard error</li><li>• Simple random sampling</li><li>• Systematic sampling</li><li>• Stratified sampling</li><li>• Multistage sampling</li><li>• Selection of random sampling</li><li>• Sampling and non-sampling errors</li><li>• Advantages of sampling over census.</li></ul>
6	Correlation analysis: <ul style="list-style-type: none"><li>• Introduction</li><li>• Significance of the study of correlation</li><li>• Methods of studying correlation</li></ul>
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**

<b>Part-I</b>	<p align="center"><b>Drafting</b></p> <ul style="list-style-type: none"> <li>• Official Communication: meaning and different Kinds of Official Communication.</li> <li>• Drafting office note, formal official letters, D.O. letters, UO letters, office memorandums, circulars etc.</li> <li>• Types of Assembly Questions, Starred / Un-starred, cut motions etc.</li> </ul>
<b>Part-II</b>	<p align="center"><b>CSR/Laws</b></p> <ul style="list-style-type: none"> <li>• Leave: Calculations and conditions of grant of leave on medical grounds, commuted leave and extra ordinary leave without allowances, Child care Leave.</li> <li>• General Provident Fund Rules: Conditions regarding the grant of special G.P. Fund advance/Non-refundable G.P. Fund Advance</li> <li>• Travelling Expenses: Rules for calculations of T.E, T.E on travelling by Road and by Railway.</li> <li>• Duties and Responsibilities of a Government servant as regards to cashand accounts.</li> <li>• Unauthorized absence and action under Article 128.</li> <li>• Service Conduct Rules :Restrictions on the government servants on the acquisition of moveable and immoveable property</li> <li>• The collection of Statistics Act 2008 and the Collection of Statistics Rules, 2011.</li> </ul>

**PAPER-V: Fundamentals of Computers**

The emphasis should be on the practical applicability of the Subject

1	<b>Windows:</b> Start Windows, Moving through Windows, using Mouse and Keyboard, maximize / Minimize Windows, Help features, Exit Application, Starting an Application.
2	<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.
3	<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. 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	<b>MS-PowerPoint</b> Preparation of Slides, Animation, Slide Show, power Point Presentation
5	<b>Internet</b> 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.

*Rayhan*

ANNEXURE-C to

S.O. - of 2023 Dated: -2023

AGREEMENT FORM

An agreement made on the \_\_\_\_\_ day of \_\_\_\_\_ between the Government of Jammu and Kashmir (here-in-after called the Government) of the one part;

And \_\_\_\_\_ S/o \_\_\_\_\_ Caste \_\_\_\_\_ resident of \_\_\_\_\_ Village/ Mohalla/ Tehsil \_\_\_\_\_ District \_\_\_\_\_ (here-in-after the trainee) of the second part;

And \_\_\_\_\_ S/o \_\_\_\_\_ Caste \_\_\_\_\_ resident of \_\_\_\_\_ Village/ Mohalla \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ (here-in-after called the surety) of the third party.

*WHEREAS*, the Government at the request of the trainee have agreed to admit the trainee for training in the Statistical Training Institute 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 this behalf for admission in the School of Applied Economics and Statistics (SAES) for the various Statistical courses and examination thereof (here-in-after called the Jammu and Kashmir Statistical Training Rules).

*AND WHEREAS*, the trainee 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 trainee will be paid by the Government during the period of training stipend equivalent to their salary as admissible at Jammu/Srinagar
2. The trainee 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-1.
3. The trainee 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/she do anything which might in any way be paid nor will he/she do anything which might in any way interfere with the aforesaid training or prevent or

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- incapacitate him from completing successfully the aforesaid training course within the aforesaid period.
4. The trainee will be allowed only such number of chances for passing his/her examination as are stipulated in the J&K Statistical Training Rules, 2023.
  5. The trainee 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 trainee will during the aforesaid period of service, serve the Government diligently, faithfully, honestly and do all acts and discharge all duties which may be required of him to be done or discharge in his/her capacity of Government servant and submit himself and confirm 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 trainee will obey all lawful orders of his/her official superiors unless prevented by death or ill health from doing so and in particular conduct himself in accordance with provisions laid down in this behalf in the J&K Statistical Training Rules.
  7. The trainee and the surety hereby undertake for themselves their heirs, executors and administration for each one of them as well as for all of them jointly and severally, to refund in full without any deduction whatsoever all sums of money received by the trainee from the Government as mentioned in Clause-1, 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 trainee and to pay in addition a penalty of Rs. \_\_\_\_\_/- at the discretion of the Government in the event of the trainee failing, omitting or refusing to:
    - i. 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
    - ii. 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 period of three years; or
    - iii. submit or confirm to all rules, regulations, instructions and lawful orders herein before mentioned during the aforesaid period of three years unless prevented from doing so by ill health, death or any other cause beyond his control; or
    - iv. prosecute faithfully and diligently or failing to complete successfully the aforesaid training within the afore said period in the manner here in before provided unless

- v. prevented from doing so by ill health or 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 trainee from his/her engagement to serve the State/ UT for three years, if there occur no suitable vacancy for his engagement within the period of one year from the date of completion of the aforesaid training course.

*IN WITNESS WHEREOF*, the parties have signed this agreement on the dates respectively mentioned against their signature.

Trainee: \_\_\_\_\_ Surety: \_\_\_\_\_  
 Parentage: \_\_\_\_\_ Parentage: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_

Witness No. 1: \_\_\_\_\_ Witness No. 2: \_\_\_\_\_  
 Parentage: \_\_\_\_\_ Parentage: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_

Signature for and on behalf of the  
 Government of Jammu & Kashmir

\_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_



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