

# **CAREERS** 360

**PREPARATION** **Series**

# **SSC CGL**

Exam Guide



# Table of Contents

SSC CGL: An Introduction	01
Selection Process	01
Eligibility Criteria	01
Application Form	03
Important Dates	03
Exam Pattern & Syllabus	04
Preparation Tips	05
Admit Card	05
Exam Centres	05
Result	06
Salary	06

# SSC CGL: AN INTRODUCTION

Staff Selection Commission (SSC) conducts the [SSC CGL](#) Tier I exam generally in May / June/ July / August and Tier II Exam in November/December/January every year for filling in vacancies in various Ministries/ Departments/ Organisations. Staff Selection Commission (SSC) Combined Graduate Level Exam includes Tier I – Written Examination (Objective-Type) and Tier II – Written Examination (Objective-Type)

## SELECTION PROCESS

According to the [SSC CGL Selection Process](#), candidates, who secure minimum qualifying marks fixed by SSC in the Tier I exam, are called for the Tier II exam. Thus, the SSC CGL merit list is based on the written exams.

## ELIGIBILITY CRITERIA

As per the [SSC CGL Eligibility Criteria](#), the candidate applying for the competitive exam must be a Graduate from a recognized University. He/she must be between 18 years to 32 years of age as of the date specified by SSC. The candidate must be a citizen of India, a subject of Nepal, or Bhutan, or a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India

**Age Limits as on specified date:** The age limit prescribed for the SSC CGL exam varies by post. The age limits into which the posts are categorised are as follows: 18-27 years, 20- 30 years, 18- 30 years and 18- 32 years. However, SSC CGL Reservation Criteria provides upper-age relaxation to the reserved category candidates up to the prescribed maximum limits.

Category	Relaxation
SC/ST	5 years
OBC	3 years
PwBD (Unreserved)	10 years
PwBD (OBC)	13 years
PwBD (SC/ST)	15 years
Ex-Servicemen (ESM)	3 years after the deduction of the military service rendered from their actual age.

Defence Personnel disabled in operation during hostilities/in disturbed areas and released as a consequence	3 years
Defence Personnel disabled in operation during hostilities/in disturbed areas and released as a consequence (SC/ST Category)	8 years
Central Government Civilian Employees who have rendered at least 3 years of continuous service	Upto 40 years of age
Central Government Civilian Employees (SC/ST Category) who have rendered at least 3 years of continuous service	Upto 45 years of age
Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Upto 35 years of age
Widows/ Divorced Women/ Women judicially separated and who are not remarried. (SC/ST Category)	Upto 40 years of age

#### Essential Qualifications for various posts:

##### I. Assistant Audit Officer/Assistant Accounts Officer:

Candidates must possess a Bachelor's Degree from a recognized University or Institute.

##### II. Junior Statistical Officer:

Candidates must possess a Bachelor's Degree in any subject from a recognized University or Institute with at least 60% marks in Mathematics during 12th grade.

OR

Candidates must possess a Bachelor's Degree in any subject with Statistics as one of the subjects.

##### III. Statistical Investigator Grade-II:

Candidates must possess a Bachelor's Degree in any subject with Statistics as one of the subjects from a recognized University or Institute. The candidates must have studied Statistics as a subject in all three years or all the 6 semesters of the graduation course.

##### IV. Research Assistant in National Human Rights Commission (NHRC):

Candidates must possess a Bachelor's Degree from a recognized university or institute

##### V. All other Posts:

Bachelor's Degree from a recognized University or Equivalent.

## APPLICATION FORM

The SSC opens registration of the SSC CGL recruitment exam which is done generally in the month of May/ June/ July every year. The [SSC CGL application forms](#) are made available in online mode. The candidates are asked to fill up only one application and submit it to the concerned Regional/Sub-Regional office of SSC before the last date as specified. The applicants have to pay a fee of Rs 100/- only to apply for SSC CGL.

Those candidates, submitting their applications online, can pay the fee only through State Bank of India, via Challan or SBI Net Banking or other online modes as well. Female candidates, Scheduled Caste and Scheduled Tribe category candidates, Physically Handicapped, and Ex-serviceman eligible for reservation are exempted from paying fees.

## IMPORTANT DATES

Staff Selection Commission announces [SSC CGL Important Dates](#) for the candidates interested in appearing in the recruitment exam. Through the list of important dates, candidates get to know all the crucial events, including application dates, admit card date, exam dates and result date.

### CHECK BELOW THE LIST OF THE TENTATIVE IMPORTANT MONTHS FOR THE EXAM

Event	Date
Application process begins	May/June/July
Application process ends	June/July/August
Tier I Admit Card	7 to 10 days before the exam
Tier I Exam	August / September /October
Tier I Result	One month after the exam
Tier II Admit Card	7 to 10 days before the exam
Tier II Exam	November/December/January
Tier II Result	One month after the exam

## EXAM PATTERN

The Staff Selection Commission specifies the [Exam Pattern of SSC CGL](#) Tier I and Tier II in its notification. The Commission conducts the recruitment process in two stages – Tier I and Tier II. Of which, Tier I and II are written exams carrying objective-type papers, under SSC CGL Exam Pattern.

SSC Tier I objective-type paper, with a 2-hour duration, carries a total of 200 marks and is divided into 4 parts - General Intelligence & Reasoning, General Awareness, Quantitative Aptitude and English Comprehension – carrying 50 marks each. There is a negative marking of 0.25 marks for each wrong answer in Tier-I.

SSC Tier II objective-type paper, with a 2-hour duration, carries 600 marks and is divided broadly into 3 parts Statistics, Quantitative Abilities and English Language and Comprehension, carrying 200 marks each. In Tier II, there is a negative marking of 0.25 marks in Paper II and 0.50 marks on Paper I and Paper III for each wrong answer.

**SSC CGL Syllabus & Scheme:** Following is the [SSC CGL Syllabus](#) & Scheme for Tier I and Tier II for various categories of posts –

Tier-I Examination	Tier-II Examination	Total marks
General Intelligence + Reasoning- 50 marks General Awareness- 50 marks Quantitative Aptitude- 50 marks English Comprehension- 50 marks  Total Marks: 200 Duration: 1 hour	Paper 1- 450 marks  Session 1  Section I- 180 Marks Module I- Mathematical Abilities Module II- Reasoning and General Intelligence  Section II- 210 Marks Module I- English Language and Comprehension Module II- General Awareness  Section III- 60 Marks Module I- Computer Knowledge Session 2- One Data Entry Task  Paper 2- Statistics- 200  Paper 3- General Studies (Finance and Economics)- 200	1050

## PREPARATION TIPS

Candidates preparing for the SSC CGL exam must be mindful about how they go about their preparation. Here, we discuss a few [preparation tips for the SSC CGL Exam](#). First and foremost, it is important for candidates to be well aware of the syllabus and exam pattern of the SSC CGL exam before starting their preparation. This helps candidates get an idea of how the paper will be set up and what to expect. Next, it is advised to look into the exam [analyses from the exams of the years prior](#), which helps with gaining a better understanding of how the topics in the syllabus may manifest in the exam. Candidates must then study using the most recommended study material for the SSC CGL exam. Finally, candidates can revise what they have learnt by solving old [CGL question papers](#) and cross-checking the answers using their corresponding answer keys.

## ADMIT CARD

The SSC will release the call letters for the candidates appearing in the Tier I and Tier II exams generally a week before the respective exam. No candidate without a valid admit card is allowed in the examination hall.

Candidates appearing for the exam are suggested to ensure that they get their [SSC CGL Call Letter](#) online. SSC issues separate admit card links for candidates appearing from various regions. Candidates must download their admit card through the links provided for the respective region.

## EXAM CENTRES

The SSC CGL exam is held in a number of exam centres across the country. There are approximately 127 exam centres divided into various zones. SSC mentions the details of the [exam centres of the CGL exam](#), such as city name, zone and centre code in the official notification. Candidates must make their preferred exam centre known at the time of filling out the application form. Further details about the exam centre, like the address of the exam centre and timings will be provided in the admit card.

## RESULT

The SSC declares the result of the Tier I and Tier II exams generally one month after the respective exam. Candidates, who secure minimum qualifying marks fixed by SSC in the Tier I exam, are called for the Tier II exam. The SSC CGL Tier 1 and Tier 2 results are announced in the form of listing roll numbers and names of the candidates in a PDF file.

The [SSC CGL result](#) is the outcome of the performance of the candidates in the written exam. SSC also releases the [SSC CGL Cut off](#) list for the candidates who appeared in the exam. Candidates can check it to know the minimum required marks to enter the next level of the selection process.

## SALARY

Candidates who successfully pass the SSC CGL exams will be selected for various posts across several government departments. The [SSC CGL salary](#) varies by post. The pay scale is divided into various levels. For successful SSC CGL candidates, these posts vary from Pay Level 4 to Pay Level 8.

### SSC CGL Posts by Pay Level

Pay Level	Posts
Pay Level-4 (₹ 25500 to 81100)	<ul style="list-style-type: none"> <li>❖ Postal Assistant/ Sorting Assistant</li> <li>❖ Senior Secretariat Assistant/ Upper Division Clerks</li> <li>❖ Senior Administrative Assistant</li> <li>❖ Tax Assistant (CBDT)</li> <li>❖ Tax Assistant (CBIC )</li> <li>❖ Sub-Inspector</li> </ul>
Pay Level-5 (₹ 29200 to 92300)	<ul style="list-style-type: none"> <li>❖ Auditor (Offices under C&amp;AG )</li> <li>❖ Auditor (Offices under CGDA )</li> <li>❖ Auditor (Other Ministries or Departments)</li> <li>❖ Accountant (Offices under C&amp;AG )</li> <li>❖ Accountant (Controller general of accounts)</li> <li>❖ Accountant/ Junior Accountant (Other Ministries or Departments)</li> </ul>
Pay Level-6 (₹ 35400 to 112400)	<ul style="list-style-type: none"> <li>❖ Assistant / Assistant Section Officer</li> <li>❖ Executive Assistant</li> <li>❖ Research Assistant</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Divisional Accountant</li> <li>❖ Sub Inspector (National Investigation Agency (NIA))</li> <li>❖ Sub-Inspector/ Junior Intelligence Officer (Narcotics Control Bureau (MHA))</li> <li>❖ Junior Statistical Officer</li> </ul>
Pay Level-7 (₹ 44900 to 142400)	<ul style="list-style-type: none"> <li>❖ Assistant Section Officer (Central Secretariat Service)</li> <li>❖ Assistant Section Officer (Intelligence Bureau)</li> <li>❖ Assistant Section Officer (Ministry of Railway) Assistant Section Officer (Ministry of External Affairs)</li> </ul>
Pay Level-8 (₹ 47600 to 151100)	<ul style="list-style-type: none"> <li>❖ Assistant Audit Officer (Indian Audit &amp; Accounts Department under C&amp;AG)</li> <li>❖ Assistant Accounts Officer (Indian Audit &amp; Accounts Department under C&amp;AG)</li> <li>❖ Assistant Section Officer (AFHQ)</li> <li>❖ Assistant Section Officer (Ministry of Electronics and Information Technology)</li> <li>❖ Assistant / Assistant Section Officer (Other Ministries/ Departments/ Organizations)</li> <li>❖ Inspector of Income Tax (CBDT)</li> <li>❖ Inspector, (Central Excise) (CBIC)</li> <li>❖ Inspector (Preventive Officer) (CBIC)</li> <li>❖ Inspector (Examiner) (CBIC)</li> <li>❖ Assistant Enforcement Officer Sub Inspector (Central Bureau of Investigation)</li> <li>❖ Inspector Posts (Department of Post, Ministry of Communication)</li> <li>❖ Inspector (Central Bureau of Narcotics, Ministry of Finance)</li> </ul>