

FREE BEGINNER'S KIT · EDITION 1 — SEPTEMBER 2026

SSC STARTER KIT

Choose Your Exam.
Check Your Level.
Start Your First 30 Days.

- **A plain-English guide to 8 SSC examinations**
with verified patterns for CGL and CHSL
- **A 20-question diagnostic with full explanations**
so you know exactly where you stand today
- **A realistic 30-day plan and printable trackers**
in 2-hour and 4-hour daily versions

By Supernotes by Civilianz

Thiruvananthapuram, Kerala · thesupernotes.com

Information verified on

21 September 2026

About this kit

The **SSC Starter Kit** is a free study resource published by **Supernotes by Civilianz** for people who are new to Staff Selection Commission (SSC) examinations. It is written for someone who has never prepared before and who wants to start on their own, today, without guessing what to do first.

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Exam rules used	CGL: Combined Graduate Level Examination, 2026 notification. CHSL: Combined Higher Secondary (10+2) Level Examination, 2026 notification. Other exams: latest notification available on the SSC website on the verification date.

Please read this before you use the kit

SSC rules change from one notification to the next. Age limits, qualifications, relaxations, vacancies, fees and even the marking scheme can differ between examinations, between posts within the same examination, and between years.

Nothing in this kit replaces the official notification. Before you apply for any post, read the notification for that specific examination on ssc.gov.in and treat it, along with its corrigenda and amendments, as the only authority.

The worksheets and the diagnostic test in this kit are learning tools. They are not eligibility rulings, official mock tests, or predictors of selection.

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How this kit is meant to be used

Work through Sections 1 to 6 **in order**. They answer the three questions every beginner has: which exam, what level am I at, and what do I do first.

Sections 7 to 11 are reference pages. Open them when the 30-day plan sends you there, not all at once.

Sections 12 and 13 are for printing. Section 14 is for the day you actually apply.

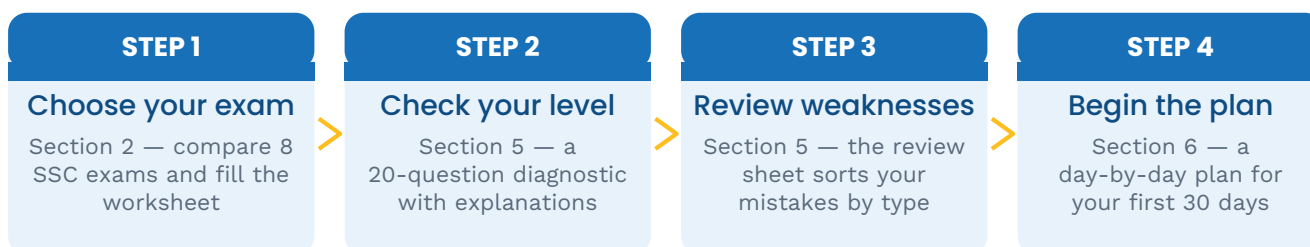
SECTION 1

Welcome and Start-Here Checklist

What this kit gives you, and the order to use it in.

If you have decided to try for a government job through SSC, you have probably already met the real problem: there is **too much advice** and no clear first step. One person says start with Maths. Another says buy a test series. Someone else sends you a 400-page PDF.

This kit does something narrower and more useful. It helps you answer three questions, in order, and then gets you studying within a week.



What is inside

Section	What it does for you
2. Which exam	Compares CGL, CHSL, MTS, GD Constable, CPO, Stenographer and Selection Posts on qualification, job type and selection stages. SSC JE is covered separately for engineering graduates and diploma holders.
3. CGL and CHSL	The exact stage-by-stage pattern of the two exams most beginners target, taken from the 2026 notifications.
4. Syllabus checklist	Every topic you need, with four columns to tick: Not Started, Learning, Practised, Revised.
5. Diagnostic	Twenty original questions — five each in Maths, Reasoning, English and General Awareness — with full explanations and a review sheet.
6. First 30 days	A complete day-by-day plan with practice targets, weekly reviews and built-in catch-up days. Two-hour and four-hour versions.
7–10. Quick starts	The foundation content: formulas, reasoning question types, grammar rules and a General Awareness routine you can keep using all year.
11–13. Practice and tools	Exam-style questions with worked solutions, a seven-day challenge, and printable trackers, planners and a mistake log.
14. Applying	What to keep ready, how to register, and the official links you should bookmark.

Start-here checklist

Tick these off in this order. Most people can finish the whole list in one weekend.

☐	1. Read Section 2 and shortlist one main exam and, if you want, one backup.
☐	2. Fill in the exam-selection worksheet on page 3 of Section 2 — honestly.
☐	3. Read Section 3 and write down your exam's stages and marking scheme.
☐	4. Print the syllabus checklist (Section 4). Do not tick anything yet.
☐	5. Sit the 20-question diagnostic (Section 5) in one 30-minute sitting.
☐	6. Check your answers, then complete the subject-wise review sheet.
☐	7. Choose the two-hour or the four-hour routine in Section 6.
☐	8. Do Day 1 of the plan. Not Day 1 of your research — Day 1 of studying.
☐	9. Print the mistake log (Section 13) and use it from Day 1.
☐	10. Bookmark ssc.gov.in and check it once a week.

Three honest expectations

- **Thirty days will not finish the syllabus.** It is not supposed to. Thirty days is enough to build the habit, cover the foundation topics, and find out what you are weak at while it still costs you nothing.
- **Your first diagnostic score will be low.** Everyone's is. The score is not the point — the *pattern* of your mistakes is.
- **Consistency beats intensity.** Two focused hours a day for thirty days beats one ten-hour Sunday every fortnight.

SECTION 2

Which SSC Exam Suits You?

Eight examinations compared, then a worksheet to narrow it down.

The Staff Selection Commission recruits for central government departments through several separate examinations. They differ in three ways that matter to you: **the qualification you need**, **the kind of job you get**, and **the stages you must clear**.

Read the table on the next page as a shortlisting aid, not as an eligibility ruling. Age limits, qualifications, relaxations and post-wise conditions vary by examination, by post within the same examination, and by year.

How to read the comparison

Qualification is the minimum education for the bulk of posts in that examination. Individual posts often ask for more — a specific subject, a diploma, or a skill.

Stages is the sequence you must clear. Every extra stage is extra months, and a physical or typing stage is a real commitment, not a formality.

Age is deliberately not printed as a single number for each exam, because within one examination different posts carry different age brackets. Check your post's bracket in the notification.

The eight routes into an SSC job

Verified against the notifications listed in Section 15, as on 21 September 2026.

Examination	Minimum qualification	Broad job category	Selection stages
CGL Combined Graduate Level	Bachelor's degree (some posts add subject conditions)	Group B and Group C desk jobs: Inspector, Assistant Section Officer, Auditor, Tax Assistant, Upper Division Clerk and similar	Tier-I → Tier-II → document verification. Computer test and a data entry speed test sit inside Tier-II
CHSL Combined Higher Secondary (10+2)	12th pass (Science with Maths needed for DEO in certain ministries)	Lower Division Clerk / Junior Secretariat Assistant and Data Entry Operator posts	Tier-I → Tier-II. Tier-II includes a computer test and a typing or skill test
MTS Multi-Tasking Staff & Havaladar	Matriculation (10th pass)	Multi-Tasking Staff across central departments; Havaladar in CBIC and CBN	One computer-based examination in two sessions. Havaladar posts add a physical efficiency test and a physical standard test
GD Constable Constable (General Duty)	Matriculation (10th pass)	Constable in the Central Armed Police Forces and SSF; Rifleman in Assam Rifles	Computer-based examination → physical efficiency test and physical standard test → detailed medical examination → document verification
CPO / SI Sub-Inspector, Delhi Police & CAPFs	Bachelor's degree (SI Fire in CISF has its own technical route)	Sub-Inspector in Delhi Police and in the Central Armed Police Forces	Paper-I → physical standard and endurance tests → Paper-II → detailed medical examination → document verification

Examination	Minimum qualification	Broad job category	Selection stages
Stenographer Grade 'C' and Grade 'D'	12th pass	Stenographer Grade C and Grade D in central government ministries and departments	Computer-based examination → stenography skill test (dictation and transcription) → document verification
Selection Posts Phase examinations	Varies by post — matriculation, 12th, or graduation and above	A large mixed set of specific vacancies in different ministries, advertised post by post	One computer-based examination per level, then post-specific requirements and document verification

SSC JE — the separate route for engineering aspirants

Junior Engineer (Civil, Mechanical, Electrical, Quantity Surveying & Contracts) is not part of CGL or CHSL. It is a separate examination for candidates with an engineering degree or diploma in the relevant branch, and the exact qualification differs by department and post.

Its two computer-based papers test **General Intelligence and Reasoning**, **General Awareness** and, for the largest share of the marks, **General Engineering** in your chosen branch (Civil & Structural, Electrical, or Mechanical).

If you already hold a civil, mechanical or electrical qualification, SSC JE usually gives you a far better return on study time than a general exam, because your branch subject is worth more marks than any other single section. Check the JE notification for the paper structure and marking scheme that applies in the year you apply.

A Kerala note

SSC conducts these examinations nationally, and candidates from Kerala normally apply through the **Southern Region (SR)** regional office, headquartered in Chennai, with examination centres in Kerala cities including Thiruvananthapuram, Kochi and Kozhikode. You choose your centre preferences inside the online application.

Two practical points for Kerala beginners. First, SSC question papers are set in **English and Hindi** (English Language and Comprehension is English only) — so if your schooling was in Malayalam medium, plan extra English time from Day 1 rather than leaving it for later. Second, the CHSL typing test and the CGL data entry test are in English or Hindi, and you select your medium in the application; practise in the medium you will actually be tested in.

Kerala PSC preparation transfers surprisingly well to SSC General Awareness for history, polity and geography — but SSC asks far more Quantitative Aptitude and English grammar than most Kerala PSC papers. If you are switching across, budget your time accordingly.

What the stages actually look like

The two most popular beginner routes, drawn out. Notice that CGL and CHSL have the same shape but different contents.

CGL — Combined Graduate Level

1	Tier-I — computer-based 100 questions, 200 marks, 1 hour. Used to shortlist for Tier-II
2	Tier-II — Paper-I (compulsory for all posts) Session-I: Maths, Reasoning, English, General Awareness, Computer Knowledge
3	Tier-II — Data Entry Speed Test Session-II, 15 minutes, qualifying only
4	Tier-II — Paper-II / Paper-III Only for statistics posts (Paper-II) and audit/accounts posts (Paper-III)
5	Document verification and final merit Merit is prepared on Tier-II performance

CHSL — Combined Higher Secondary (10+2) Level

1	Tier-I — computer-based 100 questions, 200 marks, 1 hour. Used to shortlist for Tier-II
2	Tier-II — Session-I Maths, Reasoning, English, General Awareness, plus a Computer Knowledge module
3	Tier-II — Session-II skill / typing test Typing test for LDC/JSA; data entry skill test for DEO. Qualifying
4	Document verification and final merit Check the notification for how each stage counts in the year you apply

Your personal exam-selection worksheet

This worksheet is a thinking tool, not an eligibility check. It helps you shortlist. Whether you are actually eligible for a particular post is decided only by the official notification for that examination and post.

1. My qualification

☐	10th pass (matriculation)	MTS, GD Constable, and matriculation-level Selection Posts
☐	12th pass	CHSL, Stenographer, and 12th-level Selection Posts — plus everything above
☐	Bachelor's degree	CGL, CPO/SI, and graduate-level Selection Posts — plus everything above
☐	Engineering degree or diploma	SSC JE in your branch — plus everything above

2. My age and category

My date of birth: _____

My category (UR / OBC / SC / ST / EWS / PwBD / ESM): _____

Age relaxation I believe applies, and where I read it: _____

3. What kind of job do I actually want?

☐	A desk job in a government office — points to CGL, CHSL, Selection Posts
☐	A uniformed, field job — points to GD Constable, CPO/SI
☐	A technical job in my engineering branch — points to SSC JE
☐	Any stable government job, as soon as possible — points to MTS, GD Constable, CHSL
☐	A role using shorthand or fast typing — points to Stenographer, CHSL (DEO)

4. Study time I can honestly give

Hours per day I can protect	Days per week	What that means
Under 2 hours	5–6	Use the two-hour routine in Section 6. Pick one exam only.
2 to 3 hours	6	Two-hour routine on weekdays, four-hour on one weekend day.
4 hours or more	6	Four-hour routine. You can realistically prepare for CGL and CHSL together.

5. Extra tests I am willing to prepare for

☐	A typing test (CHSL for LDC/JSA and DEO; the data entry test inside CGL Tier-II)
☐	A shorthand / stenography skill test (Stenographer Grade C and D)
☐	A physical efficiency and standard test (GD Constable, CPO/SI, MTS Havaladar posts)
☐	A detailed medical examination (GD Constable, CPO/SI)
☐	None of these — I want a purely written route (CGL non-DEO posts, Selection Posts)

My decision

My main target exam: _____

My backup exam (optional): _____

I will confirm my eligibility by reading this notification: _____

SECTION 3

Understand CGL and CHSL

Two different examinations. Never study one pattern for both.

Which notification these pages use

CGL: Combined Graduate Level Examination, **2026** notification, published by SSC on 21 May 2026. [Read the notification.](#)

CHSL: Combined Higher Secondary (10+2) Level Examination, **2026** notification, published by SSC on 7 September 2026. [Read the notification.](#)

Checked on 21 September 2026. A later notification, a corrigendum or an amendment can change any of this. Always read the notification for the year you are applying in.

3.1 CGL — Tier-I

Part	Subject	Questions	Marks
I	General Intelligence and Reasoning	25	50
II	General Awareness	25	50
III	Quantitative Aptitude	25	50
IV	English Comprehension	25	50
Total		100	200

Duration	60 minutes in total, with a sectional timer of 15 minutes for each of the four parts. 80 minutes for candidates eligible for a scribe.
Question type	Objective, multiple choice. Set in English and Hindi, except English Comprehension.
Negative marking	0.50 marks deducted for each wrong answer.
What it decides	Tier-I is used to shortlist candidates for Tier-II. Under the 2026 notification, the final merit list is prepared on Tier-II performance , so Tier-I marks do not carry into your final score — but you cannot reach Tier-II without clearing it.

3.2 CGL — Tier-II, Paper-I (compulsory for every post)

Paper-I runs in two sessions on the same day. Every question in Sections I and II carries **3 marks**.

Sess.	Section	Module / subject	Qs	Marks	Time
I	Section-I	Module-I: Mathematical Abilities	30	90	1 hour for Section -I
I	Section-I	Module-II: Reasoning and General Intelligence	30	90	
I	Section-II	Module-I: English Language and Comprehension	45	135	1 hour for Section -II
I	Section-II	Module-II: General Awareness	25	75	
I	Section-III	Module-I: Computer Knowledge Test (qualifying)	20	60	15 min
II	Section-III	Module-II: Data Entry Speed Test (qualifying)	1 task	—	15 min

- **Negative marking:** 1 mark for each wrong answer in Section-I, Section-II and Section-III of Paper-I.
- **Computer Knowledge Test** is mandatory for all posts but **qualifying in nature** — its marks do not add to your merit score. Posts requiring computer proficiency apply a higher qualifying standard.
- **Data Entry Speed Test** is mandatory for all posts and is also **qualifying in nature**.
- **Paper-II (Statistics)** — 100 questions, 200 marks, 2 hours — only for Junior Statistical Officer and Statistical Investigator Grade-II candidates.
- **Paper-III (General Studies – Finance and Economics)** — 100 questions, 200 marks, 2 hours — only for Assistant Audit Officer and Assistant Accounts Officer candidates. Negative marking in Papers II and III is 0.50 per wrong answer.

3.3 CHSL — Tier-I

Part	Subject	Questions	Marks
I	English Language (Basic Knowledge)	25	50
II	General Intelligence	25	50
III	Quantitative Aptitude (Basic Arithmetic Skill)	25	50
IV	General Awareness	25	50
Total		100	200

Duration	60 minutes, with a sectional timer for each part. 80 minutes for candidates eligible for a scribe.
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Negative marking	0.50 marks for each wrong answer.
Notice the order	CHSL Tier-I begins with English ; CGL Tier-I begins with Reasoning . The subject names also differ — CHSL says “General Intelligence” and “Basic Arithmetic Skill”, which is a signal that the arithmetic asked is more elementary.

3.4 CHSL — Tier-II

Sess.	Section	Module / subject	Qs	Marks	Time
I	Section-I	Module-I: Mathematical Abilities	30	90	1 hour for Section -I
I	Section-I	Module-II: Reasoning and General Intelligence	30	90	
I	Section-II	Module-I: English Language and Comprehension	40	120	1 hour for Section -II
I	Section-II	Module-II: General Awareness	20	60	
I	Section-III	Module-I: Computer Knowledge Module	15	45	15 min
II	Section-III	Module-II: Skill Test / Typing Test (qualifying)	—	—	10–15 min

Negative marking in CHSL Tier-II is **1 mark** for each wrong answer in Section-I, Section-II and Section-III. Session-I runs for 2 hours 15 minutes in total.

3.5 The typing and skill tests you must actually pass

Test	Applies to	Required speed	Time
Typing Test	LDC / JSA (CHSL)	35 w.p.m. in English (about 10,500 key depressions per hour) or 30 w.p.m. in Hindi (about 9,000 key depressions per hour)	10 min
Skill Test — Part A	DEO in the specified ministries (CHSL)	15,000 key depressions per hour , on a passage of roughly 3,700–4,000 key depressions	15 min
Skill Test — Part B	Other DEO posts (CHSL)	8,000 key depressions per hour , on a passage of roughly 2,000–2,200 key depressions	15 min
Data Entry Speed Test	All CGL posts	A data entry task on a passage of about 2,000 key depressions ; qualifying in nature	15 min

What this means for your practice

35 words per minute is not fast — but it is **35 accurate words per minute under exam pressure**, and most beginners are at 20 to 25. Fifteen minutes of typing practice a day, started now, is enough. Fifteen minutes started the week before the skill test is not.

You choose English or Hindi in your application. Practise in the medium you selected — and if your schooling was in Malayalam medium, English typing usually needs more lead time than you expect.

3.6 CGL and CHSL side by side

These are the differences that change how you study. Do not flatten the two exams into one “average” pattern.

	CGL	CHSL
Minimum qualification	Bachelor's degree	12th pass (Science with Maths for DEO in certain ministries)
Age bracket	Varies by post — brackets such as 18–27, 20–30, 18–30 and 18–32 appear in the 2026 notification	18–27 in the 2026 notification
Tier-I first section	General Intelligence and Reasoning	English Language
Tier-II English	45 questions, 135 marks	40 questions, 120 marks
Tier-II General Awareness	25 questions, 75 marks	20 questions, 60 marks
Computer module	20 questions, 60 marks, qualifying	15 questions, 45 marks
Session-II test	Data Entry Speed Test, qualifying	Typing Test (LDC/JSA) or Data Entry Skill Test (DEO)
Extra papers	Paper-II for statistics posts; Paper-III for audit and accounts posts	None
Maths difficulty	Higher — algebra, geometry, trigonometry and data interpretation are asked more seriously	Lower — the notification calls it “Basic Arithmetic Skill”, weighted towards arithmetic

Can I prepare for both at once?

Yes, and many people do — because roughly **80% of the foundation is shared**. The four subjects are the same, and everything in Sections 7 to 10 of this kit counts for both.

The honest version: prepare the shared foundation for both, then add **one** exam's specifics as your main target. If you are a graduate, make CGL the main target and treat CHSL as a second attempt in the same year — not the reverse, because CGL needs the harder Maths and you cannot build that in the last month.

If you are a 12th-pass candidate, CHSL is your route and you should put the time you save on advanced Maths into **typing speed** and **English**, which is where CHSL selections are actually won.

SECTION 4

Syllabus Checklist

Every topic, with four columns to tick as you move through it.

Print these four pages. Tick a box only when the statement behind it is true — that is what makes the checklist honest enough to be useful two months from now.

Column	Tick it when...
Not Started	You have not read this topic even once. Tick it on day one so you can see the size of the job.
Learning	You have read the concept and understood the worked examples, but you still need notes open to solve.
Practised	You have solved at least 25 questions on this topic and you get most of them right without help.
Revised	You came back to it after at least a week and could still solve it. This is the only column that predicts exam performance.

Common topics vs exam-specific topics

Pages 1 to 4 of this checklist are the **shared foundation**: Quantitative Aptitude, Reasoning, English and General Awareness are tested in CGL, CHSL, MTS, GD, CPO, Stenographer and Selection Posts alike. Only the depth changes.

The last page lists the **exam-specific additions** — the computer module, typing and data entry, and the optional CGL papers. Start those in month two, not month one.

4.1 Quantitative Aptitude

CGL asks the advanced block seriously. CHSL leans on the core arithmetic block — but leans on it hard.

Topic	Not Started	Learning	Practised	Revised
Core arithmetic — start here, every exam				
Number system: types of numbers, divisibility rules, LCM and HCF	☐	☐	☐	☐
Simplification and BODMAS; surds and indices	☐	☐	☐	☐
Fractions, decimals and their conversion to percentages	☐	☐	☐	☐
Percentage: increase, decrease, successive change	☐	☐	☐	☐
Ratio and proportion; partnership	☐	☐	☐	☐
Average and weighted average	☐	☐	☐	☐
Profit, loss and discount; marked price and cost price	☐	☐	☐	☐
Simple interest and compound interest	☐	☐	☐	☐
Time and work; pipes and cisterns	☐	☐	☐	☐
Time, speed and distance; trains, boats and streams	☐	☐	☐	☐
Mixture and alligation	☐	☐	☐	☐
Advanced topics — CGL weighted, lighter for CHSL				
Algebra: linear and quadratic equations, algebraic identities	☐	☐	☐	☐
Geometry: lines and angles, triangles, circles, quadrilaterals	☐	☐	☐	☐
Mensuration: 2D areas and perimeters; 3D volumes and surface areas	☐	☐	☐	☐
Trigonometry: ratios, identities, heights and distances	☐	☐	☐	☐
Data interpretation: tables, bar charts, pie charts, line graphs	☐	☐	☐	☐
Statistics basics: mean, median, mode (CGL)	☐	☐	☐	☐

4.2 General Intelligence and Reasoning

The topics here are finite and they repeat, so this is usually the checklist that fills up fastest. Start here if you are short of time.

Topic	Not Started	Learning	Practised	Revised
Verbal reasoning — the bulk of the section				

Topic	Not Started	Learning	Practised	Revised
Number, letter and mixed series (find the missing term)	☐	☐	☐	☐
Analogy: word, number and letter pairs	☐	☐	☐	☐
Classification: odd one out	☐	☐	☐	☐
Coding–decoding: letter shift, number coding, substitution	☐	☐	☐	☐
Blood relations and family trees	☐	☐	☐	☐
Direction and distance	☐	☐	☐	☐
Ranking, order and arrangement	☐	☐	☐	☐
Seating arrangement: linear and circular	☐	☐	☐	☐
Syllogism (statements and conclusions)	☐	☐	☐	☐
Statement and assumption; statement and course of action	☐	☐	☐	☐
Alphabet and word formation; dictionary order	☐	☐	☐	☐
Mathematical operations and symbol substitution	☐	☐	☐	☐
Venn diagrams and logical grouping	☐	☐	☐	☐
Non-verbal reasoning — fewer questions, quick marks				
Figure series and figure analogy	☐	☐	☐	☐
Mirror image and water image	☐	☐	☐	☐
Paper folding and paper cutting	☐	☐	☐	☐
Embedded and hidden figures	☐	☐	☐	☐
Counting figures (triangles, squares)	☐	☐	☐	☐
Cubes and dice	☐	☐	☐	☐

4.3 English Language and Comprehension

Grammar rules give you the errors, improvement and fill-in-the-blank questions — that is a large share of the section from one body of study.

Topic	Not Started	Learning	Practised	Revised
Grammar — the highest-return area				
Parts of speech: noun, pronoun, verb, adjective, adverb	☐	☐	☐	☐
Subject–verb agreement	☐	☐	☐	☐
Tenses and sequence of tenses	☐	☐	☐	☐
Articles (a, an, the) and their omission	☐	☐	☐	☐

Topic	Not Started	Learning	Practised	Revised
Prepositions and prepositional phrases	☐	☐	☐	☐
Conjunctions and connectors	☐	☐	☐	☐
Active and passive voice	☐	☐	☐	☐
Direct and indirect speech	☐	☐	☐	☐
Narration, conditionals and modals	☐	☐	☐	☐
Question types you will actually see				
Spotting errors in a sentence	☐	☐	☐	☐
Sentence improvement	☐	☐	☐	☐
Fill in the blanks (single and double)	☐	☐	☐	☐
Cloze test (a passage with blanks)	☐	☐	☐	☐
Reading comprehension	☐	☐	☐	☐
Para jumbles (rearranging sentences)	☐	☐	☐	☐
Vocabulary				
Synonyms and antonyms	☐	☐	☐	☐
One-word substitution	☐	☐	☐	☐
Idioms and phrases	☐	☐	☐	☐
Spelling correction	☐	☐	☐	☐
Commonly confused word pairs	☐	☐	☐	☐

4.4 General Awareness

The widest syllabus and the shortest answer time. Section 10 gives you a routine for it. Do not try to finish it in thirty days.

Topic	Not Started	Learning	Practised	Revised
History				
Ancient India: Indus Valley, Vedic period, Mauryas, Guptas	☐	☐	☐	☐
Medieval India: Delhi Sultanate, Mughals, Bhakti and Sufi movements	☐	☐	☐	☐
Modern India: British rule, revolts, reform movements	☐	☐	☐	☐
Freedom struggle: Congress sessions, Gandhian movements, 1947	☐	☐	☐	☐
Geography				
Physical geography of India: rivers, mountains, plateaus, soils	☐	☐	☐	☐

Topic	Not Started	Learning	Practised	Revised
Climate, monsoon, and agriculture	☐	☐	☐	☐
Minerals, industries and transport	☐	☐	☐	☐
World geography basics: continents, oceans, latitudes and longitudes	☐	☐	☐	☐
Polity				
Making of the Constitution; Preamble; sources	☐	☐	☐	☐
Fundamental Rights, Duties and Directive Principles	☐	☐	☐	☐
Parliament, President, Prime Minister and Council of Ministers	☐	☐	☐	☐
Judiciary, Election Commission and constitutional bodies	☐	☐	☐	☐
Panchayati Raj and local government	☐	☐	☐	☐
Science				
Physics: motion, force, work, light, sound, electricity	☐	☐	☐	☐
Chemistry: matter, atoms, acids and bases, common compounds	☐	☐	☐	☐
Biology: cell, human body systems, nutrition, diseases	☐	☐	☐	☐
Everyday science and basic scientific instruments	☐	☐	☐	☐
Economics				
Basic concepts: GDP, inflation, budget, taxation	☐	☐	☐	☐
Banking, RBI and monetary policy basics	☐	☐	☐	☐
Five-year plans, NITI Aayog, key government schemes	☐	☐	☐	☐
Current affairs and static general knowledge				
National and international news of the last 8–12 months	☐	☐	☐	☐
Sports, awards, books and authors, important days	☐	☐	☐	☐
Art and culture: dances, festivals, monuments	☐	☐	☐	☐
Static GK: capitals, currencies, national parks, first and largest	☐	☐	☐	☐

4.5 Exam-specific additions

Only the rows for the examination you actually chose in Section 2.

Topic	Not Started	Learning	Practised	Revised
CGL Tier-II — in addition to everything above				

Topic	Not Started	Learning	Practised	Revised
Computer Knowledge: computer basics and hardware	☐	☐	☐	☐
Computer Knowledge: Windows operating system	☐	☐	☐	☐
Computer Knowledge: MS Word, Excel and PowerPoint basics	☐	☐	☐	☐
Computer Knowledge: internet, email and web browsing	☐	☐	☐	☐
Computer Knowledge: cyber security and networking basics	☐	☐	☐	☐
Data Entry Speed Test practice (qualifying, about 2,000 key depressions)	☐	☐	☐	☐
Paper-II Statistics — only if applying for JSO / Statistical Investigator	☐	☐	☐	☐
Paper-III Finance and Economics — only if applying for AAO / AAccO	☐	☐	☐	☐
CHSL Tier-II — in addition to everything above				
Computer Knowledge Module (15 questions, 45 marks)	☐	☐	☐	☐
Typing practice in English at 35 w.p.m. or Hindi at 30 w.p.m. (LDC / JSA)	☐	☐	☐	☐
Data entry practice at 8,000 or 15,000 key depressions per hour (DEO)	☐	☐	☐	☐

SECTION 5

Beginner Diagnostic Test

Twenty questions. Thirty minutes. One honest picture of where you stand.

This is a learning diagnostic — not an official mock test

These twenty questions were written for this kit. They are not past SSC papers, they are not an official mock test, and your score here **does not predict whether you will be selected**.

What the test does do is show you, in half an hour, which of the four subjects is weakest and — more usefully — what *kind* of mistake you keep making. That is the information the 30-day plan in Section 6 needs from you.

Instructions

Time limit	30 minutes for all 20 questions. Set a timer. If you run out of time, stop and mark the questions you did not reach — that is data too.
Marking	1 mark for each correct answer. No negative marking in this diagnostic , so attempt every question — but put a small dot next to any answer you guessed.
Materials	Pen and rough paper. No calculator, no phone, no notes . A calculator here would give you a comfortable score and useless information.
Answers	Do not look at the answers until you have finished all 20. They start after the last question.

How the twenty questions are split

5	5	5	5
Quantitative Aptitude	Reasoning	English	General Awareness

Five questions per subject is not enough to grade you — but it is enough to show a pattern. If you get 1 out of 5 in a subject, that subject is where your first month goes.

Before you start, write this down

Today's date: _____

Time I started: _____ Time I finished: _____

Quantitative Aptitude – questions 1 to 5

Q1. What is the value of 35% of 240 + 15% of 160?

- | | |
|---------|---------|
| (A) 96 | (B) 102 |
| (C) 108 | (D) 112 |

Q2. A shopkeeper marks an article 40% above its cost price and then allows a discount of 25% on the marked price. What is his profit percentage?

- | | |
|---------|---------|
| (A) 5% | (B) 10% |
| (C) 12% | (D) 15% |

Q3. If 12 workers can complete a piece of work in 15 days, how many days will 20 workers take to complete the same work, working at the same rate?

- | | |
|-------------|-------------|
| (A) 9 days | (B) 10 days |
| (C) 12 days | (D) 18 days |

Q4. A train 180 metres long crosses a pole in 9 seconds. What is the speed of the train in km/h?

- | | |
|-------------|-------------|
| (A) 60 km/h | (B) 64 km/h |
| (C) 72 km/h | (D) 80 km/h |

Q5. The average of 5 numbers is 28. If one of the numbers, 36, is removed, what is the average of the remaining numbers?

- | | |
|--------|--------|
| (A) 24 | (B) 25 |
| (C) 26 | (D) 27 |

General Intelligence and Reasoning – questions 6 to 10

Q6. Find the missing term in the series: 7, 14, 28, 56, ?

- | | |
|---------|---------|
| (A) 84 | (B) 96 |
| (C) 112 | (D) 120 |

Q7. Pen is to Write as Knife is to ...?

- | | |
|-------------|-----------|
| (A) Sharp | (B) Cut |
| (C) Kitchen | (D) Blade |

Q8. Select the one that does not belong with the others:

- | | |
|------------|------------|
| (A) Copper | (B) Iron |
| (C) Zinc | (D) Bronze |

Q9. In a certain code language, CAT is written as DBU. How will DOG be written in the same code?

- | | |
|---------|---------|
| (A) EPH | (B) EPG |
| (C) DPH | (D) FPI |

Q10. Ravi walks 5 km towards the north, then turns right and walks 3 km, then turns right again and walks 5 km. How far is he from his starting point, and in which direction?

- (A) 3 km, east
- (B) 3 km, west
- (C) 5 km, east
- (D) 8 km, north

English Language – questions 11 to 15

Q11. Identify the part of the sentence that contains an error:

One of my friends (A) / are going (B) / to Delhi tomorrow (C) / No error (D)

- (A) Part A
- (B) Part B
- (C) Part C
- (D) No error

Q12. Select the word that is most nearly the SAME in meaning as ABUNDANT.

- (A) Scarce
- (B) Plentiful
- (C) Tiny
- (D) Rare

Q13. Fill in the blank with the correct word:

She has been living in Kochi _____ 2019.

- (A) for
- (B) since
- (C) from
- (D) by

Q14. Select the word that is most nearly the OPPOSITE in meaning to GENEROUS.

- (A) Kind
- (B) Liberal
- (C) Selfish
- (D) Helpful

Q15. What does the idiom *to let the cat out of the bag* mean?

- (A) To create confusion
- (B) To reveal a secret
- (C) To escape from danger
- (D) To waste time

General Awareness – questions 16 to 20

Q16. Which of the following is the longest river flowing within India?

- (A) Godavari
- (B) Ganga
- (C) Brahmaputra
- (D) Narmada

Q17. Which Article of the Constitution of India deals with the Right to Constitutional Remedies?

- (A) Article 19
- (B) Article 21
- (C) Article 32
- (D) Article 44

Q18. What is the chemical symbol for sodium?

- (A) So
- (B) Sd
- (C) Na
- (D) Nm

Q19. The Quit India Movement was launched in which year?

- (A) 1930 (B) 1942
(C) 1945 (D) 1947

Q20. In which year was the Reserve Bank of India established?

- (A) 1921 (B) 1935
(C) 1949 (D) 1955

Stop here

Finished all twenty? Write down your finishing time, then turn the page. Check **every** answer, including the ones you got right — a right answer for the wrong reason will not survive the real exam.

5.1 Answer key

1	2	3	4	5	6	7	8	9	10
C	A	A	C	C	C	B	D	A	A
11	12	13	14	15	16	17	18	19	20
B	B	B	C	B	B	C	C	B	B

Your score out of 20: _____ Quant ___/5 Reasoning ___/5 English ___/5 GA ___/5

5.2 Explanations

Read all twenty, not just the ones you got wrong.

Quantitative Aptitude

Q1 — (C) 35% of $240 = 0.35 \times 240 = 84$. 15% of $160 = 0.15 \times 160 = 24$. So $84 + 24 = \mathbf{108}$.

Tip: $35\% = 7/20$, so $240 \div 20 = 12$, and $12 \times 7 = 84$ — faster than multiplying decimals.

Q2 — (A) Take cost price = ₹100. Marked price = $100 + 40\% = ₹140$. Selling price = $140 - 25\%$ of $140 = 140 - 35 = ₹105$. Profit = $105 - 100 = ₹5$ on ₹100, so profit = **5%**. Never add or subtract the two percentages directly — they act on different bases.

Q3 — (A) Total work = workers $\times$ days = $12 \times 15 = 180$ worker-days. With 20 workers: $180 \div 20 = \mathbf{9 \text{ days}}$. More workers, fewer days — an inverse proportion.

Q4 — (C) Crossing a pole means the train covers its own length. Speed = $180 \div 9 = 20$ m/s. To convert m/s to km/h multiply by $18/5$: $20 \times 18/5 = \mathbf{72 \text{ km/h}}$.

Q5 — (C) Sum of 5 numbers = $5 \times 28 = 140$. After removing 36, sum = 104 over 4 numbers. Average = $104 \div 4 = \mathbf{26}$.

General Intelligence and Reasoning

Q6 — (C) Each term is double the one before: $7 \times 2 = 14$, $14 \times 2 = 28$, $28 \times 2 = 56$, $56 \times 2 = 112$. Always test $\times 2$, $+ \text{constant}$ and square/cube patterns first.

Q7 — (B) The relationship is *tool* $\rightarrow$ *the action it performs*. A pen is used to write; a knife is used to **cut**. “Sharp” and “blade” describe the knife, and “kitchen” is where it is kept — neither matches the relationship.

Q8 — (D) Copper, iron and zinc are pure metals (chemical elements). **Bronze** is an alloy, mainly of copper and tin — so it is the odd one out.

Q9 — (A) Each letter moves one step forward in the alphabet: $C \rightarrow D$, $A \rightarrow B$, $T \rightarrow U$. Applying the same rule to DOG: $D \rightarrow E$, $O \rightarrow P$, $G \rightarrow H$, giving **EPH**.

Q10 — (A) Start at the origin. Walking 5 km north takes him to (0, 5). Facing north, a right turn means east, so 3 km east takes him to (3, 5). Facing east, the next right turn means south, so 5 km south takes him to (3, 0). He is **3 km east** of his starting point. Always draw the path — never do direction questions in your head.

English Language

Q11 — (B) The subject is *One*, which is singular — not *friends*. “One of ...” always takes a singular verb, so it should be **is going**. The plural noun inside the phrase “of my friends” is there to distract you — find the real subject before you pick the verb.

Q12 — (B) Abundant means existing in large quantity, so **plentiful** is the synonym. Scarce and rare are its opposites; tiny describes size, not quantity.

Q13 — (B) With the present perfect continuous, **since** is used before a point in time (since 2019, since Monday) and *for* before a length of time (for six years). “From” needs a matching “to”, and “by” marks a deadline.

Q14 — (C) Generous means willing to give. Its opposite is **selfish**. Kind, liberal and helpful are all close in meaning to generous, which is the usual trap in antonym questions — read the question word carefully.

Q15 — (B) The idiom means **to reveal a secret**, usually by accident. Idioms cannot be worked out from the individual words — they have to be learned, which is why Section 9 gives you a method for collecting them.

General Awareness

Q16 — (B) The **Ganga** is the longest river within India, at roughly 2,525 km. The Godavari is the longest river of peninsular India. The Brahmaputra is longer overall but most of its course lies outside India.

Q17 — (C) **Article 32** gives every citizen the right to move the Supreme Court to enforce Fundamental Rights. Dr B. R. Ambedkar called it “the heart and soul of the Constitution”. Article 19 covers freedoms, Article 21 life and personal liberty, and Article 44 the Uniform Civil Code, which is a Directive Principle.

Q18 — (C) The symbol for sodium is **Na**, from its Latin name *natrium*. Several elements take their symbols from Latin — potassium is K (*kalium*), iron is Fe (*ferrum*), and gold is Au (*aurum*).

Q19 — (B) The Quit India Movement was launched in **1942**, following the Bombay session of the Indian National Congress. 1930 was the Civil Disobedience Movement and the Dandi March.

Q20 — (B) The Reserve Bank of India commenced operations in **1935**, under the Reserve Bank of India Act, 1934. It was nationalised in 1949, which is the usual distractor in this question.

5.3 Subject-wise review sheet

Fill this in immediately, while the test is fresh. Count how many of your wrong answers fall into each row — the row with the highest count is your real problem, whatever the subject scores say.

Type of mistake	What it felt like	How many	What to do about it
Conceptual gap	I did not know the rule, formula or fact at all		Section 7–10 of this kit, then 25 practice questions on that topic
Calculation error	I knew the method but the arithmetic went wrong		Daily 10-minute mental maths drill; learn tables to 20, squares to 30
Language difficulty	I did not fully understand what the question was asking		Read one English news article daily; re-read each question stem twice
Time management	I knew it but ran out of time, or spent too long on one question		Practise with a timer from Day 1; abandon any question after 90 seconds
Careless slip	I read the question wrong, or marked the wrong option		Underline the actual question word (NOT, EXCEPT, opposite) before solving
Pure guess	I had no idea and picked one		Treat as a conceptual gap. In the real exam, negative marking makes blind guessing expensive

Practical next steps, by what your sheet shows

If your biggest count is...	Then your first month should look like this
Conceptual gaps	Follow the 30-day plan exactly as written. Do not skip the “learn” block to get to practice faster — you have nothing to practise yet.
Calculation errors	Add a fixed 10-minute mental-maths block at the start of every study day: tables to 20, squares to 30, cubes to 15, and the fraction–percentage pairs on page 1 of Section 7.
Language difficulty	Move English to the front of your day rather than the end. Read one newspaper editorial daily and write down five unfamiliar words — this fixes reading comprehension and vocabulary at the same time.
Time management	Keep the syllabus plan as it is, but do every practice set against a timer from Day 1. Give yourself 60 seconds per Tier-I question and stop when the timer stops.
Careless slips	The mistake log in Section 13 is the fix. Writing down “I misread NOT” five times is what makes the sixth time not happen.
An even spread	Perfectly normal for a first attempt. Start the plan at Day 1 and re-test yourself at Day 30 — the pattern will have sharpened by then.

What this test does not tell you

It does not tell you your chances of selection, a “predicted rank”, or whether you are “ready”. Nobody can tell you that from twenty questions, and you should be suspicious of any resource that claims to.

It tells you where to spend the next thirty days. That is worth more than a prediction.

SECTION 6

Your First 30 Days

A day-by-day plan you can actually finish, in a two-hour and a four-hour version.

What thirty days can and cannot do

Thirty days will **not** cover the SSC syllabus. Anyone who tells you otherwise is selling something. The full syllabus takes most beginners six to twelve months of steady work.

What thirty days *will* do: build a daily study habit, cover the foundation topics that the rest of the syllabus sits on, teach you how to practise properly, and give you a measured starting point to improve from.

The shape of the month

WEEK 1	WEEK 2	WEEK 3	WEEK 4
Days 1–7 Percentages, series, basic grammar, polity. Build the habit.	Days 8–14 Ratio, coding, tenses, modern history. Add speed.	Days 15–21 Profit and loss, arrangement, prepositions, geography.	Days 22–30 Interest, non-verbal, comprehension, economy, then test.

Five rules that make the plan work

- **Every day has three blocks:** learn something new, practise it, and revise something old. The revision column is not optional — it is the column that makes the other two stick.
- **Day 7, 14, 21 and 28 are review days.** No new topic. You re-solve what you got wrong and take a short timed test.
- **Day 29 is a catch-up day.** It exists because you *will* miss days. Missing a day is normal; abandoning the plan because you missed a day is the actual failure.
- **Keep a mistake log from Day 1.** The template is in Section 13. Every wrong answer gets one line.
- **General Awareness runs in the background.** Fifteen to thirty minutes of reading every day, whatever else the plan says.

Two daily routines — pick one and stay with it

The two-hour routine — for a job, a college schedule, or family duties

10m	45m	45m	15m	5m
-----	-----	-----	-----	----

- Yesterday's mistakes — 10 min
- Learn the new topic — 45 min
- Practise that topic — 45 min
- General Awareness reading — 15 min
- Log today's mistakes — 5 min

The four-hour routine — for full-time aspirants

15m	60m	60m	45m	30m	20m	
-----	-----	-----	-----	-----	-----	--

- Yesterday's mistakes — 15 min
- Learn the new topic — 60 min
- Practise that topic — 60 min
- Second-subject practice — 45 min
- General Awareness + notes — 30 min
- English drill — 20 min
- Log and plan tomorrow — 10 min

Adapting the shared plan to your exam

The plan below is the shared foundation. It is the same for CGL and CHSL, because the four subjects are the same. Here is how each aspirant should bend it:

If you are targeting CGL: use the four-hour routine where you can, and from Day 15 add 20 minutes of algebra or geometry to your Maths block — these are heavily asked in CGL Tier-II and are not in this month's core list. Keep 10 minutes daily for data interpretation from Day 22.

If you are targeting CHSL: keep the Maths block exactly as written — CHSL rewards arithmetic accuracy, not advanced topics — and instead add **15 minutes of typing practice every single day from Day 1**. Typing speed is the one thing in CHSL that cannot be crammed, and at 35 w.p.m. it decides whether your written marks count at all.

6.1 The 30-day plan, day by day

Tick the box when the day is genuinely finished — all three blocks, not just the first one.

Done	Day	Learn	Practise	Revise
☐	1	Maths — fractions, decimals and percentage conversion (Section 7)	20 conversion sums	Nothing yet — build the habit
☐	2	Reasoning — number and letter series (Section 8)	20 series questions	10 conversion sums from Day 1
☐	3	English — parts of speech and subject-verb agreement (Section 9)	20 error-spotting questions	10 series questions from Day 2
☐	4	GA — Polity: Preamble, Fundamental Rights (Section 10)	20 polity MCQs + start your GA notebook	10 error-spotting questions from Day 3
☐	5	Maths — percentage: increase, decrease, successive change	25 percentage questions	15 minutes on your Day 4 polity notes
☐	6	Reasoning — analogy and classification	25 analogy and odd-one-out questions	10 percentage questions

Done	Day	Learn	Practise	Revise
☐	7	Weekly review — no new topic	Mini test: 20 mixed questions in 20 minutes	Re-solve every question you got wrong this week; fill the mistake log
☐	8	Maths — ratio, proportion and partnership	25 ratio questions	Your Week 1 mistake-log entries
☐	9	Reasoning — coding–decoding	25 coding questions	10 ratio questions
☐	10	English — tenses and articles	25 tense and article questions	10 coding questions
☐	11	GA — Modern History: British rule and the freedom struggle	25 history MCQs + notes	10 tense questions
☐	12	Maths — average and weighted average	25 average questions	15 minutes on your Day 11 history notes
☐	13	Reasoning — blood relations and directions	25 questions, drawing every diagram	10 average questions
☐	14	Weekly review — no new topic	Mini test: 25 mixed questions in 25 minutes	Re-solve Week 2 mistakes; update the mistake log
☐	15	Maths — profit, loss and discount	25 profit and loss questions	Your Week 2 mistake-log entries
☐	16	Reasoning — ranking, order and seating arrangement	25 arrangement questions	10 profit and loss questions
☐	17	English — prepositions and fill in the blanks	25 preposition and blank questions	10 arrangement questions
☐	18	GA — Geography of India and basic Physics	25 MCQs + notes	10 preposition questions
☐	19	Maths — time and work; pipes and cisterns	25 time and work questions	15 minutes on your Day 18 notes
☐	20	Reasoning — syllogism and Venn diagrams	25 syllogism questions	10 time and work questions
☐	21	Weekly review — no new topic	Mini test: 30 mixed questions in 30 minutes	Re-solve Week 3 mistakes; update the mistake log
☐	22	Maths — simple and compound interest	25 interest questions	Your Week 3 mistake-log entries
☐	23	Reasoning — non-verbal: mirror images, paper folding, counting figures	25 non-verbal questions	10 interest questions
☐	24	English — reading comprehension and cloze test	2 comprehension passages + 1 cloze test	10 non-verbal questions
☐	25	GA — Economics basics and the last three months of current affairs	25 MCQs + notes	Your comprehension approach from Day 24

Done	Day	Learn	Practise	Revise
☐	26	Maths — time, speed and distance; trains, boats and streams	25 speed and distance questions	15 minutes on your Day 25 notes
☐	27	English — vocabulary: synonyms, antonyms, one-word substitution, idioms	30 vocabulary questions	10 speed and distance questions
☐	28	Weekly review — no new topic	Sectional test: 50 questions in 50 minutes	Re-solve Week 4 mistakes; update the mistake log
☐	29	Catch-up day — no new topic	Finish every task you skipped this month	Re-solve every entry in your mistake log, start to finish
☐	30	Assessment and planning	Full practice paper: 100 questions in 60 minutes, Tier-I format	Complete the test analysis sheet in Section 13; write your Month 2 plan

■ Amber rows are weekly review days. ■ Green rows are the catch-up and assessment days.

What a “weekly review” actually involves

- 1. Re-solve your mistakes.** Open the mistake log and solve every question in it again, on paper, without looking at the solution. Anything you get wrong a second time goes to the top of next week’s revision.
- 2. Take the timed mini test.** Use questions from the topics covered that week. Mixed, timed, no notes.
- 3. Fill the test analysis sheet** in Section 13. Count your mistakes by *type*, not just by subject.
- 4. Update the syllabus checklist** in Section 4. Move topics from “Learning” to “Practised” honestly.

SECTION 7

Maths Quick Start

The numbers to memorise, the formulas that matter, and when each one applies.

Quantitative Aptitude is the section beginners fear and the section that improves fastest, because the topics are finite and the same twelve or so ideas come back in different clothes. This section covers the foundation topics your first thirty days need. It is not the whole syllabus — Section 4 is.

7.1 Fraction and percentage conversions to memorise

Knowing these on sight turns a 40-second percentage question into a 10-second one. Learn one row a day for three weeks.

$\frac{1}{2}$ = 50%	$\frac{1}{3}$ = 33 $\frac{1}{3}$%	$\frac{2}{3}$ = 66 $\frac{2}{3}$%	$\frac{1}{4}$ = 25%	$\frac{3}{4}$ = 75%	$\frac{1}{5}$ = 20%
$\frac{2}{5}$ = 40%	$\frac{3}{5}$ = 60%	$\frac{4}{5}$ = 80%	$\frac{1}{6}$ = 16 $\frac{2}{3}$%	$\frac{5}{6}$ = 83 $\frac{1}{3}$%	$\frac{1}{7}$ = 14 $\frac{2}{7}$%
$\frac{1}{8}$ = 12.5%	$\frac{3}{8}$ = 37.5%	$\frac{5}{8}$ = 62.5%	$\frac{1}{9}$ = 11 $\frac{1}{9}$%	$\frac{1}{10}$ = 10%	$\frac{1}{11}$ = 9 $\frac{1}{11}$%
$\frac{1}{12}$ = 8 $\frac{1}{3}$%	$\frac{1}{15}$ = 6 $\frac{2}{3}$%	$\frac{1}{16}$ = 6.25%	$\frac{1}{20}$ = 5%	$\frac{1}{25}$ = 4%	$\frac{1}{40}$ = 2.5%

Several of these are recurring decimals, and are written above as mixed numbers: $\frac{1}{7}$ = 14.2857...%, shown as 14 $\frac{2}{7}$ %; $\frac{1}{3}$ = 33.333...%, shown as 33 $\frac{1}{3}$ %. In the exam you will almost always use the fraction rather than the decimal.

7.2 Squares and cubes worth knowing by heart

Squares of 1 to 30

1	2	3	4	5	6	7	8	9	10
1	4	9	16	25	36	49	64	81	100
11	12	13	14	15	16	17	18	19	20
121	144	169	196	225	256	289	324	361	400
21	22	23	24	25	26	27	28	29	30
441	484	529	576	625	676	729	784	841	900

Cubes of 1 to 15

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	8	27	64	125	216	343	512	729	1000	1331	1728	2197	2744	3375

Why memorise these at all?

Because in a 60-minute paper with a 15-minute sectional timer, you have roughly **36 seconds per question**. Recognising that 441 is 21^2 , or that 0.375 is $\frac{3}{8}$, removes ten seconds from a question you were going to get right anyway — and those seconds are what you spend on the question you were going to get wrong.

7.3 The formulas, and when each one applies

A formula you cannot place is worse than no formula. Read the “use it when” column first.

Topic	Formula	Symbols	Use it when...
Percentage	Percentage = $(\text{Part} \div \text{Whole}) \times 100$ New value = $\text{Old} \times (1 \pm r/100)$	r = percentage change	Any “what percent” or “increased/decreased by” question
Successive change	$\text{Net\%} = a + b + (ab \div 100)$	a, b = the two changes, with sign	Two percentage changes one after the other — discount on discount, population over two years
Profit and loss	Profit% = $(\text{SP} - \text{CP}) \div \text{CP} \times 100$ $\text{SP} = \text{MP} \times (1 - d/100)$	CP = cost price, SP = selling price, MP = marked price, d = discount%	Shopkeeper questions. Profit is always calculated on cost price unless stated otherwise
Ratio	If $a : b = 2 : 3$ then $a = 2k$ and $b = 3k$	k = the common multiplier	Sharing, mixing and “in the ratio” questions. Introducing k turns a ratio into an equation
Average	Average = $\text{Sum of terms} \div \text{Number of terms}$	—	Any “mean” question. In exams you almost always work with the sum , not the average
Simple interest	$\text{SI} = (\text{P} \times \text{R} \times \text{T}) \div 100$	P = principal, R = rate per annum, T = time in years	Interest that does not get added back to the principal
Compound interest	$A = \text{P}(1 + \text{R}/100)^T$ $\text{CI} = A - \text{P}$	A = amount, P = principal, R = rate, T = number of compoundings	Interest added to the principal each period. If compounded half-yearly, halve R and double T
Time and work	Work rate = $1 \div \text{Days}$ Combined days = $(a \times b) \div (a + b)$	a, b = days each person alone takes	Two or more people working together. The pipes-and-cisterns version is identical, with outlet pipes as negative work

Topic	Formula	Symbols	Use it when...
Speed, distance, time	Speed = Distance $\div$ Time km/h $\rightarrow$ m/s: multiply by 5/18 m/s $\rightarrow$ km/h: multiply by 18/5	—	Trains, boats, journeys. Convert units before you start, not after
Trains	Crossing a pole: distance = length of train Crossing a platform: distance = train + platform	—	The whole difficulty of train questions is deciding what distance is actually covered

7.4 Six worked examples

Work through each one with a pen. Reading a solution feels like learning; it is not.

Worked example — percentage

The price of rice rises by 20%. By what percentage must a family reduce its consumption so that its rice bill stays the same?

Step 1. Assume convenient numbers. Let the old price be ₹100 per kg and the old consumption 1 kg, so the bill is ₹100.

Step 2. New price = ₹120 per kg. The bill must stay ₹100.

Step 3. New consumption = $100 \div 120 = 5/6$ kg.

Step 4. Reduction = $1 - 5/6 = 1/6$ of the original consumption. From the table in 7.1, $1/6 = 16\frac{2}{3}\%$.

Answer: 16 2/3% (or 16.67%)

Worked example — ratio

Two numbers are in the ratio 5 : 7. If 6 is subtracted from each, the new ratio becomes 2 : 3. Find the larger number.

Step 1. Write the numbers as $5k$ and $7k$. The common multiplier k turns a ratio into an equation.

Step 2. After subtracting 6: $(5k - 6) : (7k - 6) = 2 : 3$.

Step 3. Cross-multiply: $3(5k - 6) = 2(7k - 6)$, so $15k - 18 = 14k - 12$.

Step 4. Therefore $k = 6$, so the numbers are 30 and 42. Always check: $(30 - 6) : (42 - 6) = 24 : 36 = 2 : 3$. Correct.

Answer: 42

Worked example — average

The average age of 30 students is 12 years. When the teacher's age is included, the average rises to 13 years. Find the teacher's age.

Step 1. Work with sums, never with averages. Sum of students' ages = $30 \times 12 = 360$ years.

Step 2. With the teacher there are 31 people, and the new sum = $31 \times 13 = 403$ years.

Step 3. Teacher's age = $403 - 360 = 43$ years.

Answer: 43 years

Worked example — profit and loss

A trader sells two articles for ₹990 each. On one he gains 10% and on the other he loses 10%. What is his overall profit or loss?

Step 1. Find each cost price separately. For the article sold at a 10% gain: $CP \times 1.10 = 990$, so $CP = 990 \div 1.10 = ₹900$.

Step 2. For the article sold at a 10% loss: $CP \times 0.90 = 990$, so $CP = 990 \div 0.90 = ₹1100$.

Step 3. Total CP = $900 + 1100 = ₹2000$. Total SP = $990 \times 2 = ₹1980$.

Step 4. Loss = $2000 - 1980 = ₹20$, which on ₹2000 is 1%.

Answer: A loss of 1% (₹20). Equal percentage gain and loss on the same selling price always produces a net loss.

Worked example — time and work

A can finish a job in 12 days and B can finish the same job in 18 days. If they work together, how long will they take?

Step 1. Convert days into one-day work. A does $1/12$ of the job per day; B does $1/18$ per day.

Step 2. Together per day: $1/12 + 1/18$. The LCM of 12 and 18 is 36, so this is $3/36 + 2/36 = 5/36$ of the job per day.

Step 3. Days needed = $1 \div (5/36) = 36/5 = 7.2$ days.

Step 4. 0.2 of a day = 0.2×24 hours, but in SSC answers this is normally left as $7 \frac{1}{5}$ days or 7.2 days.

Answer: 7.2 days (that is $7 \frac{1}{5}$ days)

Worked example — speed, distance and time

A train 250 metres long, running at 72 km/h, crosses a platform 350 metres long. How long does it take?

Step 1. Decide the distance first. To cross a platform, the train covers its own length plus the platform: $250 + 350 = 600$ metres.

Step 2. Convert the speed to m/s: $72 \times \frac{5}{18} = 20$ m/s.

Step 3. Time = Distance $\div$ Speed = $600 \div 20 = 30$ seconds.

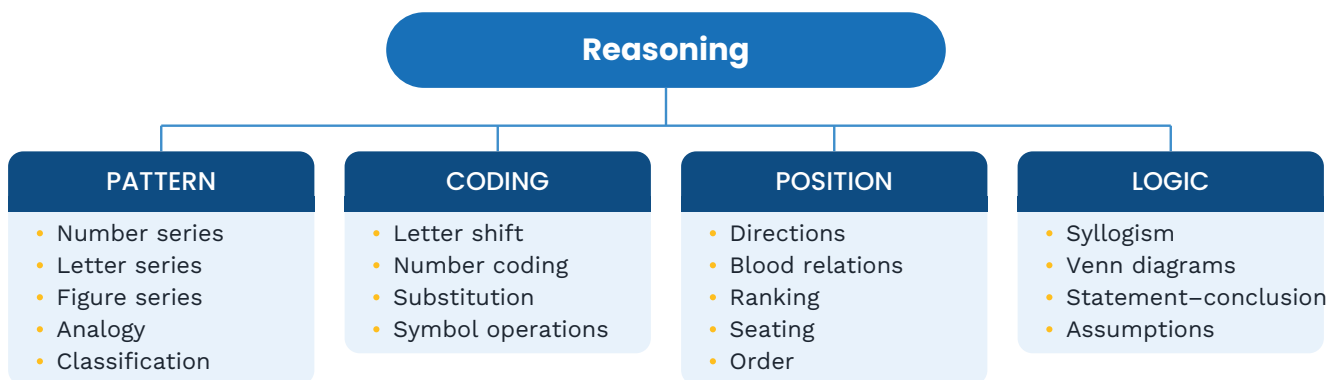
Answer: 30 seconds

SECTION 8

Reasoning Quick Start

Six question types that cover most of what a beginner will meet, each solved step by step.

Reasoning is usually the quickest section to improve in, for a simple reason: there is nothing to memorise. Every question is solvable from the information in front of you. What you are building is **recognition** — seeing within five seconds which type a question belongs to.



8.1 Series

Test the patterns in this order: constant difference $\rightarrow$ constant ratio $\rightarrow$ alternating operations $\rightarrow$ squares and cubes $\rightarrow$ prime numbers $\rightarrow$ differences of the differences.

Worked example — number series

Find the next term: 5, 11, 23, 47, ?

Step 1. Check differences: 6, 12, 24. They are doubling, so this is not a simple arithmetic series.

Step 2. Try the rule “ $\times 2$ then $+1$ ”: $5 \times 2 + 1 = 11$. $11 \times 2 + 1 = 23$. $23 \times 2 + 1 = 47$. The rule holds throughout.

Step 3. Apply it once more: $47 \times 2 + 1 = 95$.

Answer: 95

Worked example — letter series

Find the missing term: B, D, G, K, ?

Step 1. Write the position of each letter: B = 2, D = 4, G = 7, K = 11.

Step 2. Differences: 2, 3, 4. The gap grows by one each time, so the next gap is 5.

Step 3. $11 + 5 = 16$, and the 16th letter of the alphabet is P.

Answer: P

8.2 Analogy and classification

For analogy, say the relationship out loud as a full sentence before you look at the options — “A is the B of...”. For classification, find the property three items share and one does not.

Worked example — analogy

Carpenter : Wood :: Potter : ?

Step 1. State the relationship as a sentence: “A carpenter works with wood as his raw material.”

Step 2. Apply the same sentence to a potter: “A potter works with ____ as his raw material.”

Step 3. The raw material of a potter is clay. Note that “pot” would be the *product*, not the raw material — keeping the relationship in words is what stops this error.

Answer: Clay

Worked example — classification

Select the odd one out: *Triangle, Square, Circle, Rectangle*

Step 1. Look for a shared property. Triangle, square and rectangle are all made of straight line segments.

Step 2. A circle has no straight sides and no vertices.

Step 3. Cross-check the alternative grouping — “number of sides” would make the triangle odd (3 sides, versus 4) — but the circle differs on a more fundamental property, so it is the intended answer.

Answer: Circle

8.3 Coding–decoding

Write the alphabet with positions (A = 1 ... Z = 26) at the top of your rough sheet before the exam starts. It pays for itself in the first coding question.

Worked example — coding–decoding

If *PAPER* is coded as *SDSHU*, how is *BOOK* coded in the same language?

Step 1. Compare positions letter by letter: P (16) → S (19), A (1) → D (4), P → S, E (5) → H (8), R (18) → U (21).

Step 2. Every letter has moved forward by 3.

Step 3. Apply +3 to *BOOK*: B (2) → E (5), O (15) → R (18), O → R, K (11) → N (14).

Answer: ERRN

8.4 Directions

Never solve a direction question in your head. Draw it. Mark north at the top of your rough sheet and keep the diagram to scale, roughly.

Worked example — direction and distance

Meera starts from her house and walks 8 km east. She then turns left and walks 6 km, then turns left again and walks 8 km. How far is she from her house, and in which direction?

Step 1. Start at the origin (0, 0). Walking 8 km east puts her at (8, 0).

Step 2. She is facing east; a **left** turn faces her north. Walking 6 km north puts her at (8, 6).

Step 3. Facing north, the next left turn faces her west. Walking 8 km west puts her at (0, 6).

Step 4. She is directly above her starting point: 6 km away, to the north.

Answer: 6 km, north of her house

8.5 Blood relations

Solve these from the inside outwards — start with the innermost phrase of the sentence and replace it with a single person before moving out.

Worked example — blood relations

Pointing to a woman in a photograph, Arun said, “She is the daughter of the only son of my grandfather.” How is the woman related to Arun?

Step 1. Start from the innermost phrase: “the only son of my grandfather”. Arun’s grandfather’s only son must be Arun’s own father.

Step 2. Now the sentence reads: “She is the daughter of my father.”

Step 3. The daughter of Arun’s father is Arun’s sister.

Answer: She is his sister

The one habit that raises reasoning scores fastest

Solve on paper, not in your head — a two-line diagram, a position list, a family tree. Beginners lose more reasoning marks to **holding too much in memory** than to not knowing the method.

In the exam you get a rough sheet for exactly this purpose. Use all of it.

SECTION 9

English Quick Start

The grammar that is actually tested, the errors that actually repeat, and a way to build vocabulary that works.

English frightens candidates from regional-medium schooling more than any other section — and it is the section where a fixed, learnable set of rules produces the quickest gains. SSC does not test literary English. It tests a narrow band of grammar rules, a vocabulary list, and your ability to read a paragraph carefully.

9.1 Ten rules worth learning first

Rule	Wrong	Right
1. One of + plural noun takes a singular verb	One of my friends <i>are</i> coming.	One of my friends <i>is</i> coming.
2. Each, every, either, neither take a singular verb	Each of the boys <i>were</i> present.	Each of the boys <i>was</i> present.
3. Since is used with a point of time; for with a length of time	I have lived here <i>since</i> five years.	I have lived here <i>for</i> five years.
4. Comparative degree with 'senior, junior, superior, inferior, prefer' takes to, not than	He is senior <i>than</i> me.	He is senior <i>to</i> me.
5. A / an is chosen by sound, not spelling	<i>An</i> university; <i>a</i> hour.	A university; <i>an</i> hour.
6. Uncountable nouns take no plural and no 'a'	He gave me many <i>informations</i> .	He gave me much <i>information</i> .
7. Two past actions: the earlier one takes the past perfect	The train <i>left</i> before I reached.	The train <i>had left</i> before I reached.
8. After 'did', 'does' and modals, use the base form of the verb	He did not <i>went</i> there.	He did not <i>go</i> there.
9. Two subjects joined by 'with, along with, as well as' do not change the verb	Ravi, along with his brothers, <i>are</i> going.	Ravi, along with his brothers, <i>is</i> going.
10. 'The' is used before rivers, seas, mountain ranges and unique things	Ganga is the longest river in India.	<i>The</i> Ganga is the longest river in India.

A warning about grammar “rules”

English grammar has exceptions, and a rule stated too absolutely will trip you up. Rule 5 above is a good example: the choice between *a* and *an* follows the **sound** of the first syllable, which is why it is *an* MP (em-pee) but *a* European (yoo-ro-pean).

When a question seems to break a rule you have learned, do not assume the paper is wrong — look for the exception, and write it in your mistake log.

9.2 Errors that repeat in SSC papers

Commonly confused	How to keep them apart
its / it's	<i>Its</i> shows possession (the dog wagged <i>its</i> tail). <i>It's</i> is short for <i>it is</i> .
their / there / they're	Possession / place / <i>they are</i> .
affect / effect	<i>Affect</i> is usually the verb, <i>effect</i> usually the noun. Rain <i>affects</i> the crop; the <i>effect</i> was severe.
advice / advise	<i>Advice</i> is the noun (with a c, like ice); <i>advise</i> is the verb.
lie / lay	<i>Lie</i> takes no object (I lie down). <i>Lay</i> takes one (I lay the book down).
beside / besides	<i>Beside</i> means next to; <i>besides</i> means in addition to.
few / a few	<i>Few</i> is close to none (negative); <i>a few</i> means some (positive).
between / among	<i>Between</i> for two, <i>among</i> for more than two.
farther / further	<i>Farther</i> for physical distance, <i>further</i> for extent or degree.

9.3 How to build vocabulary without a word list

Memorising a printed list of 500 words fails for almost everyone, because words learned without context do not come back under exam pressure. Use this instead:

- **Read one English editorial a day.** Any national newspaper. Fifteen minutes.
- **Pick exactly five unfamiliar words.** Not fifteen. Five.
- **Write each one in a four-column notebook:** the word, its meaning in your own words, *the sentence you found it in*, and one synonym and one antonym.
- **Learn root words, not individual words.** *Bene* = good gives you benefit, benevolent, benefactor, benign. *Mal* = bad gives you malice, malnutrition, malfunction, malign. One root is worth twenty list entries.
- **Revise last week's 35 words every Sunday.** A word seen once is forgotten; a word seen four times over a month is yours.

Try it now — five words from something you read today

Word 1: _____

Word 2: _____

Word 3: _____

Word 4: _____

Word 5: _____

9.4 Short exercise

Find the error in each sentence and correct it. Answers and explanations follow immediately — cover them with your hand until you have tried all six.

1. *Neither of the two brothers were willing to apologise.*
2. *She is one of the best teacher in the school.*
3. *I am working in this office since 2021.*
4. *He prefers coffee than tea.*
5. *The scenery of Kerala are very beautiful.*
6. *Hardly had he entered the room when the lights went off.*

Answers

1. were → **was** — “Neither” is singular, so it takes a singular verb (Rule 2). The plural “brothers” is inside a prepositional phrase and does not control the verb.
2. teacher → **teachers** — “One of the best...” must be followed by a plural noun, because you are picking one out of a group.
3. am working → **have been working** — An action that began in the past and continues now takes the present perfect continuous, especially with “since”.
4. than → **to** — “Prefer” takes “to”, not “than” (Rule 4). The same applies to senior, junior, superior and inferior.
5. are → **is** — “Scenery” is an uncountable noun and takes a singular verb. So do furniture, luggage, equipment, machinery and advice.
6. **No error.** — “Hardly... when” is the correct pairing, and the inverted form “Hardly had he entered” is right. The trap is that it *sounds* wrong. Note the pairs: hardly...when, scarcely...when, no sooner...than.

SECTION 10

General Awareness Roadmap

The widest syllabus in the exam, and a routine that keeps working long after this kit is out of date.

General Awareness is different from the other three sections in two ways. First, there is no method to learn — only material to know. Second, you cannot solve your way to an answer: you either know it or you do not, which means every GA question takes about ten seconds, and the section is where you buy time for Quantitative Aptitude.

This section deliberately contains **no current-affairs facts and no claims about how many questions come from each area**. Those go stale within weeks and unofficial weightage figures are guesses. What it gives you instead is a routine.

10.1 Where to start in each area

Area	Start with	Then move to
History	Modern India — 1857 to 1947. It is the most asked and the most finite.	Ancient and medieval India: dynasties, their capitals, and one distinguishing fact each.
Geography	Physical geography of India: rivers and their tributaries, mountain ranges, states and their neighbours.	Climate and monsoon, soils and crops, minerals, then world geography basics.
Polity	The Constitution: Preamble, Fundamental Rights (Articles 12–35), Directive Principles, Fundamental Duties.	Parliament, President, Judiciary, constitutional bodies, and the important amendments.
Science	Class 6 to 10 NCERT-level basics — units, laws of motion, acids and bases, human body systems.	Everyday applications: instruments, diseases and their causes, vitamins and deficiencies.
Economics	Vocabulary first: GDP, inflation, fiscal deficit, direct and indirect tax, budget.	Banking and the RBI, then major government schemes and what each one is actually for.
Current affairs	One daily newspaper or one reliable monthly compilation. Pick one source and stay with it.	A monthly revision of your own notes — not a second and third source.

The three mistakes beginners make in General Awareness

- **Collecting sources instead of revising one.** Four PDFs read once are worth less than one PDF read four times.
- **Starting current affairs twelve months early.** Most of what you memorise in month one will be irrelevant by exam day. Begin seriously about six months out, and keep only notes you will actually revise.
- **Trusting weightage claims.** “20 questions come from history” is not published by SSC. Study the syllabus in the notification, not somebody’s estimate.

10.2 A reusable revision-note template

One topic per page, written in your own words. The point of the template is that it forces you to **compress** — and compression is what makes revision possible in the last month.

Topic: _____ **Area:** _____ **Date:** _____

1. The four facts I must not forget

2. Dates, numbers or article numbers

3. What this connects to (another topic, a scheme, a current event)

4. The question I would set on this

Revised on: 1st _____ 2nd _____ 3rd _____

10.3 A weekly routine you can keep all year

When	What	How long
Every day	Read one newspaper — national news, editorial page, and one economy item. Write nothing yet.	15–20 min
Every day	Study one static topic from the table in 10.1 and fill one revision-note page.	20–30 min
Every day	Answer 20 GA multiple-choice questions on whatever you have covered so far.	10 min
Every Sunday	Re-read the week's revision-note pages and nothing else. No new material.	45 min
Last Sunday of the month	Re-read the whole month's pages and take a 50-question GA test.	90 min

Keep this section useful after the edition date

Nothing on these two pages depends on which month you are reading them in. The areas, the template and the routine will be as valid next year as today.

For the material itself — what actually happened this month, which scheme was launched, who won what — use a current source and your own notes. A printed kit is the wrong container for facts with a three-week shelf life.

SECTION 11

Learn From Exam-Style Questions

Eight questions in the SSC style, each one solved line by line.

An honest note about “previous year questions”

These eight questions were **written for this kit**. They are **SSC-style practice questions**, not reproductions of past SSC papers, and no examination, year or shift is claimed for them.

Here is why. SSC does not publish its question papers. What it releases after an examination are answer keys and the candidate’s own response sheet, available only through the candidate’s login and only for a limited window — for example, one such notice made the final answer key and response sheets available for exactly one month ([see the notice](#)).

The “previous year paper” collections circulating online are reconstructions by private publishers, and we could not trace any of them to an official source. Rather than invent an exam name, a date and a shift for a question we cannot verify, we have written our own and labelled them honestly. Every question below follows the SSC pattern in style, difficulty and answer format.

Quantitative Aptitude

[SSC-style practice question]

Q1. A sum of ₹12,000 amounts to ₹13,230 in 2 years under compound interest, compounded annually. What is the rate of interest per annum?

- | | |
|--------|----------|
| (A) 4% | (B) 4.5% |
| (C) 5% | (D) 6% |

Solution

1. Use $A = P(1 + R/100)^T$. Here $A = 13230$, $P = 12000$, $T = 2$.
2. Divide: $A \div P = 13230 \div 12000 = 1.1025$. So $(1 + R/100)^2 = 1.1025$.
3. Take the square root: $1 + R/100 = 1.05$, because $1.05 \times 1.05 = 1.1025$.
4. Therefore $R/100 = 0.05$, giving $R = 5\%$. Check: $12000 \times 1.05 = 12600$, and $12600 \times 1.05 = 13230$. Correct.

Answer: (C) 5% per annum

[SSC-style practice question]

Q2. Pipe A can fill a tank in 12 minutes and pipe B can fill the same tank in 18 minutes. If both pipes are opened together, how long will the tank take to fill?

- (A) 6 minutes
(B) 7 minutes 12 seconds
(C) 7 minutes 30 seconds
(D) 8 minutes

Solution

1. Convert to work done per minute. A fills $\frac{1}{12}$ of the tank per minute; B fills $\frac{1}{18}$ per minute.
2. Together: $\frac{1}{12} + \frac{1}{18}$. The LCM of 12 and 18 is 36, so this is $\frac{3}{36} + \frac{2}{36} = \frac{5}{36}$ per minute.
3. Time = $1 \div (\frac{5}{36}) = \frac{36}{5} = 7.2$ minutes.
4. 0.2 minutes = $0.2 \times 60 = 12$ seconds.

Answer: (B) 7 minutes 12 seconds

General Intelligence and Reasoning

[SSC-style practice question]

Q3. Find the next term in the series: 3, 10, 31, 94, ?

- (A) 188
(B) 283
(C) 285
(D) 376

Solution

1. Differences are 7, 21, 63 — not constant, and each is three times the one before. That points to a multiply-based rule.
2. Test “ $\times 3$ then $+1$ ”: $3 \times 3 + 1 = 10$. $10 \times 3 + 1 = 31$. $31 \times 3 + 1 = 94$. The rule holds.
3. Apply it once more: $94 \times 3 + 1 = 283$.

Answer: (B) 283

[SSC-style practice question]

Q4. Introducing a man, a woman said, “His wife is the only daughter of my father.” How is the man related to the woman?

- (A) Her brother
(B) Her father
(C) Her husband
(D) Her uncle

Solution

1. Take the innermost phrase first: “the only daughter of my father”. The speaker is a woman, and her father has only one daughter — so that daughter is the speaker herself.
2. Substitute back: “His wife is me.”
3. If the woman is the man’s wife, then the man is her husband.

Answer: (C) Her husband

English Language

[SSC-style practice question]

Q5. Select the correctly spelt word.

- | | |
|--------------|---------------|
| (A) Ocassion | (B) Occassion |
| (C) Occasion | (D) Ocasion |

Solution

1. The correct spelling is **Occasion** — double c, single s.
2. A memory hook: *occasion* has two c's because it comes from Latin *occasio*, but only one s.
3. Spelling questions cannot be reasoned out. Collect the ones you get wrong in your mistake log — SSC reuses a fairly small set.

Answer: (C) Occasion

[SSC-style practice question]

Q6. Select the one-word substitution for: *a person who believes that all events are decided in advance and cannot be changed.*

- | | |
|---------------|-----------------|
| (A) Optimist | (B) Fatalist |
| (C) Pessimist | (D) Rationalist |

Solution

1. A **fatalist** believes events are fixed by fate and cannot be altered.
2. An optimist expects good outcomes and a pessimist expects bad ones — both are about expectation, not inevitability.
3. A rationalist bases belief on reason rather than emotion or authority. In one-word substitution questions, find the word in the definition that carries the real meaning — here it is “cannot be changed”.

Answer: (B) Fatalist

General Awareness

[SSC-style practice question]

Q7. Which Article of the Constitution of India provides for free and compulsory education for all children between the ages of six and fourteen years?

- | | |
|-----------------|-----------------|
| (A) Article 19A | (B) Article 21A |
| (C) Article 29 | (D) Article 45 |

Solution

1. **Article 21A** makes free and compulsory education for children aged 6 to 14 a Fundamental Right.
2. It was inserted by the 86th Constitutional Amendment Act, 2002.
3. Article 45, a Directive Principle, originally covered early childhood care and education — which is why it is the standard distractor in this question.

Answer: (B) Article 21A

[SSC-style practice question]

Q8. The 'Doctrine of Lapse' was introduced by which Governor-General of India?

- | | |
|---------------------|---------------------------|
| (A) Lord Cornwallis | (B) Lord William Bentinck |
| (C) Lord Dalhousie | (D) Lord Curzon |

Solution

1. The Doctrine of Lapse is associated with **Lord Dalhousie**, Governor-General from 1848 to 1856.
2. Under it, a princely state whose ruler died without a natural heir was annexed by the East India Company.
3. Keep a one-line note for each Governor-General and the single policy he is asked about — Cornwallis and the Permanent Settlement, Bentinck and the abolition of sati, Curzon and the partition of Bengal.

Answer: (C) Lord Dalhousie

SECTION 12

Seven-Day Start–Today Challenge

Seven small tasks. One week. No excuses needed for any of them.

The hardest part of preparation is not the syllabus — it is the first week, when nothing feels like progress. This challenge covers exactly the first week of the 30-day plan in Section 6, broken into tasks small enough that you cannot reasonably say no to them.

Tick each box the moment you finish. Do not tick ahead.

☐	Day 1 25 minutes	Decide and commit Fill the exam-selection worksheet in Section 2 and write your target exam in the commitment box in Section 13. Read your exam's pattern in Section 3.
☐	Day 2 55 minutes	Measure yourself Sit the 20-question diagnostic in Section 5 in one timed sitting, check every answer, and complete the subject-wise review sheet.
☐	Day 3 60 minutes	First Maths topic Study fraction and percentage conversions in Section 7 and solve 20 conversion sums. Start your mistake log today — not tomorrow.
☐	Day 4 60 minutes	First Reasoning topic Study number and letter series in Section 8, solve 20 series questions, then revise 10 of yesterday's conversion sums.
☐	Day 5 70 minutes	First English topic Learn the ten grammar rules in Section 9 and solve 20 error-spotting questions. Read one English editorial and note five new words.
☐	Day 6 60 minutes	First GA topic Read the Preamble and Fundamental Rights, fill one revision-note page using the template in Section 10, and answer 20 polity questions.
☐	Day 7 60 minutes	Review and decide to continue Re-solve every mistake-log entry from this week. Take a 20-question mixed test in 20 minutes. Then open Section 6 and start Day 8 of the 30-day plan tomorrow.

Reflection — fill this in on Day 7

Days out of 7 I completed: _____

The day I found hardest, and why: _____

The one thing that surprised me about my own level: _____

What I will change in week 2: _____

If you completed fewer than five days

That is useful information, not a failure. It almost always means the daily time you planned was more than your life allows. Halve it, use the two-hour routine, and run the challenge again next week — a plan you actually follow beats a better plan you abandon.

SECTION 13

Printable Study Tools

Five sheets to print. Photocopy them — you will need more than one of each.

These five sheets are the difference between studying and only feeling like you studied. Print them at A4, one-sided, and keep them in a folder you open before every study session.

13.1 My commitment

My target examination

My backup examination (if any)

Hours I will study each day _____ **Days each week** _____

The fixed time of day I will study from _____ to _____

The one thing most likely to stop me, and what I will do about it

I am starting on _____ **Signed** _____

13.2 Weekly study tracker

One sheet per week. Fill the “planned” column the night before, and the rest at the end of the day.

Day	Topic planned	Topic actually studied	Hrs	Qs solved	Done

Week beginning: _____ Total hours this week: _____

Total questions: _____

13.3 Revision planner

Spaced repetition, on paper. Write the topic on the day you learn it, then fill the three revision dates immediately — one day later, one week later, three weeks later.

Topic	Learnt on	Revision 1 (+1 day)	Revision 2 (+7 days)	Revision 3 (+21 days)

The single most valuable sheet in this kit. One line for every wrong answer, written on the day you got it wrong.

How to fill the “my mistake” column properly

“Got it wrong” is useless. “Used CP instead of SP in the profit formula” is useful. “Read ‘not’ as ‘now’” is useful. Write what your brain actually did, in your own words — that is what makes it stick.

13.5 Practice-test analysis sheet

Fill this in within an hour of every practice test. A test you do not analyse is a test you wasted.

Test name: _____ Date: _____

Time taken: _____ Time limit: _____

Section	Attempted	Correct	Wrong	Left	Score	Time spent
Quantitative Aptitude						
Reasoning						
English						
General Awareness						
TOTAL						

Why I lost marks

Count your wrong answers into these rows.

Reason	How many	Which topics
Conceptual gap		
Calculation error		
Misread the question		
Ran out of time		
Guessed		
Silly slip		

Three things I will do differently in the next test

1. _____
2. _____
3. _____

SECTION 14

Application and Official Resources

What to get ready, how the application works, and the links to bookmark.

Read this first

The steps, fees, correction charges and dates below are taken from the **Combined Graduate Level Examination, 2026** notification, checked on 21 September 2026. They are shown as an example of how an SSC application works. **Every examination sets its own dates, fees and rules**, so read the notification for the examination you are applying to.

14.1 Get these ready before you open the form

- ☐ Your **matriculation (10th) certificate** — SSC takes your date of birth from it, and no other document is accepted for a change.
- ☐ Your **qualifying certificate**: 12th marksheet, degree certificate or provisional certificate, depending on the examination.
- ☐ A valid **category certificate** in the prescribed format, if you are claiming SC, ST, OBC, EWS, PwBD or ESM status.
- ☐ Your **Aadhaar number**. The notification advises candidates to opt for Aadhaar-based authentication, which removes the risk of rejection for a poor photograph or signature and the need to carry physical identity proof to the examination centre.
- ☐ A **scanned signature** in JPEG/JPG, 10 to 20 KB, about 6.0 cm wide by 2.0 cm high.
- ☐ A **plain, well-lit background** and a working camera — the application module captures your photograph live while you fill the form, so your face must sit fully inside the frame shown.
- ☐ A **working email address and mobile number** that you will still have access to a year from now.
- ☐ A payment method: **BHIM UPI, net banking, or a Visa, Mastercard, Maestro or RuPay debit card**.

14.2 How the application works

Step	What happens
1. One Time Registration	You register once on ssc.gov.in and get an OTR number that you reuse for every SSC examination. Candidates who have not generated an OTR on the current website must do so before applying.
2. Fill the form	Applications are accepted only online , through the SSC website or the SSC mobile application. Your photograph is captured during this step and your signature uploaded.
3. Check before you submit	Use the Preview / Print option and check every field. The notification is explicit about this, and for good reason — corrections cost money.
4. Pay the fee	The CGL 2026 fee is ₹100 . Women candidates and candidates belonging to SC, ST, PwBD and ESM eligible for reservation are exempt . An application whose fee does not reach SSC stays “Incomplete” and is summarily rejected.
5. Correction window	CGL 2026 allowed a correction window in which a candidate could correct and re-submit twice , at ₹200 for the first correction and ₹500 for the second, charged to every candidate regardless of gender or category. After the window closes, no change is permitted.
6. Keep your records	Save the final printout, the fee receipt and your registration number. The notification advises candidates to keep application forms, scorecards and response sheets for at least three years .

14.3 Official links worth bookmarking

Use official sources for anything that decides your eligibility, your dates or your money. Everything else is commentary.

	Official SSC website ssc.gov.in		Supernotes by Civilianz thesupernotes.com
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Both QR codes were generated from the addresses printed beside them, and both addresses were opened and checked on 21 September 2026. A clickable link is always given as well, so you never have to rely on the code.

Resource	Where it lives
SSC official website	ssc.gov.in — notifications, the notice board, admit cards, answer keys and results. This is the only site that decides anything.
The two beginner notifications	Combined Graduate Level Examination, 2026 (PDF) Combined Higher Secondary (10+2) Level Examination, 2026 (PDF)
Tentative exam calendar	Tentative Calendar 2026–27 (PDF) — useful for planning, but tentative. Treat the notification date, not the calendar, as real.
Answer keys and response sheets	Published after each examination on the SSC website and accessed through your own candidate login, for a limited window only (example notice). Download yours the day it opens.

SECTION 15

Sources and Verification

Every examination fact in this kit, and where it came from.

All examination rules in this kit were taken from official Staff Selection Commission documents published on ssc.gov.in and were checked on **21 September 2026**.

Used for	Source	Notification year	Published
CGL pattern, eligibility, application process, fees	Combined Graduate Level Examination, 2026 — notice	2026	21 May 2026
CHSL pattern, eligibility, typing and skill test standards	Combined Higher Secondary (10+2) Level Examination, 2026 — notice	2026	7 Sep 2026
Constable (GD) pattern, eligibility and stages	Constable (GD) in CAPFs, SSF and Rifleman (GD) in Assam Rifles Examination, 2026 — notice	2026	1 Dec 2025
Sub-Inspector (CPO) pattern, eligibility and stages	Sub-Inspector in Delhi Police and CAPFs Examination, 2026 — notice	2026	10 Sep 2026
Stenographer pattern, eligibility and skill test speeds	Stenographer Grade 'C' and 'D' Examination, 2026 — notice	2026	24 Apr 2026
Selection Posts levels and examination scheme	Selection Posts Phase-XIV/2026 — notice	2026	13 Apr 2026
MTS and Havaladar eligibility and two-session scheme	Multi-Tasking (Non-Technical) Staff and Havaladar (CBIC & CBN) Examination, 2024 — notice	2024	27 Jun 2024
SSC JE paper structure	Junior Engineer — Scheme of Examination (SSC website)	Undated scheme page	—
Answer keys and response sheets: access and window	SSC notice on uploading final answer keys and candidates' response sheets	2026	17 Jun 2026
Tentative schedule	Tentative Calendar 2026–27	2026–27	—

Items we could not fully confirm

- **MTS and Havaladar.** We could not retrieve a 2026 MTS notification from the SSC notice board on the verification date. The MTS rows in Section 2 therefore follow the **2024** notification, which is the most recent one we could open. Treat them as indicative and check the current notification.
- **SSC JE.** The paper structure comes from the scheme-of-examination page on the SSC website, which is undated. The marking scheme and eligibility for JE are deliberately not stated in this kit because we could not verify them against a current notification.
- **Schedules.** Dates in the SSC exam calendar are marked tentative by SSC itself. Nothing in this kit treats a calendar date as confirmed.

What was deliberately left out

- Vacancy numbers, cut-off marks, salary figures and selection statistics. These change every cycle, and an out-of-date number is worse than no number.
- Topic weightages — “how many questions come from history” and similar. SSC does not publish these.
- Current-affairs facts, which would be stale before you read this.
- Any claim about your chances of selection.

Candidates must check the applicable official notification. This kit is a study aid produced independently by Supernotes by Civilianz. It is not connected with, endorsed by, or published on behalf of the Staff Selection Commission or the Government of India. Where this kit and an official notification differ, the notification is correct.

SECTION 16

Your Next Step With Supernotes

You have a target, a measured starting point and a plan. Now do Day 1.

If you have worked through this kit, you are already past the stage where most people give up — the stage of reading about preparation instead of preparing. You know which examination you are aiming at, you know what the paper looks like, you have measured yourself honestly, and you have thirty days of work written down.

Keep three things going and the rest follows: **study at the same time every day**, **write down every mistake**, and **revise on schedule rather than when you feel like it**. None of those needs a teacher, a course or a fee. They only need you to start today rather than on Monday.

Your next three actions, in order

1. Print the mistake log and the weekly tracker from Section 13 and fill in the commitment box.
2. Open the official notification for your target examination on ssc.gov.in and read the eligibility and scheme-of-examination sections yourself, with the worksheet from Section 2 beside you.
3. Do Day 1 of the 30-day plan. Today.

Keep studying with Supernotes

Supernotes by Civilianz is an online coaching platform based in Thiruvananthapuram, Kerala, preparing candidates for competitive examinations including **SSC**, **Kerala PSC**, **RRB** and **Devaswom Board**. If this kit was useful, the SSC section of our website is where to go next.



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[YouTube](#) · [Instagram](#) · [Facebook](#)

Contact details and links above were taken from thesupernotes.com and checked on 21 September 2026.

One last thing

Everybody who clears an SSC examination started exactly where you are now — not knowing which exam to pick, not knowing the pattern, scoring badly on their first honest test. The only difference between them and the people who did not clear it is that they did Day 2.

Good luck. Start today.