

1. **SSC MTS Job Profile**

SSC MTS Exam is known as Multitasking Staffs for 4th grade posts like Peon, Waterman, Chowkidar, Safaiwala, Gradener, Gatekeeper etc. According to 7th Pay Commission the MTS are the part of Group C Services with grade pay of Rs. 1800 in the pay band 5200-20800. Before 6th Pay Commission they were part of group D service in central government. According to 7th Pay Commission the SSC MTS jobs are entitled for minimum the salary is Rs. 18000/- and comes under the level of the following Pay. Names of Posts, Classification, Pay Band and Grade Pay, etc. included in the Groups for this examination are followed:

SSC MTS Syllabus 2017 Exam Pattern

S. NO	Paper	Exam Type	Topics	No. of Questions	Marks	Duration
			General Intelligence &			
1.			Reasoning	25	25	
2.			Numerical Aptitude	25	25	
3.			General English	50	50	
4.	Paper-I	Objective	General Awareness	50	50	2 Hours
5.	Paper-II	Descriptive	Short Essay/Letter		50	30 Minutes
Total					200	

List of Jobs:

- Peon.
- Drafatry.
- Jamadar.
- farash.
- Chowkidar.
- Safaiwala.
- Mali.
- Junior Operator.
- Operator.
- Garadener.
- Gatekeeper.

Job Nature/Responsibility: Here are Some responsibility set by the government for Multi Tasking Staff following

- Physical Maintenance of records.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX
- Other non-clerical work in the Section/Unit.
- Assisting in routine office work like diary, dispatch, including on computer.
- Delivering of posts (outside the building).
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture
- Cleaning of building, fixtures
- Work related to his ITI qualifications, if it exists.
- Driving of vehicles, if in possession of valid driving license.
- Upkeep of parks, lawns, potted plants.

- Drink Water to all staff .
- Any other work assigned by the superior authority.

MTS Salary Structure:

Post	MTS	MTS	MTS
City (Category)	X	Y	Z
Basic Pay	18000	18000	18000
DA	0	0	0
HRA	4320	2880	1440
TA	1350	900	900
DA on TA	0	0	0
Gross Salary	23670	21780	20340
NPS	1800	1800	1800
CGHS	125	125	125
CGEGIS	1500	1500	1500
Total Deduction	3425	3425	3425
In-Hand Salary	20245	18355	16915

2. SSC CHSL Job Profile

LOWER DIVISIONAL CLERK (LDC): The post of LDC and DEO are both entry level posts. Basic work dealing with clerical work, entering data on computer, tracking the documents.

DATA ENTRY OPERATOR (DEO): Need to know the basic computer knowledge. the work of deo is keep the data and information of the entire staff on the daily basis.

POSTAL ASSISTANT: The candidate will be posted in Post Offices and had to work at the counter. A Postal Assistant is the person who sits in the counter and helps you in booking the article.

SSC CHSL Exam Pattern:

Section	Subject	No of Questions	Max Marks	Exam Duration
1	General Intelligence and Reasoning	25	50	75 minutes
2	General Awareness	25	50	
3	Quantitative Aptitude	25	50	
4	English Comprehension	25	50	
	Total	100	200	

SSC CHSL Tier-II Syllabus

This is a descriptive exam that is designed to test the written skills of the candidates in English/Hindi. The Paper would comprise writing of an **Essay** of 200-250 words and **Letter/Application** writing of approximately 150-200 words. The minimum qualifying marks in Tier-II would be 33 per cent. The performance in Tier II would be included for preparing merit. The best way to prepare for the same is to read lots of articles from various newspapers. Apart from this, you need to be well aware of the pattern of Letter and Application.

Lower Division Clerk Salary (LDC):

	City - X	City - Y	City - Z
Pay Scale	5200 - 20200	5201 - 20200	5202 - 20200

Grade Pay	1900	1900	1900
Basic Pay	7100	7100	7100
CPC Fitment Factor	18247	18247	18247
HRA	4379.28	2919.52	1459.76
Transport Allowance	1350	900	900
Gross Pay	23976.28	22066.52	20606.76

Data Entry Operator Salary:

	City - X	City - Y	City - Z
Pay Scale	5200 - 20200	5200 - 20200	5200 - 20200
Grade Pay	2400	2400	2400
Basic Pay	9910	9910	9910
CPC Fitment Factor	25468.7	25468.7	25468.7
HRA	6112.488	4074.992	2037.496
Transport Allowance	3600	1800	1800
Gross Pay	35181.188	31343.69	29306.2

Postal Assistant Salary:

	City - X	City - Y	City - Z
Pay Scale	5200 - 20200	5200 - 20200	5200 - 20200
Grade Pay	2400	2400	2400
Basic Pay	9910	9910	9910
CPC Fitment Factor	25468.7	25468.7	25468.7
HRA	6112.488	4074.992	2037.496
Transport Allowance	3600	1800	1800
Gross Pay	35181.188	31343.69	29306.2

3. SSC CGL Job Profile

The Staff Selection Commission conducts the Combined Graduation Level (CGL) Exam every year for Group B & Group C jobs in various government Departments and Ministries.

- Assistant Section Officer in Central Secretariat Service
- Assistant Section Officer in Intelligence Bureau
- Inspector of (Central Excise, Preventive Officer, Examiner) in CBEC
- Assistant Section Officer in Ministry of Railway
- Assistant Section Officer in Ministry of External Affairs
- Inspector of Income Tax in CBDT
- Assistant Section Officer in Other Departments
- Assistant/Superintendent
- Sub Inspector in Central Bureau of Investigation
- Assistant in AFHQ
- Assistant in Other Ministries/Departments/Organisations
- Inspector of Posts in Department of Post

- Assistant Enforcement Officer in Directorate of Enforcement, Department of Revenue
- Divisional Accountant Offices under CAG Group C
- Junior Statistical Officer in M/o Statistics & Prog. Implementation
- Inspector in Central Bureau of Narcotics

- Sub Inspector in National Investigation Agency(NIA)
- Assistant Audit Officer/Assistant Account Officer in Indian Audit & Accounts Department under CAG Group 'B'Gazetted (Non Ministerial)
- Auditor Offices in Various Government Department & Ministries
- Accountant/Junior Accountant Various Government Department & Ministries
- Senior Secretariat Assistant/UDC in Central Govt.Offices/Ministries other than CSCS cadres
- Tax Assistant in CBDT & CBEC
- Sub-Inspector in Central Bureau of Narcotics

SSC CGL Tier I Exam Pattern

SSC CGL Tier I is mandatory for all the posts and its marks are added for further process as well. If you do not clear cut-off of Tier I Exam then you will not be eligible for Tier II. Below table shows the section wise breakup of questions and marks asked in SSC CGL Tier I exam.

Subject	Questions	Maximum Marks	Total Duration
General Intelligence & Reasoning	25	50	60 minutes
Quantitative Aptitude	25	50	
General English	25	50	
General Awareness	25	50	

SSC CGL Exam Pattern - Tier II

In Tier II two papers are conducted on the same day. One is Quantitative Aptitude and the second one is English.

Subject	Questions	Maximum Marks	Time Duration
Quantitative Aptitude	100	200	2 Hours
General English	200	200	2 Hours

SSC CGL Exam Pattern 2017 - Tier III

SSC Tier III	Maximum Marks	Time Duration
Descriptive Paper in English /Hindi	100	1 Hour

SSC CGL Salary And Posts

POST	DEPARTMENT	GRADE PAY	GROSS SALARY
Assistant Audit Officer / Assistant Accounts Officer	Indian Audit & Accounts Department under CAG	4800	50,725-57,285
Assistant	Central Secretariat Service	4600	36,864-42,044
Assistant	Central Vigilance Commission	4600	36,864-42,044
Assistant	Intelligence Bureau	4600	36,864-42,044
Assistant	Ministry of Railway	4600	36,864-42,044
Assistant	Ministry of External Affairs	4600	36,864-42,044
Assistant	AFHQ	4600	36,864-42,044
Assistant	Other Ministries/ Departments	4600	36,864-42,044
Inspector(Central Excise)	CBEC	4600	36,864-42,044
Inspector(Preventive Officer)	CBEC	4600	36,864-42,044
Inspector(Examiner)	CBEC	4600	36,864-42,044
Assistant Enforcement Officer	Directorate of Enforcement, Department of Revenue	4600	36,864-42,044
Assistant	Other Ministries/ Departments	4200	30,400-34,100
Sub Inspector	Central Bureau of Investigation	4200	30,400-34,100
Inspector Of Posts	Department of Post	4200	30,400-34,100
Junior Statistical Officer	Ministry of Statistics & Prog. Implementation.	4200	30,400-34,100
Inspector	Central Bureau of Narcotics	4200	30,400-34,100
Sub Inspector	National Investigation Agency (NIA)	4200	30,400-34,100
Inspector (Income Tax)	CBDT	4600	36,864-42,044
Divisional Accountant	Offices under CAG	4200	30,400-34,100
Auditor	Offices under C&AG	2800	25,200-29,500
Auditor	Offices under CGDA	2800	25,200-29,500
Auditor	Offices under CGDA &Others	2800	25,200-29,500
Accountant/Junior Accountant	Offices under C&AG	2800	25,200-29,500
Accountant/Junior Accountant	Offices under CGA & Others	2800	25,200-29,500
Sr. Secretariat Assistant	Central Govt. Offices/Ministries other than CSCS cadres	2400	22,121 -25,855
Tax Assistant	CBDT	2400	22,121 -25,855
Tax Assistant	CBEC	2400	22,121 -25,855
Compiler	Registrar General of India	2400	22,121 -25,855
Sub Inspector	Central Bureau of Narcotics	2400	22,121-25,855

SSC CGL Group B & C Job Profiles:

Assistants:

The Assistant Post is a Desk Jobs, and There will be no Interview or Medical Test required for this job. In this, there are types i.e Central Secretariat Service & Ministry of Railway, Intelligence

Bureau, Central Vigilance Commission, Other Ministries/Departments/Organisations, Ministry of External Affairs etc. Aspirants who prefer Easy going, Stress-free, Less number of Transfers in a Job can choose this as their priority. If you prefer MEA Assistant, You will be posted in Delhi. If you want to get posted in some other place, then do not choose it. Assistant (Central Secretariat Service) will be posted in Delhi, and they need to prepare reports etc & will be posted in Delhi. Assistant (Ministry of Railway) is like Clerk Cadre Jobs will have good perks and posting will be in Delhi only. Promotions are faster in CSS than in Railways. The Work Diversity is high for Assistant CSS. There is a chance of getting posted outside the country for Ministry of External Affairs. Candidates can choose this as their 1st priority in the SSC CGL Post Preference List to get a risk-free job.

Inspectors:

The Inspector Jobs is a field Job. It requires Physical Standards or Medical Test. This job involves Raids, Travelling, Inspection, Non-Office Work Hours, Transfers, etc. The Stress Levels are high. Candidates who want to have an adventurous & challenging career can choose this as their 1st priority. There are many departments such as Central Excise, Examiner, Income Tax (CBDT), Preventive Officer (CBEC), Department of Post, Central Bureau of Narcotics, etc. Aspirants can choose the department depending upon their interest. Preventive Officer will be posted near the Sea Ports & Air Ports similar to the Examiner (Posted in Coastal Areas). Department of Posts involves Travelling. Central Excise has a chance of a high number of vacancies and involves field visits. Income Tax Inspector includes checking of IT records of Business people. It is a Respectful Job and involves travelling. Inspector Central Bureau of Narcotics monitors the Imports, Exports, Smuggled goods, Narcotic Drugs, etc. It includes raids, Transfers & a lot of Travel.

Assistant Enforcement Officer:

The Assistant Enforcement Officer Job is also a field work. It monitors the money laundering, Seizing Indian and foreign currencies etc. It involves Stress and Transfers. Posting will be given in 10 Zonal & 11 Sub-Zonal Offices in India. Choose this if you want to go for a Career with Chases and Adventures. It is one of the action Oriented Jobs.

Sub Inspector:

Sub Inspector Job is similar to Police Jobs involving Investigation, Anti-Corruption Cases, Chases etc. SI posts in Central Bureau of Investigation, National Investigation Agency, Central Bureau of Narcotics etc. The SI in CBI Job is like a Police Job, SI in NIA is related to Indian Security & Terrorism, SI in CBN monitors the smuggling of Narcotics, Drugs etc.

Divisional Accountant [Offices under CAG]:

It deals with the Auditing works and checking the Expenses and other reports of various Departments of the State. Travel is not required. It comes under the CAG Department. Posting will be given in Indian cities. It is a Desk Job and involves less stress.

Statistical Investigator Gr.II:

Candidates who possess a Degree in Statistics or equivalent from a recognized University are eligible for this Statistical Investigator Grade II job. It involves investigation and Data collection and other Information related to Implementation of Schemes.

Auditor:

The posting will be given under various departments such as Comptroller and Auditor General of India (CAG), Controller General of Defence Accounts (CGDA), Controller General of Accounts (CGA) etc. It monitors the Audit works, Monitoring various state department expenses.

Accountant/ Junior Accountant:

It is a Desk Job with low-Stress levels and will be posted under CAG & CGA. Posting may be given in Delhi or other State Postings.

Upper Division Clerk:

The Upper Division Clerk is complete Desk Jobs and involves checking facts, Statements, checking cases, rules and regulations etc. Posting will be given only in Delhi. It is a peaceful Job and preferable for candidates who would like to settle in Delhi and not Travel.

Compiler:

Compiler is one of the Desk Jobs and will be under the Registrar General of India. It monitors the Census, Compilers, Statistical Works, Compiling Data etc activities.

4. **SSC Stenographer**

The Staff Selection Commission will conduct a Open Competitive Examination for recruitment of the posts of Stenographer Grade "C"(Group 'B' Non-Gazetted) and Stenographer Grade "D"(Group C" Non-Gazetted).

SSC Stenographer 2017 Exam Pattern

The SSC Stenographer Examination will be consist of Two Paper as is indicated below:

- Paper-1— Written Examination (Objective Multiple Choice Type)
- Paper-2— Skill Test

Paper-I will be based on Computer based mode. Candidates who get qualifying marks in the Written Examination will only be called for the Skill Test. There will be negative marking of 0.25 marks for each wrong answer in Paper-I.

SSC Stenographer Exam Pattern Paper-I

Subject	No. Of Question	Maximum Marks	Time Duration
General Intelligence and Reasoning	50	50	
General Awareness	50	50	2 Hours General Candidates
English Language and Comprehension	100	100	2 Hours and 40 Minutes for VH/OH candidates

SSC Stenographer Exam Pattern Skill Test

Candidates who get qualifying marks in the Written Examination will only be called for the Skill Test. Skill Test Will be only Qualifying Nature. The candidates will be given one dictation for 10 minutes in English/Hindi at the speed of 100 w.p.m. for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. The Skill Test will be on computer only.The transcription time is as follows:-

For Stenographer Grade 'D': 50 minutes (English) 65 minutes (Hindi)
For Stenographer Grade 'C': 40 minutes (English) 55 Minutes (Hindi)

SSC Stenographer Syllabus 2017 Exam Paper-I

Paper-I exam will be based on Computer based mode. Paper-I will consist of Objective Type-Multiple choice questions only.

General Intelligence and Reasoning (50 Questions)

General Awareness(50 Questions)

English Language and Comprehension(100 Questions)

General Intelligence and Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on following **topics**.

- Analogies
- Similarities and Differences
- Space Visualization.
- Arithmetic Number Series.
- Non-Verbal Series.
- Coding and Decoding.
- Statement Conclusion
- Problem Solving.
- Analysis.
- Judgement.
- Decision Making.
- Visual Memory.
- Similarities and Differences.
- Relationship Concepts.
- Arithmetical Reasoning.
- Figural Classification.
- Discrimination.
- Observation.
- Classification.
- Number and Figural Series.
- Numerical Operations.
- Symbolic Operations.
- Space Orientation and Visualization.
- Venn Diagrams.
- Drawing inferences.
- Numerical and Symbolic Operations.

General Awareness: There is no definite syllabus for this section. Anything can be asked from anywhere. But most of the question belongs to **History, Polity, Economics, General Science, Current Affairs etc.**

- Science and Technology
- Indian Constitution
- Geography
- Personalities in News
- History
- Polity
- Economy
- Current events–International, National and Local
- Sports GK

English Language and Comprehension: This section tests correct English, basic comprehension and writing ability, etc.

- Fill In The Blanks.
- Synonyms.
- Antonyms.
- Spelling/Detecting Incorrect/Correct Words.
- Idioms & Phrases.
- One Word Substitution.
- Sentences Improvement.
- Active/passive voice.
- Direct/Indirect Narration.
- Sentence Parts Arrangement.
- Sentences Shuffling in a passage.
- Cloze Test.
- Comprehension passage.

Stenographers (Grade 'C' & 'D') Salary Structure

Grade C salary and allowances

(i)	Pay Scale	9300-34800
(ii)	Grade Pay	4200/- (Pay Band 2)
(iii)	Initial Pay	5200
(iv)	Total Pay (i) + (ii)	14500

Grade D salary and allowances

(i)	Pay Scale	5200-20200
(ii)	Grade Pay	2400/- (Pay Band 1)
(iii)	Initial Pay	5200
(iv)	Total Pay (i) + (ii)	

As a Stenographer you will also be entitled to the following major allowances like :

1. DA on Total Pay above
2. Transport Allowance
3. House Rent Allowance

SSC CPO

Central Police Organisation-Sub Inspector ([CPO-SI](#)) exam is conducted by SSC on the national level to fill the required number of candidate to the post of sub inspector (SI) in various Central Government Police Organisation like CRPF, CISF, BSF etc. The candidates having the age of 20-25 years can only apply for the test. The SSC CPO-SI paper consists of two papers. Paper-1 consists of 200 questions of 200 marks and the time duration is 2 hrs (10 am-2 pm). Paper-2 consists of 200 questions of 200 marks and the time duration is 2 hrs (2 pm-4 pm).

PAPER-I

- Part-A- General intelligence and Reasoning (50 questions, 50 marks)
- Part-B- General knowledge and General Awareness (50 questions, 50 marks)

- Part-C- Quantitative Aptitude (50 questions, 50 marks)
- Part-D- English Comprehension (50 questions, 50 marks)

PAPER-II

- English Language and Comprehension

SSC CPO Syllabus:-

General Intelligence & Reasoning :

It includes questions of both verbal and nonverbal type. This section may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural Pattern- folding and completion, Indexing Address matching, Date & city matching Classification of centre codes/roll numbers, Small Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other subtopics if any.

General Awareness :

Questions in this section is aimed to test the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, scientific Research etc.

Quantitative Aptitude :

The questions will be designed to test the ability of appropriate use of numbers & number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions & relationships between numbers, Percentage, Ratio and Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Algebra Partnership Business, Mixture and Allegation, Time and distance, Time & work, Basic algebraic identities of School Algebra and Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right base, Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

English Comprehension :

Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

Paper-II : SSC CPO Syllabus

English Language & Comprehension: Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, filling in the blanks (using verb preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, comprehension etc.

		Chest (in cms)
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Category of candidates	Height (in cms)	Unexpanded	Expanded
(i) For male candidates only GENERAL	170	80	85
For candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North-Eastern States and Sikkim	165	80	85
For all candidates belonging to Scheduled Tribes	162.5	77	82
(ii) For Female candidates only GENERAL	157	-	-
For candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North-Eastern States and Sikkim	155	-	-
For all candidates belonging to Scheduled Tribe	154	-	-

Physical Efficiency(Endurance) Test(PET):

For male candidates only

- 100 meters race in 16 seconds
- 1.6 Kms race in 6.5 minutes
- Long Jump : 3.65 metres in 3 chances
- High Jump : 1.2 metres in 3 chances
- Shot put (16 Lbs): 4.5 metres in 3 chance

For female candidates only

- 100 metres race in 18 seconds
- 800 metres race in 4 minutes
- Long Jump: 2.7 metres (9 feet) in 3 chances.
- High Jump : 0.9 metres (3 feet) in 3 chances.

SSC CPO SI Salary

Name of the Post	Pay Scale	Grade Pay	Pay Band	Group
Sub Inspector (SI) In Delhi Police	Rs. 9300-34800	4200/-	PB-2	Group C
Sub Inspector (SI) in CAPFs	Rs. 9300-34800	4200/-	PB-2	Group B
Assistant Sub inspector (ASI) in CISF	Rs. 5200-20200	2800/-	PB-2	Group C