

# Success Planner for

# SSC



Exam Pattern, Trend, Strategy & Success Mantra

# PREFACE

Education can be a life-changing point in every child's life. The stream and career that is to be chosen in high school and later in life need a strong foundation base at a primary and secondary level. A foundation is an early staple for aspirants who are not only preparing for the SSC examinations but have far-reaching goals of other competitive examinations ahead of them. With several years in the field of education, Disha publication has been working at various levels to be the one-stop solution for quality education. In this book, we intend to form a strong base for any future competitive exam candidate and help them recapitulate the latest pattern and syllabus. This book also mentions the study techniques and preparation tips for students with illustrative examples added for better understanding and to ensure they build up their skills in a motivated manner.

# Table of Contents

S.no	Name
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1.	What is Staff Selection Commission (SSC)
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2.	Exam Pattern of SSC Exams
----	---------------------------

- SSC CGL Exam
- SSC CHSL Exam
- SSC Multi-Tasking (MTS) Exam
- SSC Sub-Inspector Exam
- SSC Stenographer Exam
- SSC Junior Engineer Exam

3.	Preparation Tips
----	------------------

4.	Topper Bytes
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5.	Frequently Asked Questions
----	----------------------------

6.	Syllabus of SSC Exams
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# STAFF SELECTION COMMISSION (SSC)

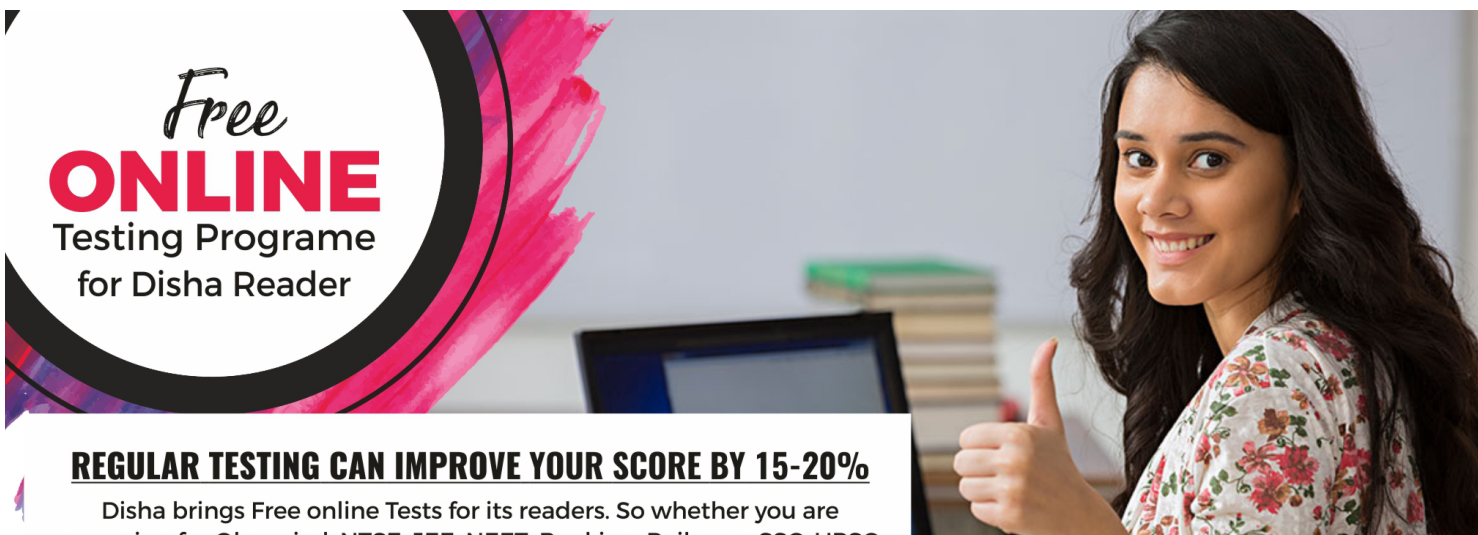
## ABOUT SSC:

Staff Selection Commission (SSC) is an organisation under Government of India to recruit staff for various posts in the various Ministries and Departments of the Government of India and in Subordinate Offices. The Staff Selection Commission was established in 1975.

## EXAMS CONDUCTED BY SSC

SSC currently functions as a subordinate office of DOPT and is mainly engaged in conducting competitive exams for recruitment to various posts in the SSC departments, organizations. In the previous years, SSC has conducted various exams as given below:

- SSC Combined Graduate Level Exam (SSC CGL)
- SSC Combined Higher Secondary Level Exam (SSC CHSL)
- SSC Junior Engineer Exam
- SSC Junior Hindi Translator Exam
- SSC GD Constable Exam
- SSC Multitasking Staff Exam (SSC MTS)
- SSC Staff Selection Post Exam
- SSC SI in CAPFs, ASI in CISF and SI in Delhi Police Exam
- SSC Stenographer Grade 'C' & 'D' Exam



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## ABOUT THE EXAMS

### 1. SSC CGL Exam

SSC CGL exam every year for recruitment to non-technical Group 'B' and Group 'C' non gazetted posts in various Ministries/ Departments/ Organizations of the Government of India.

- **PREREQUISITES-** Candidates applying for the various posts need to have a bachelor's degree from a recognised university at the time of applying. The age requirements are between 20 and 30 years. The age limits may vary depending on the position applied. There is also a required amount of application fee which needs to be paid for the examination. All women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation are exempted from paying application fee.
- **EXAM STRUCTURE Of SSC CGL–** SSC CGL Exam is conducted in four stages: Tier-1, Tier-2, Tier-3 & Tier-4 exams. While Tier-I & Tier-II exams are conducted online, Tier-III is a pen and paper based exam and Tier-IV is a Computer Skill Test. Let's have a look at the exam pattern for all these stages of SSC CGL Recruitment process one by one.

#### SSC CGL Tier – 1 Exam Pattern:

SSC CGL Exam, conducted online, comprises of 4 sections with about a 100 questions in total and with maximum marks of 200. The entire exam is needed to be completed in a time span of 60 minutes. There is a negative marking of 0.50 Marks for each wrong answer. Therefore, it has become imperative for aspirants to perform well in four sections to clear the exam. Clearly this exam requires speed and a very good strike rate. No Blind guesses.

##### Exam Pattern:

S.NO.	Name of the tests	No. of questions	Maximum Marks	Time allotted
1	General Intelligence and Reasoning	25	50	1 Hour
2	Quantitative Aptitude	25	50	
3	English Comprehension	25	50	
4	General Awareness	25	50	
	Total	100	200	

#### SSC CGL Tier–2 Exam Pattern:

SSC CGL Tier-II exam is also conducted online and comprises of 4 different Papers with 100 Questions in each Paper except in English Language and Comprehension which comprises of 200 Questions. Each Paper carries maximum marks of 200 and is needed to be completed in a time span of 120 minutes.

##### Exam Pattern:

Paper	Subject	No. of Questions	Total Marks	Time Allotted
1	Quantitative Abilities	100	200	2 hours
2	English Language and Comprehension	200	200	2 hours
3	Statistics	100	200	2 Hours
4	General Studies (Finance & Economics)	100	200	2 Hours

##### Note:

1. Paper-1 and Paper-2 are compulsory for all posts.
2. Paper-3 is only for the post of "Statistical Investigator Gr. II" & "Compiler".
3. Paper-4 is only for the post of "Assistant Audit Officer".
4. A wrong answer to a question will lead to a penalty of 0.5 marks in Paper - 1, 3, 4 and 0.25 marks in Paper-2.

### SSC CGL Tier-3 Exam Pattern:

SSC CGL Tier-3 exam will be a descriptive test. The paper will be in English/Hindi and will constitute of 100 marks. The entire paper needs to be completed in 60 minutes.

Tier	Mode of Examination	Scheme of Examination	Maximum Marks	Time Allowed
III	Pen and Paper Mode	Descriptive Paper in English in Hindi (Writing of Essay/ Precis/ Letter/ Application etc.)	100	60 Minutes

### SSC CGL Tier- 4 Exam Pattern:

SSC CGL Tier-4 exam is a Computer Skill Test. It will be conducted in two steps: Computer Proficiency Test and Data Entry Skill Test

Date Entry Skill Test (DEST): Candidates are required to type 2000 words in 15 minutes on a computer in English. This test is conducted to check a candidate's writing skills.

Computer Proficiency Test (CPT): This test is conducted to check a candidate's proficiency in Word Processing, Spreadsheets and Generation of Slides.

### 2. SSC CHSL EXAM:

Staff Selection Commission - Combined Higher Secondary Level Examination, often referred to as SSC CHSL, is conducted every year for the recruitment for various posts under the Government of India. It is a major exam for only 12th pass as the minimum educational qualification. Candidates can apply to get a job in the prestigious government jobs for posts such as Data Entry Operator (DEO), Lower Divisional Clerk (LDC), Court Clerk, Postal Assistant, and Sorting Assistant etc.

The SSC CHSL Selection Process will require you to pass through 3 Tiers in order to be eligible to get appointed in the respective department. The selection process has been briefly mentioned in the table given below:

Tier – I: Objective Computer-Based Test

Tier – II: Descriptive Paper in English/ Hindi (Pen and Paper mode)

Tier – III: Skill Test/ Typing Test wherever Applicable

## Ultimate Guide to SSC Combined Graduate Level - CGL Tier I & Tier II Exam with 3 Online Practice Sets

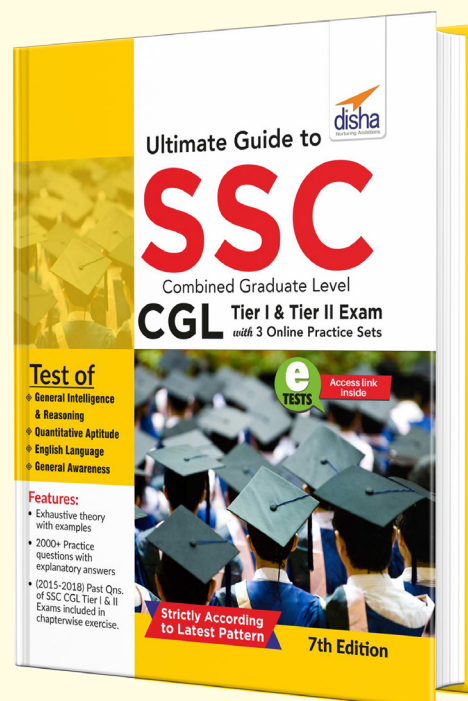
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### SSC CHSL Tier-I Exam Pattern:

SSC will conduct online Test comprising of 4 sections with about a 100 questions in total and with maximum marks of 200. The entire exam is needed to be completed in a time span of 60 minutes. There is a negative marking of 0.50 Marks for each wrong answer. Therefore, it has become imperative for aspirants to perform well in four sections to clear the exam. Clearly this exam requires speed and a very good strike rate. No Blind guesses.

#### Exam Pattern:

S.NO.	Name of the tests	No. of questions	Maximum Marks	Time allotted
1	General Intelligence and Reasoning	25	50	1 Hour
2	Quantitative Aptitude	25	50	
3	English Comprehension	25	50	
4	General Awareness	25	50	
	Total	100	200	

### SSC CHSL Tier-II (Descriptive Paper) Exam Pattern:

SSC CHSL Tier-II Paper will be a descriptive Paper of 100 Marks in “Pen and Paper” Mode. The duration of the Descriptive Paper will be for one hour. The Paper would comprise writing of an Essay of 200-250 words and a Letter/ Application of approximately 150-200 words. The minimum qualifying marks in Tier-II would be 33 per cent.

### SSC CHSL Tier 3 (Skill Test/ Typing Test):

SSC CHSL Tier 3 Exam comprises of a couple of skill tests which are required for certain government posts.

#### Skill Test for Data Entry Operator (DEO):

- Data Entry Speed of 8,000 (eight thousand) Key Depressions per hour on Computer.
- The duration of the Test will be 15 minutes.

#### Typing Tests for LDC/ JSA and Postal Assistant/ Sorting Assistant:

- Typing Test will be conducted in English or Hindi and candidates while applying for the Examination, will have to indicate his/her choice/option for Skill Test Medium in the Application Form.
- Typing Test will be of qualifying in nature.
- Candidates opting for English medium should have typing speed of 35 words per minute.
- Candidates opting for Hindi medium should have typing speed of 30 words per minute.
- The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

Note: After skill test or typing test, those candidates who qualify it, will be appointed based on their position in the merit list.

### 3. SSC Multi-Tasking (MTS) Exam:

Staff Selection Commission has conducted the SSC MTS (Multitasking Staff) for General Central Service Group ‘C’ Non-Gazetted, Non-Ministerial posts in various Central Government Ministries / Departments / Offices, in different States/ Union Territories. SSC MTS is a great opportunity for the 10th pass candidates to get a government job.

#### SSC Multi-Tasking (MTS) Exam Pattern:

The SSC Multi-Tasking (MTS) exam pattern will consist of two papers followed by document verification. As per the latest notification, there shall be two papers viz. Paper – I and Paper-II.

#### SSC MTS Paper –I Exam Pattern:

Staff Selection Commission (SSC) has conducted online comprising of 4 sections with about a 100 questions in total

and with maximum marks of 100. The entire exam is needed to be completed in a time span of 90 minutes. There is a negative marking of 0.25 Marks for each wrong answer.

Details are below:

S.NO.	Name of the tests	No. of questions	Maximum Marks	Time allotted
1	General Intelligence and Reasoning	25	25	90 Minutes
2	Numerical Aptitude	25	25	
3	General English	25	25	
4	General Awareness	25	25	
	Total	100	100	

#### SSC MTS Paper-II (Descriptive):

SSC MTS Paper-II will be a descriptive test in which candidate has to write short essay or Letter in English or any other language mentioned under the 8th Schedule of the Constitution. This exam is qualifying in nature.

Subject	Maximum Marks	Time Duration
Short Essay/ Letter in English or in any language included in the 8th schedule of the Constitution.	50	30 Minutes

#### 4. SSC Sub-Inspector Exam:

Staff Selection Commission has conducted the SSC Sub-Inspector (CPO) examination for the recruitment of various posts as SI (Sub Inspector) in Delhi Police, SI (Sub Inspector) in CAPFs (Central Armed Police Forces) and ASI (Assistant Sub Inspector) in CISF (Central Industrial Security Force).

#### SSC Sub-Inspector Exam Pattern:

SSC Sub-Inspector (CPO) Examination will consist of Paper-I, Physical Standard Test (PST)/ Physical Endurance Test (PET), Paper-II and Detailed Medical Examination (DME). All these stages of the examination are mandatory.

#### SSC Sub-Inspector Paper-I Exam:

This is an online examination comprising of four sections having 200 questions (50 questions in each section) which will account for a total of 200 marks (maximum 50 marks in each section). The time duration for this exam will be 2 hours.

Details are below:

S.NO.	Name of the tests	No. of questions	Maximum Marks	Time allotted
1	General Intelligence and Reasoning	50	50	120 Minutes
2	Quantitative Aptitude	50	50	
3	English Comprehension	50	50	
4	General Awareness	50	50	
	Total	200	200	

#### Note:

- On the basis of their performance in Paper-I, Candidates will be shortlisted for appearing in PET/ PST Examination.

- Only those candidates who qualified in PET/ PST Examination will be allowed to appear in Paper-II Examination.

#### SSC Sub-Inspector Paper-II Exam:

Subject	Maximum Marks	No. of Questions	Duration of time
English language & Comprehension	200	200	2 Hours

Note:

- The questions in this paper will be of Objective Multiple Choice Type.
- Deduction of 0.25 marks will be made for each incorrect answer marked.

#### 5. SSC Stenographer Exam:

Staff Selection Commission has conducted the SSC Stenographer examination for the recruitment of various posts for Grade 'C' (Group "B" Non-Gazetted) & Grade 'D' (Group "C" Non-Gazetted).

#### SSC Stenographer Exam Pattern:

SSC Stenographer Examination will consist of Tier-I - Objective Multiple Choice and Tier – II - Skill Test in Stenography.

#### SSC Stenographer Tier-I Exam:

This is an online examination comprising of three sections having 200 questions which will account for a total of 200 marks. The time duration for this exam will be 2 hours.

Details are below:

S.NO.	Name of the Tests	No. of questions	Maximum Marks	Time allotted
1	General Intelligence and Reasoning	50	50	120 Minutes
2	General Awareness	50	50	
3	English Language & Comprehension	100	100	
	Total	200	200	

Note:

- Question paper will be of Objective Type Multiple Choice only.
- There will be negative marking of 0.25 marks for each wrong answer.

#### Skill Test in Stenography:

The candidates who are shortlisted in the Computer Based Examination for the next stage will have to appear for the Skill Test in Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 100 words per minute (w.p.m) for the post of Stenographer Grade "C" and 80 w.p.m. for the post of Stenographer Grade "D". The matter will have to be transcribed on computer.

The transcription time is as follows:

S.NO.	Posts	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates who are allowed use of scribe in the CBE (Para-7)
1	Stenographer Grade 'D'	English	50	70
2	Stenographer Grade 'D'	Hindi	65	90
3	Stenographer Grade 'C'	English	40	55
4	Stenographer Grade 'C'	Hindi	55	75



**Note:**

Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by appointing departments. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.

**6. SSC Junior Engineer Exam**

SSC will conduct SSC JE Exam to recruit eligible candidates for the post of Junior Engineers Civil, Electrical, Mechanical, Quantity Surveying and contract Posts. The posts are Group "B" (Non-Gazetted).

**The SSC JE Exam Pattern comprises two stages:**

Paper I (Computer-based Test)

Paper-II (Descriptive/Written Test)

**SSC JE paper –I Exam Pattern:**

Papers	Mode of Examination	Subject	No. of Questions/ Maximum Marks	Duration & Timings
Paper - I Objective Type	Computer Base Examination	i. General Intelligence and Reasoning	50/ 50	2 Hours
		ii. General Awareness	50/ 50	
		iii. Part- A General Engineering (Civil & Structural) or Part B - General Engineering (Electrical) or Part C - General Engineering (Mechanical)	100/ 100	

**SSC JE Paper-II (Descriptive/Written Test):**

Paper - II (Descriptive Type)	Written Examination	Part-A General Engineering (Civil & Structural) or Part-B General Engineering (Electrical) or Part-C General Engineering (Mechanical)	300	2 Hours
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**Note:**

- The Paper-I will consist of Objective Type, Multiple choice questions only. The questions will be set both in English & Hindi.
- There will be negative marking of 0.25 marks for each wrong answer in Paper-I.

## PREPARATION TIPS

**A. GENERAL STRATEGY TO SUCCEED**

Well formulated strategy along with optimum time management are the only two ladders for the aspirants dream goal. It is very important for the aspirants to formulate their own strategy as it pays in ssc examination more, if it is theirs. However, here are some of the general guidelines which will help the aspirants to achieve success.

## Do's & Don'ts While Preparing for the Exam

### Do's

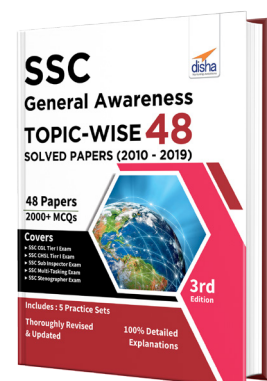
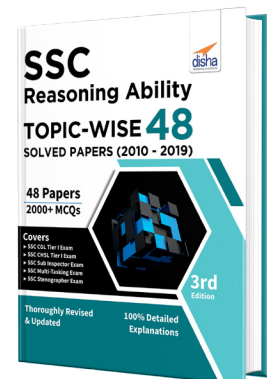
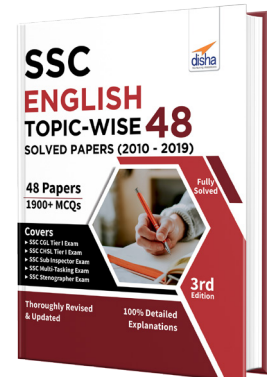
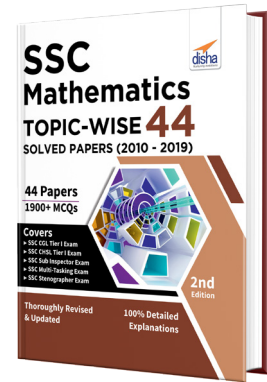
The aspirants should do the following:

- Follow a healthy schedule while preparing for the exam, i.e. a good balanced diet, including fresh vegetables and fruits.
- Drink a lot of water to keep the body hydrated. A healthy body does possess a healthy mind.
- Plan every day according to the need and try to achieve the targets daily.
- Have sufficient sleep; a tired brain cannot work productively. Try to have a sound 6-8 hours sleep.
- Read out some jokes, poems or short stories in between studies to give yourself a break from the monotonous study routine.
- Play some games with friends sometimes to feel refreshed.
- Watch a movie that once motivated you to do good in life.
- Indulge into some light Yoga or Breathing Exercise. This is the best ways to one way stay fit and not feel lethargic.
- Be confident always. This is the best way to motivate self.
- Revise more than once to gain confidence and this will surely serve as constant motivator.
- Try to surround self with all the positive energy. This will give a good feeling all the time for a better and easier preparation.
- After the tier-I exam, take a short break, refresh self and then start studies immediately.
- Always keep some time for any emergency situation. Flexibility must be a part of plan.

### Don'ts

Do not panic if the target cannot be fulfilled, we all are human beings, we have limitations. Instead of panicking or feeling bad, give it a second chance and try to fulfil them one at that time.

- Wasting time after tier-I by waiting for the results is a grave mistake which many aspirants commit. This may cost a lot.
- Do not cut completely from the social life, just because it is exam time. As breaks between studies, go out for some time and talk to people who are close to you.
- Do not indulge too much into tea and coffee; maximum 2 cups a day. As tea and coffee contain caffeine, so consuming them in huge quantities will create health problems.
- Don't indulge into eating too much junk food, to take proper care of health.
- Do not exhaust with longer study hours. Take breaks in between for better retention and productivity.
- Do not plan any new topic for study when only a few days are left for exam. This may, lead to confusion and bring lower confidence level.
- Do not get involved into any negative emotions before exam. Avoid any kind of emotional stuff that gives a bad



feeling during exam preparation.

- Avoid studying late into the night as researches have shown that things learned in the morning can be easily retained. Also, waking up early maintains body's biological rhythm and keeps one healthy. It also leads to better time management as it gives you extra hours.

Stress is a feeling of an aspirant or a person when he has to perform more than he is used to perform. Suppose you are stressed, your body responds accordingly as you are in danger. It makes hormones to speedup your heart beat, breathe faster and release energy.

### HOW TO MANAGE EXAM STRESS

Some stress is normal and useful for you that helps to work hard and react quickly. But, if it happens too often and lasts for too long, it can cause health problems and hindrance in work and performance. SSC aspirants often become stressful due to syllabus of exam, complex questions asked in exam, tough competition and long duration of preparation. These stress causing factors often make them vulnerable to problems such as headaches, anxiety and depression. SSC aspirants can manage and avoid stress during exam preparation by adopting the following effective steps in their daily routine.

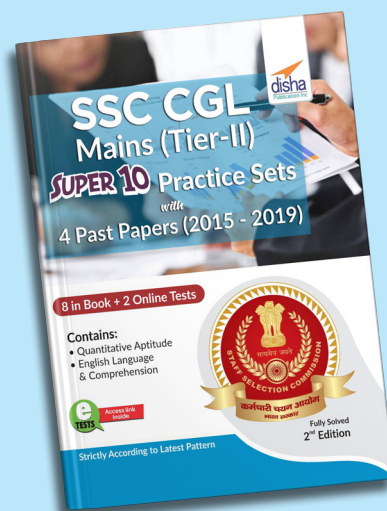
#### 1. Physical Activities

It may be sports, exercise, walking, jogging in the morning, yoga or meditation. Exercises keep the body active and stimulated throughout the day. Meditation and yoga help the body relax, de-stress fight anxiety, depression, and get ready for the tough schedule.

#### 2. Balanced Diet

There is proverb, "There is a sound mind in a sound body". It is more relevant to SSC aspirants as they have to deal with many challenges at a time. A balanced diet is most important for SSC aspirants which keeps them healthy and physically fit to cope with the pressure and stress of exam preparation. In addition, there are some healthy and unhealthy ways to cope with exam stress.

## SSC CGL Mains (Tier II) Super 10 Practice Sets with 4 Past Papers (2015 - 2019)



### Healthy ways to cope with stress

- (i) Take out some time for entertainment and relaxation.
- (ii) Develop a hobby and keep it.
- (iii) Rest and sleep well.
- (iv) Be positive and confident.
- (v) Engage socially: reach out and build relationship by:
  1. Reaching out to a colleague who is an SSC aspirant.
  2. Helping someone in need.

3. Having lunch or tea with a friend.
4. Calling an old friend.
5. Going for a walk with like minded people.

#### **(vi) Avoid unnecessary stress**

There are a number of stressors in life and during exam preparation that can be eliminated. Simply follow the tips given below.

1. Avoid people who stress you out.
1. Take control of your environment. Eg. you can turn off the T.V., can study in library, etc.

#### **(vii) Alter the situation.** It can be done in the following ways:

1. Express your feelings, instead of bottling them up.
2. Be willing to compromise.
3. Manage your time better.

**(viii) Accept the things you can't change** Many sources of stress are unavoidable. You can't prevent or change them, like death of loved one; a serious illness, etc. Here, the best way to cope up with them, is to accept them as they are. These ways are:

1. Don't try to control the uncontrollable.
2. Look for the upside, i.e. taking challenges as opportunities for future betterment.
3. Learn to forgive.

#### **Unhealthy ways to cope with stress**

Unhealthy coping strategies may temporarily reduce stress, but they cause more damage in the long run. These are:

- (i) Smoking
- (ii) Drinking alcohol
- (iii) Taking junk food
- (iv) Sitting for hours in front of T.V. or computer
- (v) Withdrawing from family, friends and activities
- (vi) Using pills or drugs to relax
- (vii) Sleeping too much
- (viii) Procrastinating.
- (ix) Utilising every minute of the day to avoid facing work delay.
- (x) Taking out self stress on others, i.e. lashing out, being angry, outburst, physical violence.

#### **HOW TO STAY MOTIVATED**

Cracking SSC exam is not a short term game like 'One Day' cricket match. It is a long term game plan of preparation, which needs passion to keep the aspirants motivated throughout their preparation. Few qualifiers crack finally in first term of appearance. Majority of aspirants take more terms. So, motivation is the only tonic that keeps an aspirant stay ready for longer duration of preparation to win the war of MISSION SSC.

**What is Motivation?** The term 'motivation' means the reason and the feeling to do something, especially that involves hard work and effort for longer duration in achieving the goal set before. The reward of clearing SSC and being a government employee can be an ultimate motivational reason for the aspirants, but it rarely inspires the kind of commitment and hardwork that is necessary to take on the daily challenges faced during the preparation phase. Therefore, aspirants must look at other factors and motivational reasons that can help them focus and stay

motivated till they get the ticket from SSC to join training. These factors and motivational reasons are classified below

#### Stay Motivated

	Keep off De-motivators		Keep on Motivators
1.	Eliminate your distractions.	1.	(a) Discover the ultimate purpose of being a Central Government employee (b) Make sure that your goal is within your reach.
2.	Don't lie to yourself.	2.	See the invisible, i.e- remind yourself of your goal 24/7.
3.	Stay away from strong stimulants, eg. alcoholic drink.	3.	Split the final goal into sub-goals, i.e. goal of day, week, month and year.
4.	Overcome your weaknesses	4.	Set reward for each goal.
5.	Don't set multi-tasks at a time.	5.	Target first the goal of the day to achieve the goal of week, month and the year.
6.	Don't let the past dictate your future.	6.	Reward yourself on achieving goal in order.
7.	Don't hang around negative people, i.e. de-motivators.	7.	Make check points for day, week and months to check the progress of your preparation.
8.	Let go off things which demotivate you.	8.	Give break in study to stay energised.
9.	Refuse to be a victim of life's hurdles and failures.	9.	Break long and complex task into manageable pieces.
10.	Don't involve in complain or conflict/ enmity with others.	10.	Surprise yourself by outdoor lunch, game with friend, home-cooking, etc.
11.	Stop worrying about what is beyond control.	11.	Be practical and make actionable strategy.
12.	Don't repeat mistake.	12.	Discover strength.
		13.	Keep calm and be pressure free.
		14.	Learn from mistake.
		15.	Make a plan to target goal. Because "If you fail to plan, you plan to fail".
		16.	Build a team that target the same goal.
		17.	Build a support team of winners to guide, support and motivate at the need of hour.
		18.	Don't care what others think and keep the momentum to reach destination.
		19.	See the hurdles otherwise (i.e. opportunities) to learn something. As Thomas Edison said, "I have not failed. I have just found 9,999 ways that won't work."
		20.	Remind yourself of having some wonderful, unique talents and God-gifts to contribute to the mankind.
		21.	Write motivational quotes in notebooks, posters on the walls, etc.
		22.	Make yourself a "PHOENIX" to make your success from your failure.
		23.	Keep a motivational role-model.



		24.	Celebrate other's success to be motivated for yours.
		25.	Listen to motivational music.
		26.	Do breathing exercises like yoga.
		27.	Love others and let others love you.

## HEALTHY FOOD HABITS

Majority of SSC aspirants often move away from home, and therefore, they have to look after their food and other daily needs on their own. In the pressure of exam's preparation, they often ignore the most basic and important thing, "Healthy Food

Habits". Healthy food habits are not only necessary to maintain physical fitness, but to also play a vital role in the overall exam preparation. Some healthy food habits are given below to keep illness and stress-related health problems at bay.

### 1. Follow a balanced diet

A balanced diet help in building body immune system and strong physique along with to tackle mental stress. A proper balanced diet must include three full meals, i.e. heavy breakfast, light lunch and staple dinner. These meals provide aspirant all the necessary nutrients required to keep their body fit and mind alert throughout the day.

#### \* Heavy & Healthy Breakfast

Heavy and healthy breakfast is very important for the SSC aspirants because early morning is the time when their brain is functioning at its full potential and requires more energy. There is also a maximum gap of 11 hours between two meals, ie. previous dinner and breakfast. At this important meal time, having a good breakfast aids the brain's processing power to maintain their stamina for study.

**\* Take Light & Small Lunch/Dinner** SSC aspirants need energy directed towards their brain during their studies. But when they take heavy lunch and dinner at a time that directs blood flow and energy towards digestion process, they feel sleepy and

lethargic. Therefore, it is necessary to take light and small lunch and dinner. They should also take healthy snacks between breakfast and lunch; and at 5 or 6 O'clock at the evening to refresh.

### 2. Water As a Best Friend

If SSC aspirants don't take required liquid that may be water, fruit juice, herbal tea or any other combination that suits them, they might get dehydrated. Dehydration can make them feel lethargic, irritable and tired. It affects their concentration and peaks to be a hindrance in their study. That is why aspirants must consider water and recommended liquid as their friends or companion. However, they should avoid caffeine and any caffeinated products.

### 3. Protein in the Food

Aspirants should focus on the foods that are high in proteins as proteins burn slowly, giving a constant source of energy to the body for a longer duration. For this, they can include eggs, nuts, curd, cheese and other low-fat items in their daily food. Food items like poha, idlis, dosa, dhokla are light alternatives that can help them during exam preparation.

### 4. Avoid Some Food Items

Some food items make aspirants lethargic and fatigued. Carbohydrates are one of such food groups that are digested very quickly and force the consumers to eat more frequently. So, keep away from sugary and processed foods such as chocolates, cookies, cakes and candies. They should also exclude fat rich food items like rice, potatoes, white flour from their diet.

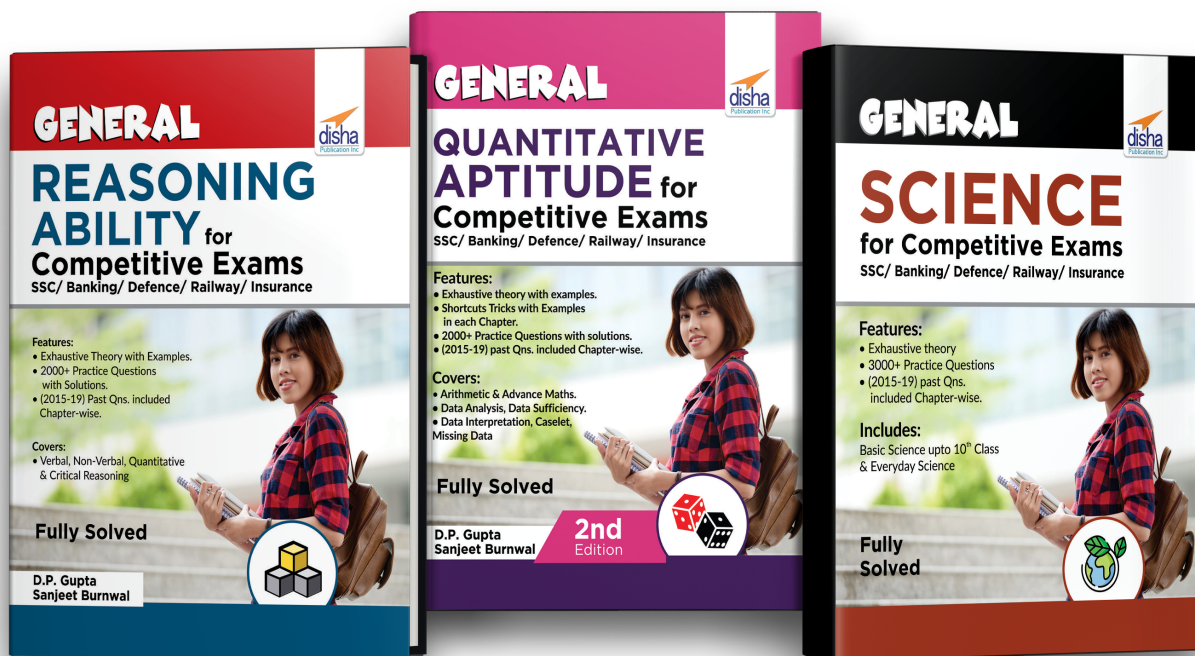
### 5. Make Stomach Safe

It is important for the aspirants to keep their stomach healthy. To have stomach function normal, they should

include curd and buttermilk in their diet. These food items counter any stomach problems like acidity, constipation and others.

## 6. Avoid Eating Outside

Outside food items can't guarantee for quality, health and hygiene followed at the stage of food preparation. So, to avoid any such situation, aspirants are advised to either cook on their own or get their food prepared by a trusted person at home.



## HOW TO MANAGE STUDY

Check out the full syllabus and tick the easiest topics

Have a look at the syllabus and identify all the subjects that you need to go through. Note that SSC Services is not like a university exam; the syllabus is more like a guideline and not a boundary that cannot be crossed. Take the syllabus as a guideline and not as a course definition. Classify the syllabus into different subjects and topics and if possible, make a Mind Map of Syllabus of subject/ chapter topic. 1

It will help to properly plan and distribute study time in a meticulous way. This is important because time at disposal is limited. It can also help in identifying areas of study where an aspirant is comfortable and where he is not. After going through the syllabus and ascertaining the study time available at disposal and identifying areas of strengths and weaknesses vis-a-vis importance of these areas of study from the examination point of view, make a time schedule.

## HOW TO MANAGE TIME

SSC is not easy to crack. So, time management is a very crucial part of the preparation. This is because the time is limited and the Syllabus is vast. So the candidates need to make the best possible utilisation of time. Also, if the time managed properly, aspirants will end up wasting time on irrelevant things, while leaving the essential things uncovered. An aspirant should necessarily maintain a time log. This will help them to keep a track of how they spend each hour.

Here are some tips for time management

- Make a schedule and divide your day.

- Keep at least 8 - 10 hours a day for studies (if attending coaching, you'll be able to give only 6 - 8 hours a day).
- While studying for Tier-I, divide the study time into four parts: General Studies, Quant, English & Reasoning. If you are from Mathematics and English background, or are generally good in Aptitude, then you can keep only 4 hours a day for quant, English & Reasoning and devote the rest of the time to General Studies. So, divide your time as per need.
- Devote around 1.5 hrs. for reading newspaper and making current events notes. Don't skip newspapers, nor postpone reading them. You will never find time to complete them later.
- Maintain a habit of reading current affairs magazine.
- Setting deadlines and targets that are small and realistic will help you complete the syllabus within time.
- Get a proper sleep for 6 - 8 hours a day.
- You must spend 1- 2 hours for some physical activities like jogging, cycling, yoga or playing a sport and leisure activities like music, dance, painting, etc.
- Stop studying thoroughly at least 24 hours before the exam as studying now will only leave you anxious. You can go through the Mind Maps of subjects and topics. Just relax yourself for this day.

## **PLANNING FOR PREPARATION**

Planning is important because it tells us how to reach our destination or goal. In the context of the SSC Exam, planning acquires greater significance because one has to cover a comprehensive syllabus in a limited period of time. Good planning really implies maximum results with minimum efforts. Effective planning means that an aspirant works out a mechanism of his own, for checking whether he/she is spending the time effectively or not. Thus, focus on the following tips for success in SSC Examinations.

### **Master the Basics**

Aspirants must keep in mind the following: "The questions are likely to test the candidate's basic understanding of all relevant issues and ability to analyse and take a view on conflicting socio-economic goals, objectives and demands. Thus, aspirants don't have to master the topics, all they need is BASIC UNDERSTANDING and the ability to analyse. Basic understanding comes from reading and re-reading. Ability to analyse what they have understood from reading comes from WRITING PRACTICE.

### **Start From Weak Areas**

There is no syllabus in detail or specific for subject or areas for Tier-I point of view. Any question in it can be asked from anywhere, so aspirants must begin their planning and study for subject area in which they are weak. When the weak areas can be overcome, a new confidence will develop that will motivate to cover up other areas/subjects easily and quickly.

### **Apply Intelligent Meditation in Preparation**

It is very important to analyse previous questions asked in SSC Exams and then think over all the aspects and dimensions on which questions can be formed and asked from a particular topic or heading.

### **Prepare Own Notes & Mind Maps**

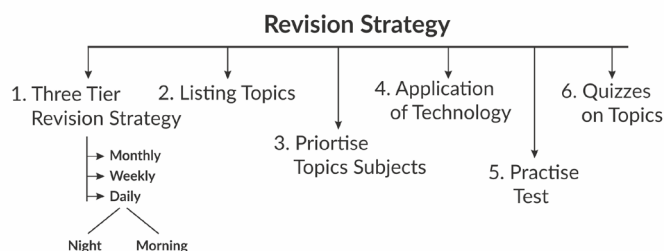
Writing notes is very helpful in preparing for the examination, particularly when an aspirant studies from different sources. Firstly, while writing notes, the focused aspirant is in a more concentrated manner and many of these points remain in their memory, if they put them on a Mind Map. Secondly, notes help in quick revision. For writing effective notes, do not start in a hurry, i.e. when aspirants are reading

the material for the first time. Without understanding what is read, the candidate

is likely to write down too much which may amount to simply reproduction of the material. After understanding the text book for the main points and sub-points, try to write in own words rather than using the same language. While doing this exercise, get sincerely involved and write short notes preferably in points, one liner, short sentence, one or two words, short names or abbreviations. These notes will help in revising the chapters or topics easily in lesser

time.

## REVISION IS THE KEY TO SUCCESS



\* **Revision** is the most important aspect of preparation for any exam, whether it is academic or competitive. But it plays a greater role in selection when an SSC aspirant follows it, because of the complexity of syllabus and subjects for SSC exam.

Like study strategy, there is no fixed revision format that will suit each and every aspirant. Aspirants should think over which format can be best and suit them in revision. They can go through others revision techniques before making their own. But revision strategy should be prepared in such a way that will help the aspirants to achieve their study goals in the best possible way. Here are some guidelines that will help the aspirants in making best suited revision strategy for SSC exam preparation.

### 1. Three Tier Revision Strategy

The most suited and successful revision strategy for any exam, particularly SSC exam preparation is Three Tier Strategy. This format is based on three labels, i.e. day-wise, week-wise and month-wise. Daily revision is divided into two stages, morning and late-night. In the morning, aspirants should quickly revise all the subjects, chapters and topics they have studied previous day, thereafter, they should start studying new subject/chapter topic for the day. Before going to sleep late in night after study, they must revise all the points they have studied the whole day. Weekly Revision: It is the second stage of revision which covers all the topics, chapters and subjects, an aspirant has studied in a week, i.e. from Monday to Saturday. It is mostly fixed on Sunday.

Monthly Revision: Just like weekly revision, monthly revision is the third stage of revision of the same topics and chapters, which an aspirant has already revised weekly and daily in a month. This model of revision strategy will help the aspirants to remember what ever they studied in a month.

The next revision can be after three and six months to freshen up aspirants memory of the studies done in this duration. It will help the aspirants in building their confidence in preparation and cracking the exam.

### Three Tier Revision Strategy

	Subject	Chapter	Topic
Daily	Subject name	Chapter name	Topic name
Weekly	do	do	do
Monthly	do	do	do

### 2. Listing of Topics for Revision

Aspirants study many topics from different subjects and chapters in a day, week and month. But all the topics are not equally relevant and important from exam point of view. So, they must list those topics which are important for revision according to their relevance, complexity and marks allocated for the exam. It will help aspirants to keep a check and complete their revision tasks within the time limit.

### 3. Prioritise Subject and Topic

Aspirants list many more topics and chapters for revision. But due to lack of time for weekly and monthly revision, they are unable to revise all the listed topics. So, they should prioritise topics for revision according to their importance in the examination and revise accordingly.

#### 4. Application of Technology in Revision

Important points of a topic or chapter should be noted down on Memopad of a mobile phone or tablet to revise during travelling to and from coaching.

#### 5. Practice Tests

After completing a chapter or topic during preparation, aspirants should test their learning through Practice Test based on that particular topic or chapter. These practice tests are designed on the same examination pattern as followed by SSC to prepare exam. These practice tests will help in evaluating the aspirants preparation. These tests are a mode of revision for the topic or chapter.

#### 6. Solve the Topic's Quizzes

When aspirants finish the topic during preparation, solve the quizzes or questions prepared on that particular topic so that they can assess their preparation and list the topic for revision accordingly.

#### Solve previous year question papers at regular intervals

As preparation for SSC requires at least 10 months time, so it is easy to lose focus or go off target. To stay on the right path or get on track quickly, the aspirants should keep testing themselves against the previous SSC papers to know the effectiveness of their preparation and identify and overcome their weak points. For this they should grab the previous 5 years solved section-wise Paper Set.

#### Go for Online Mock Test

After completing syllabus and revision, aspirants can go for a mock test. Conducted in a proper way, a mock test makes aspirants feel the environment and experience of the real exam. It is useful in reviewing their knowledge of the subjects and judging their weak and strong areas of preparation. Through mock test, they can also test their ability of time management. Do not miss the opportunity as and when any institute conducts mock test. They can take mock test online.

### B. Planning for SSC: Objective/ MCQs Papers

#### 1. Tips and Techniques for General Intelligence/ Reasoning

General Intelligence and Reasoning section plays a very important role in SSC Exams. The chances of Reasoning Questions being attempted wrongly by the candidates are high. Therefore, negative marking in this section is comparatively higher. Generally, candidates find it difficult to score good marks in Reasoning Test, because most of the topics create confusion in their mind and they lack proper knowledge and guidance to perform well.

#### Exam Pattern of General Intelligence & Reasoning for SSC Exams

Exam	No. of Questions	Total Marks	Marks per Correct Answer
SSC-CGL	25	50	2
SSC- CHSL	25	50	2
SSC- CPO	50	50	1
SSC-Multitasking (MTS)	25	25	1
SSC-Stenographers	50	50	1



SSC- Junior Engineer	50	50	1
SSC-Scientific Assistant	25	25	1

## TOPPER BYTES

### 1. SSC-CGL 2016 Topper Interview – Gaurav Singh – AIR 894

Hi, SSC-CGL Aspirants. My name is Gaurav Singh. I have done my B.Tech in Software Engineering from Delhi College of Engineering and I got placed at Samsung R&D Institute as a Lead Engineer. After 2 attempts, I got AIR 894 in SSC-CGL 2016 exam.

In SSC CGL-2016, I did some preparation. I did prepare for around one and a half month on my English and Quantitative Aptitude practice for Tier-1. And approximately one month for Tier-2 as well, again the benefit of having a good understanding of mathematics allowed me to manage things in one month.

For the exam,

For Tier-1: I completed my course two weeks before the exam date. And practiced one sample paper daily.

For Tier- 2: I completed my course 1 week before the exam. And for two weeks, I did practice one sample paper daily.

Sample paper practice helped me to work on my speed and to figure out the type of questions I am facing difficulty with. Henceforth, I started practicing around 30 questions of that type.

English and Quantitative Aptitude require a lot of practice to improve accuracy & speed.

Also I will tell you a secret.

SSC has a tendency of repeating questions, so practising lot of questions helps in that part as well. You always have a chance of seeing 4-5 known questions, which really saves some time for you.

Again for keeping the subjects / topics fresh in memory, practising sample paper helps a lot. And one should revise things once in two week time.

As I had to give time in my job as well, so I did not have much time to revise. Hence, I opted for practising. Whenever I studied any topic, I used to mark/highlight the important facts, formulae, etc. While revising, I went through the highlighted portions only.

Mock tests played very important role in my case. It gives us an idea about the type of questions asked, helps us to build a strategy for attempting the exam.

It helps in building exam temperament and learn some tricks for attempting MCQs that comes handy in examination.

For Tier-1, I did around 20~25 tests.

For Tier-2: I did around 15 tests both (for English & for Quantitative Aptitude).

So I must say practising mock tests for SSC-CGL makes a remarkable difference.

For Tier-1: I used to score around 150.

For Tier-2: I used to score around 330 (English: 160, Math: 170).

What I noticed during my preparation was that the mock tests were a bit more difficult than actual paper.

In the Actual Exams, I got:

Tier-1: 161.50

Tier-2: 324 (Math: 185.50, English: 138.50)

The success mantra for SSC CGL is to practice hard and analyse the short-comings and then practice again.

### 2. Success Story of Sanat Das – Cleared SSC CGL, RRB NTPC, SSC MTS Exams

Hello everyone, I am Sanat and I am from a small village in Hooghly District, West Bengal. I have completed my B.Tech in Electronics & Communications in 2013. Initially I started preparing for such competitive exams along with my job but it was almost impossible to justify both of them at the same time. So I decided to quit my job and

prepare for SSC & Railways exams with full dedication.

To be honest it was a complete new area for me but still I preferred preparing by myself. I did refer to a few books initially to clear all my doubts and then practiced a lot.

**My Preparation Strategy:**

**Quantitative Aptitude:** I started with clearing my basics and practiced a lot. Please avoid referring to too many books at one time. Stick to one or two books and proceed with them for your complete preparation.

**General Intelligence and Reasoning:** For General Intelligence and reasoning also I practiced 2 to 3 sets daily. Practice is the main and only strategy for this section.

**English Language:** Make sure you clear your grammar basics and read some editorials regularly. I know many aspirants face difficulties to score well in this section and to be honest even I faced issues with English. Initially I used to score very low in this section but then I accordingly devised my preparation strategy. It's always important to figure out your weak areas after each mock test and then leave no stone unturned to master them.

**Tips to Aspirants**

Always keep your hope alive and keep believing in yourself. Remember the path to success is never easy and it's your willpower & dedication that makes everything fall in place.

### **3. Siddharth Dev – Cleared SSC Graduate Level, IBPS RRB Office Assistant and LIC HFL Assistant**

Read the Success Story of Siddharth Dev, who took 44 failures in life as a learning opportunity and went on to clear some prestigious SSC & Bank exams. Siddharth firmly believes that no opportunity is big or small and one should keep studying even after clearing exams as learning is a continuous process.

**Here is his inspiring story:**

Hi Friends ! I am Siddharth Dev. I have done B.Tech in ECE , 2015 pass out. It was my aim to get into government service so I did not join TCS & HCL and started preparing for competitive exams after my graduation. I never took any exam as BANK type or SSC type. I focused more on learning the concepts and practicing as much as I could.

It took 44 failures (learning opportunities) in total after week after week exams to finally get my first joining letter in Dec 2017 of LIC HFL (joined on 10th Jan 2018). I worked there for 4 months and then resigned as my next joining in Ministry of Defence through SSC Graduate Level came in June 2018. I am currently working and will resign in the last week of August 2019 and will join Ministry of Communication as Junior Wireless Officer and will continue my preparation till I reach Class 1 officer post.

I have gone through many ups and downs in my life but I never gave up. I went into interview of PO thrice and got out after getting 71,72 & 81 marks in Interview as my written marks were on cut off line all the time. I reached in waiting list for Revenue Inspector in MP but it did not get cleared. I took the risk of not joining DCCB Clerk in MP as my preparation was going very well and my intuition was indicating for a better selection soon. Even today after being in Gov. job I still study till late nights and I give exams so as to not lose the grip because learning is a continuous process and I have still something left to be achieved.

In my selection the major role was played by all learning sources whether teachers, video lectures or exam experience which is a must to crack any exams. Remember these key points to success:

1. Plan and study and focus of concept.
2. Practice Pen free solving approach (I still solve 60% maths oral or through options and its very well possible)
3. Regular speed tests and maximum exams. (No exam is small or big)
4. Current Affairs and GA not be underestimated and they turn out to be decider nowadays.

Do proper revision and be honest to yourself. Friends no target is impossible...just give your heart out...use your potential in the right direction. ALL THE BEST!

### **3. Success Story of Nagesh Gudise – Know How He Cracked SSC CGL & RRB NTPC Exams**

Hello aspirants, I am Nagesh Kumar Gudise, I have done my graduation in Computer Science & Engineering from Osmania University, Hyderabad.

After completing my initial training in office I started gathering information about Government recruitments so I decided to appear in SSC CGL. Then, I attended SSC CGL, cleared Tier I with very good marks but failed in Tier II, meanwhile RRB NTPC 2015 notification came up as a surprise and I started preparing for it (Working in Railways is a dream for many) along with SSC CGL 2016, the main reason why I failed in SSC CGL-15 is, for Tier I, I solved nearly 40 mock papers but unfortunately for Tier-II I didn't get time for mocks as I was assigned project work in the office. This time I strongly decided to crack the exam.

My Subject-wise Preparation Strategy

### **Quantitative Aptitude**

Firstly I refreshed all the basic concepts of Quantitative Aptitude, started solving questions topic wise. Practice SSC CGL Important Quant Questions.

### **English Language**

For English I bought the "Word Power Made Easy" book, which is very helpful for non-English medium aspirants. I practiced from various mock papers and sample papers and read something daily.

### **General Intelligence & Reasoning**

For General Intelligence and Reasoning I bought various question paper books (for RRB NTPC), and started solving, I found few sections difficult, I learned them from different sources from You-tube (topic-wise basic concepts), and for General Awareness I used Lucent, (Good book covers all the static data of General Awareness) repeated it nearly 2 to 3 times.

After rigorous preparation of all the subjects, I started giving online mock tests for both the exams, RRB NTPC and SSC CGL on a daily basis. Here, I used to spend more time evaluating my performance by checking where I was going wrong, So, I used to take those topics for revision where I was facing problems. In this manner, I built good command on all the subjects. Finally, I was able to clear both the exams with flying colours.

In RRB NTPC, I got 43rd rank in Secunderabad Board and selected as Commercial Apprentice. In SSC CGL, I got Central Excise Inspector, now I am working as an Excise Inspector. When I failed the first time in SSC CGL-2015 despite good marks in Tier I, I was very happy that I realized why I failed, I learned two things from that exam –

1. Repeated practice is required for clearing the heavy competition.
2. Along with practice you should face the online mock to tests where you are standing in the competition.

### **Tips from the topper**

First, you decide what you want to be, then start motivating yourself towards your goal. I think the main problem here is "concentration". For that I advise don't waste your time on unnecessary things, take healthy food in the required quantities (normally we feed ourselves more than what our body requires, this leads to laziness) and do physical exercise daily. These habits develop your mental acuity which is most important for these competitive exams. I WISH ALL THE BEST FOR YOUR FUTURE ENDEAVORS.

4. This is Avishek Kumar, hailing from Darbhanga, brought up in Patna (Bihar), who like millions of aspirants had dreamt of clearing a government exam.

I started solving Banking and SSC previous years question papers even without knowing the syllabus as I had full confidence in Quant and English right from my schooling.

### **QUANTITATIVE APTITUDE**

This is a subject that requires a lot of practice especially in SSC exams where speed is the key factor. The market is flooded with ample resources due to which students get confused. It is better to read one book five times thoroughly rather than reading five different books. I used to study from the videos whenever I got stuck in understanding the book. At first, we should study from the books, then only we should start following the online content.

### **ENGLISH LANGUAGE**

In my opinion, English is a language, not a subject. English is what we get used to, right from our childhood to our whole life. I have been very confident in English from my school days and it has played the most significant role in my selection. There is no need to run blindly behind 10,000 words or mugging up all the grammar rules. The only

thing required is to develop a habit of reading English daily for weak students. Newspaper-reading for 1 hour daily with full interest and collecting 20 words daily is a must. It can be monotonous in starting a few days but once words get started repeating, it seems fun. It enhances vocabulary as well as comprehension skills. For the Grammar section, practice is the key.

## REASONING ABILITY

This is a subject which used to be a cup of coffee for most of the students in the starting years. But, nowadays some tricky and new questions are being asked which can be practiced from mock tests.

### General Knowledge

A very few students are comfortable in this section as this is the most time-consuming subject with minimum weightage. No need to spoil much time on it as it is very difficult to score more than 30 marks even after studying a lot. This time can be utilized in other subjects in prelims, carrying more weightage. Lucent is a must-read book, and in recently-held exams, the weightage of current affairs has also increased. Notes should be prepared such that we do not get any problem during exam time.

Whatever we study, prepare or practice, everything remains incomplete without proper revision and regular mock tests. After completing the syllabus, for the last 2 months, I practiced 2-3 mock tests per week rigorously.

At last, I would like to say that every student has some special qualities and talents inside, so if you have your strategy, just proceed because there lies an income tax inspector and SBI PO within yourself.

I hope that you all get inspired by my success story and get your desired post very soon. Thanks for reading my story.

5. I am Gaurav Upreti, securing the position of Assistant Audit Officer. My preparation for SSC CGL began after I quit my MNC job. I think that the right strategy and correct guidance as to the main mantra for clearing the LIC AAO exam. Among the subjects-Maths, English, General Studies, Economics, and Accountancy, the candidates should focus more on Economics and Accountancy.

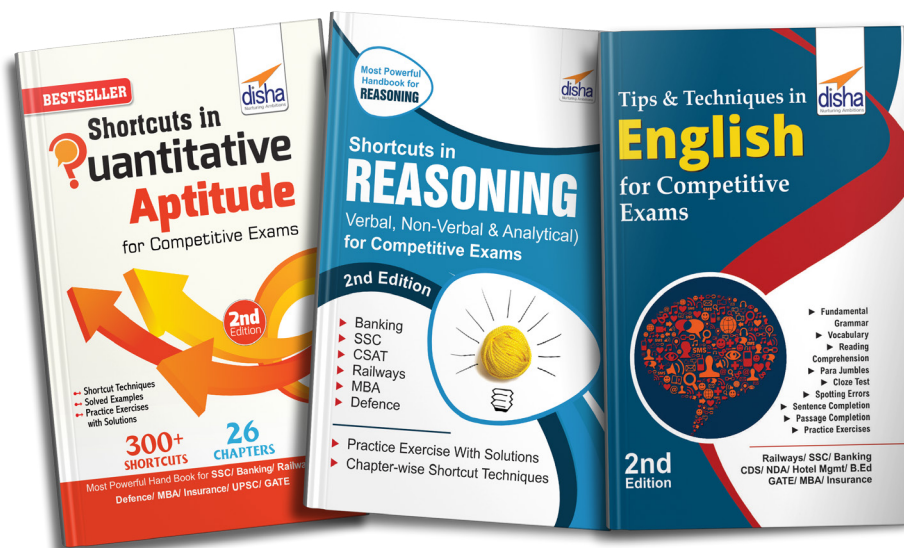
For the Economics section, it would be helpful to follow NCERT Books on both Micro and Macro Economics. YouTube channels can be helpful as well.

For scoring more in Mathematics, refer to any one book and revise it again and again.

Preparing for SSC CGL is possible along with an ongoing job as well and a working aspirant should manage his/her time wisely.

4 hours-study per day is enough. Gaurav says that solving Mock Test Series and Previous year papers are extremely important.

It will give an idea to the aspirants regarding the changing patterns and unpredictability. Solving around 9-10 years previous year papers is important. According to Gaurav, Online/offline Coaching will be helpful if the candidates have a weak base.



## FREQUENTLY ASKED QUESTIONS ABOUT SSC EXAM

### 1. What is the pay scale for various SSC CHSL posts?

A. Pay for the Posts:

- Postal Assistant/Sorting Assistant PB 1(Rs. 5200-20200) Grade Pay 2400 (pre-revised)
- Data Entry Operator (CAG): Pay Band1 (Rs. 5200-20200), Grade Pay Rs. 2400 (pre-revised)
- Data Entry Operator (Other Ministries): Pay Band1 (Rs. 5200-20200), Grade Pay Rs. 1900
- Lower Division Clerk: Pay Band 1 (Rs. 5200-20200), Grade Pay Rs. 1900 (pre-revised)
- Court Clerk: Pay Band 1 (Rs. 5200-20200), Grade Pay Rs. 1900 (pre-revised)

### 2. I have scored only 45% marks in 12th Class, can I fill this form?

A. Central Govt. recruitment is based on the merit system, for a written exam is conducted. Fewer marks in the 12th do not create any problem. There are no such specific criteria, you can go ahead.

### 3. What is the time required for preparing for SSC Exams?

A. If you are serious about the study and ready to dedicate 5 to 6 hours daily for study, then normally you might cover up the syllabus within 3 months. There are many students who achieve success within 4 months of preparation.

### 4. What are the posts for which the SSC conducts examinations and what are the required qualifications?

A. (i) The SSC conducts open examinations regularly for posts for which a large number of vacancies exist, some of these are: Combined Graduate level [Assistant Grade, Auditors/ Jr. Accountants /Upper Division Clerks, Divisional Accountants, Inspectors of Income Tax/Central Excise, and CBI, Section Officer (Commercial) and Section Officer (Audit), Tax Assistant in Income Tax/Central Excise], Combined Higher Secondary level [, Lower Division Clerks], CPO (Central Police Organisations) examination for recruitment of Sub-Inspectors in CRPF, BSF, CISF, ITBP, SSB, Stenographer Grade 'C', Stenographer Grade 'D' Examination, Junior Engineers (Civil & Mechanical) Examination, Multi Tasking Staff Examination etc. (ii) Direct Interviews/Skill Tests are held for isolated specialized posts, called Selection Posts, after inviting applications through advertisements, as and when such vacancies are reported to the Commission by various govt. departments/ministries/offices.

### 5. What are the age limits and age relaxations for examinations conducted by SSC ?

A. The age limits are different for different posts and are to be confirmed from the Notice of examination published in the Employment News/ Rozgar Samachar. Generally, the age limits are 18 to 27 years on the crucial date. The age concession in the upper age limit for SC/STs is 5 years, for OBCs it is 3 years and for physically handicapped candidates it is 10 years. For widows, divorced women and judicially separated women, the age limit is 35 years for UR category; 40 years for SC/ST women and 38 years for OBC women. The Notice of examinations may be consulted regarding age relaxations for Ex-servicemen and Central Government Civilian Employee (CGCE) candidates.

### 6. What is the system for allotting centres and sub-centres for examinations?

A. The candidates are normally allotted the centre of examination opted by them while the sub-centre (venue) is allotted according to the Ticket no. of the candidate. Sometimes when the number of candidates applying from a centre is too large, the excess candidates (except female and physically handicapped candidates) are shifted to nearby centres.

### 7. Is there a strategy based on which you can find out which questions are most likely to come in the exam?

A. 40-50% of the questions that come in the exam are same every year. Going through previous years' question papers will help you find out which are the most common questions and topics. Furthermore, some questions are very old, so if a question hasn't been asked in the past 2 years, there is a very high chance that it will be asked this year.

### 8. Are there any physical tests for certain posts?

A. There are particular physical standards and physical tests for both men and women for the posts of Inspector. Also, for the post of CBI & NIA physical standards will be there. Check other details on the official notification of SSC



2020.

### **9. Can I get a job at my preferred location after getting selected for SSC?**

A. It is possible for candidates to get their preferred location if they have sufficient marks. However, it also depends on whether the desired location has the post you prefer. For this, you need to wisely choose your preferred post and then apply for SSC CGL. After tier 3, the candidates are asked their state preference. You need to check what is the cut off your preferred post in the state you prefer and whether you have sufficient marks for it, then based on that you may get selected.

### **10. Why should I choose Disha books for my SSC preparation?**

. How to relax and reduce anxiety?

Remember that a certain amount of anxiety enables you to become more alert and attentive towards your work. An optimum level of arousal is the key to success. But the moment the anxiety level becomes higher and it starts to hamper your working ability, it is time to take immediate corrective measures.

You can relax on a chair, a bed or stretched out on a comfortable spot. To relax, focus on your breathing and close your eyes to listen to the sound of your breathing in the air as it flows in and out. You will feel at peace.

Other methods:

1. Self assertion: Do a realistic review of the situation and decide on a course of action and carry it out. Take charge of your life.
2. Sleep habits: loss of sleep over a long period of time can create stress and affect your thinking ability.
3. Consultation: Help yourself by seeking consultation from peers, instructors or professional counsellors. Talk to your friends for support and encouragement.

### **2. What is the right time to study?**

Research shows that your mental output is higher in the morning than in the evening or at night. Your mind will be fresh after a good 8 hours sleep and will function better. So the morning hours are the most valuable and best time for serious work.

3. What is the amount of notes that I should make for my self study sessions?

The amount of notes that you make depends on the following factors:

1. The content of the lecture: If the lecture deals with solid facts, laws and principles, it may necessitate a great quantity of notes.
2. Familiarity with the topic: The less familiar you are with a topic the more detailed notes you require. If you are familiar with the topic, just an outline of the lecture will do.
3. Source of information: If no source of information in a textbook or elsewhere then complete notes will have to be taken down.

### **4. How much should I sleep?**

The time a person requires to sleep varies. Sleeping between 4 to 10 hours is normal. Most people sleep between 6-8 hours a day which is the appropriate amount of time.. Too less or too much sleep hampers your productivity. If you sleep well, you will feel energised on waking up and ready for a new day.

### **5. Is coaching necessary?**

For success in any type of exam, 80 % of the contribution is from the student's efforts, 10% is from the strategy of how to derive the most from the knowledge the student has and 10% is from guidance. Here, the important thing to note is that even though strategy and guidance contribute only 20% but are very important because it is this 20% which decides and defines how the balance 80% of time and energy is going to be used. In absence of proper guidance to a student at home or at school, coaching is advisable.

### **6. What if my future is ruined lest I fail to gain enough marks in the examination?**

Examinations are an important way in which professional colleges select students. Success in them does open doors to many jobs and careers. Lack of success will mean certain jobs and careers aren't immediately open to you, at

least at the level of entry that you originally intended. Some may be closed altogether.

However, happiness, wealth, peace of mind, rich experience of life, meaningful status in the eyes of others, a worthwhile career, a useful job and an inner sense of purpose and self belief as a human being, do not depend on examination results.

## **7. What are some tips for attempting objective paper?**

Sometimes you know a question but you are not able to attempt it or you get stuck. It is recommended that you should mark these questions differently. It has been seen that at times you can solve these questions very quickly. So it is recommended that you should mark them differently so that you can easily identify them.

- Never see options before solving the questions. Some students find it helpful to read the question and try to recall the answer from memory before looking at each of the four responses. Generally what most of the students do is read and understand the question and then look at the options immediately. At times what happens is that 2 or 3 options are very close to each other and hence most of the students gets confused in those 2 to 3 options. So it is recommended that you should think of answer in your mind and then look at the options. This tip is extremely useful especially in conceptual or memory based questions (for e.g questions of Biology). So next time whenever you face such situation just try to recall the answer on your own and then look at the options. But make sure that you look at all the options before finalising your response to the question.
- Should you ever change your answers? That is always a difficult decision. Always trust your instincts – you are most likely to be right with your first choice. Only change an answer if you can convince yourself that your initial choice is definitely wrong and you are confident of an alternative.
- Once you are sure you have the right answer, don't spend time re-considering.
- Do not allow yourself to get stuck on a stubborn problem. Return to it later. A change of question can often enable you to gain a fresh perspective on the previous question.
- Underline key words in the questions to ensure you have read them properly. Particularly be on the lookout for not and double negatives in objective tests.
- Read the directions twice, underline key words like always, never, sometimes, or usually, before you tackle the question.
- Save time by answering each question as you read it. Pass over those which are difficult or of which you are unsure. Return to them later if you have time.
- Preview the whole test before beginning to answer any questions. Make sure your copy has no missing or duplicate pages. Read the directions carefully.
- As you read through the possible responses, mark off the ones you know are wrong. This will save time if you have to come back to the question later.

## **8. What are some problem solving techniques and tips?**

Garner's Ten Commandments on problem solving

"I read the chapter and followed the lecture. But when it comes time for me to work on problems I'm lost." I've heard this comment thousands of times. Problem solving is an art form that only develops over time and after hard work. The more problems you solve the better you get at it. Here are a few pointers on becoming a good problem solver.

- Read the text book and class notes, then start the problems by reading a problem slowly to make sure you understand the question.
- Make a big figure. Write down the given parameters and circle the unknowns. Introduce symbols for all quantities- don't work with numbers.
- Find what basic physics principles apply to the problem. You will then express these principles in terms of the symbols you introduced in II.
- Do the math, i.e. solve the equations you found in III for the unknown.
- Make sure the units are correct.

- Ask yourself, does the answer I got seem reasonable.
- The level of difficulty of problems varies substantially. Some problems will be straightforward, some would be moderate whereas some would be difficult.
- If you can't solve a problem, put it aside and take it up later. Many times you will then be able to solve it quickly.
- Work in a team of two or at most three students. You can help each other learn.
- Life's most difficult problems require you to ask, "Does a solution exist, and if so, is it unique."

## 9. How should I Prepare for studies?

Your goal in the preparation phase of studying is to create the optimum state of mind for learning. You want to be confident, enthusiastic, relaxed, calm, focused, and alert. When you do so it results in activating alpha type brain waves (see FAQ) which then results in relaxed alertness, an ideal state for learning anything.

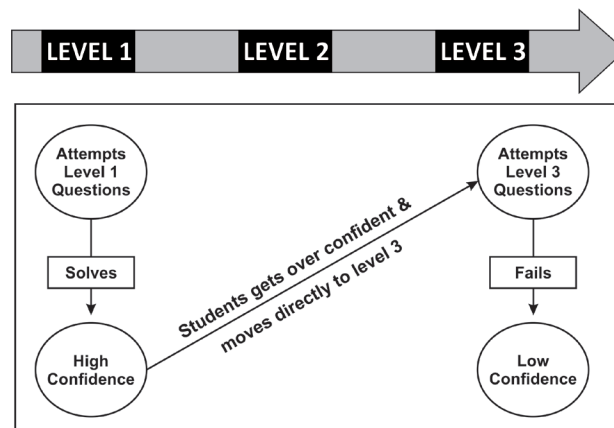
The five basic elements to reach the stage of relaxed alertness are

- Preparing your study environment
- Relaxing to control your anxiety and stress
- Gearing up your self confidence and determination
- Sharpening your focus
- Activating your brain for the subject at hand by reviewing the past knowledge of the subject.

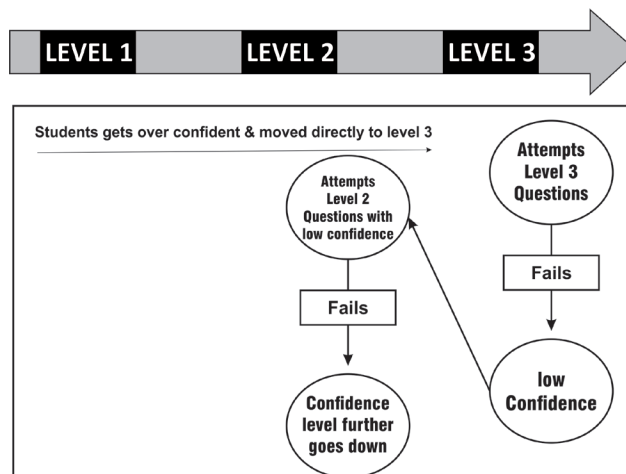
## 10. How to develop Interest / Confidence in a subject

An easiest way to develop confidence/interest is to approach the subject in a systematic and step by step manner. Usually, students skip some of the fundamental steps and approach problem solving with half-baked knowledge because of which they get stuck and slowly and slowly develop dis-interest in the subject. Let us find out different approaches adopted by the students.

### Approach 1

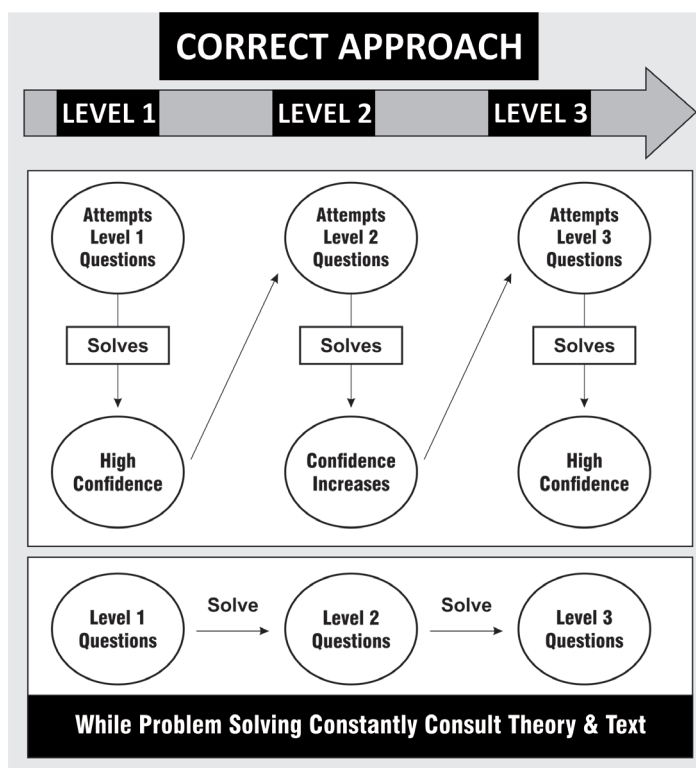


### Approach 2



In both the approaches the student skips certain steps and the net result is inability to solve problems which lowers the confidence level / interest in the subject. This is the stage when suddenly the subject starts looking difficult and boring. The correct methodology is explained in Approach 3.

### Approach 3



In Approach 3 the student moves from Level 1 to 2 and then to 3 and constantly refers theory and text as and when the problem occurs.

#### So to summarize :

- It is very important to develop confidence in subject. Confidence level also leads to higher interest in the subject.
- The student develops confidence in a subject in 5 to 6 sittings
- Even if the scores are low during the initial sitting the student should not give up but rather spend more time on the topic
- In addition to adopting correct approach to studying, following techniques will aid your concentration:
- Whenever you find your mind wandering become conscious of the fact that your mind has wandered and bring it back to what you are studying. Do not let frustration come in the way. You will find that with passage of time, you become better and better at catching the mind from jumping here and there.
- Everyday set aside 10-15 minutes during which time you are going to completely concentrate on a particular activity. The activities, which you can concentrate, can be - praying, walking, eating, looking at a still picture/ clock and so on. Whenever you find that your mind has wandered, gently bring back the mind, review the thought that distracted your mind and get back to the task of fully concentrating on your activity.
- Environment of study. Proper lighting is important. If your eyes are getting strained, you will not be able to concentrate. Ensure that you are sitting comfortably and the light is optimal. Again noise distractions should be minimal. It is difficult to concentrate when you are in a noisy room.
- Studies should be concentrated around your peak performance. Study hard during your peak hours of performance. Schedule your study such that the peak consumes those activities, which need concentration, high problem solving skills and alertness. During other hours, you may want to perform routine activities.
- Be active in what you do e.g. speak aloud, talk to someone, write notes.
- Set yourself realistic small targets. This will give you more chance to succeed in reaching your goal. Success will

increase both your self- confidence and your study efficiency.

- Vary both the topics you study and the methods you use.
- Study for short periods of time, at least initially
- Check your sleep : Lack of concentration is often due to lack of complete sleep. So don't increase your study hours at the cost of your sleep.

Apply above mentioned techniques in your studies and soon your concentration related problems will go away.

#### **NOTE: Finishing your studies for the exam.....**

Follow the following instructions while closing your studies for the exam.

Select 3-4 numerical questions of which you are very-very confident of solving correct. You must have attempted these questions many times during your preparation so the chances of doing them wrong or getting confused is zero. The questions should be logical in nature. Solve them completely step by step with proper understanding.

Our research says that this small exercise will give you the confidence and motivation much required just before the exams. Also it would initiate your mind and put it in thinking mode (some of the students have a problem that their mind gets choked and stop working just before the exams).

## **SYLLABUS SSC EXAMS**

Sections	SSC CGL		SSC CHSL	SSC MTS	SSC Stenographer	SSC Sub-Inspector	
Reasoning Ability	Tier-1	Tier-2	Tier-1	Tier - 1	Tier -1	Tier - 1	Tier - 2
Analogy	✓	✗	✓	✓	✓	✓	✗
Classification	✓	✗	✓	✓	✓	✓	✗
Series	✓	✗	✓	✓	✓	✓	✗
Alphabet Test	✓	✗	✓	✓	✓	✓	✗
Coding & Decoding	✓	✗	✓	✓	✓	✓	✗
Blood Relation	✓	✗	✓	✓	✓	✓	✗
Direction and Distance	✓	✗	✓	✓	✓	✓	✗
Order and Ranking	✓	✗	✓	✓	✓	✓	✗
Arithmetical Reasoning	✓	✗	✓	✓	✓	✓	✗
Sitting Arrangement	✓	✗	✓	✓	✓	✓	✗
Clock and Calendar	✓	✗	✓	✗	✓	✓	✗
Syllogism	✓	✗	✓	✓	✓	✓	✗
Logical Sequence of Word	✓	✗	✓	✓	✓	✓	✗
Matrix	✓	✗	✓	✓	✓	✓	✗
Number Puzzle	✓	✗	✓	✓	✓	✓	✗
Venn Diagrams	✓	✗	✓	✓	✓	✓	✗
Mathematical Operation	✓	✗	✓	✓	✓	✓	✗
Cube and Dice	✓	✗	✓	✗	✓	✓	✗
Data Sufficiency	✓	✗	✓	✗	✓	✓	✗
Statement & Conclusion	✓	✗	✓	✗	✓	✓	✗
Non Verbal Reasoning	✓	✗	✓	✓	✓	✓	✗
<b>Quantitative Aptitude</b>							
Number System	✓	✓	✓	✓	✗	✓	✗

LCM, HCF and Simplification	✓	✓	✓	✓	✗	✓	✗
Percentage	✓	✓	✓	✓	✗	✓	✗
Average and Ages	✓	✓	✓	✓	✗	✓	✗
Profit and Loss	✓	✓	✓	✓	✗	✓	✗
Ratio & Proportion and Partnership	✓	✓	✓	✓	✗	✓	✗
Simple and Compound Interest	✓	✓	✓	✓	✗	✓	✗
Mixture and Alligation	✓	✓	✓	✓	✗	✓	✗
Time, Speed & Distance	✓	✓	✓	✓	✗	✓	✗
Time and Work	✓	✓	✓	✓	✗	✓	✗
Mensuration	✓	✓	✓	✓	✗	✓	✗
Pipes and Cistern	✓	✓	✓	✗	✗	✓	✗
Boat & Stream	✓	✓	✓	✗	✗	✓	✗
Algebraic Expression	✓	✓	✓	✓	✗	✓	✗
Sequence Series (AP & GP)	✓	✓	✗	✗	✗	✓	✗
Trigonometry & Height and Distance	✓	✓	✓	✓	✗	✓	✗
Coordinate - Geometry	✓	✓	✗	✗	✗	✓	✗
Geometry	✓	✓	✓	✓	✗	✓	✗
Data Interpretation	✓	✓	✓	✓	✗	✓	✗
<b>English Language &amp; Comprehension</b>							
Reading Comprehension	✓	✓	✓	✓	✓	✓	✓
Spotting Error	✓	✓	✓	✓	✓	✓	✓
Cloze Test	✓	✓	✓	✓	✓	✓	✓
Sentence Improvement	✓	✓	✓	✓	✓	✓	✓
Fill in the Blanks	✓	✓	✓	✓	✓	✓	✓
Sentence Rearrangement	✓	✓	✓	✓	✓	✓	✓
Idioms and Phrases	✓	✓	✓	✓	✓	✓	✓
Antonyms	✓	✓	✓	✓	✓	✓	✓
Synonyms	✓	✓	✓	✓	✓	✓	✓
Spelling Test	✓	✓	✓	✓	✓	✓	✓
One Word Substitution	✓	✓	✓	✓	✓	✓	✓
Active & Passive Voice	✓	✓	✓	✗	✓	✓	✓
Direct & Indirect Speech	✓	✓	✓	✗	✓	✓	✓
<b>General Awareness</b>							
History	✓	✗	✓	✓	✓	✓	✗
Geography	✓	✗	✓	✓	✓	✓	✗
Polity	✓	✗	✓	✓	✓	✓	✗
Economy	✓	✗	✓	✓	✓	✓	✗
Computer Knowledge	✓	✗	✓	✓	✓	✓	✗
Current Affairs	✓	✗	✓	✓	✓	✓	✗
30 Miscellaneous	✓	✗	✓	✓	✓	✓	✗



Physics	✓	✗	✓	✓	✓	✓	✗
Chemistry	✓	✗	✓	✓	✓	✓	✗
Biology	✓	✗	✓	✓	✓	✓	✗

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The roots of  
**Education** are bitter,  
but the fruit is **Sweet.**

*-Aristotle*

