

Scheme of Examination for Non Faculty post in AIIMS Mangalagiri CBT 2019 /1st

A. Lower Division Clerk

Lower Division Clerk: This role is responsible for assisting the Officers in the efficient and overall functioning of the department. The role performs the pay fixation of employees, maintain seniority lists, manage reservation rosters, maintain records pertaining to reserved categories, prepare / draft circulars / agenda notes / notifications / records, correspond regarding clarifications on personnel matters etc.; any other work assigned by AIIMS competent authority.

Suggested Scheme of 100 MCQ with negative marking:

1. **English Comprehension** including letter/note-sheet formats :SSC-CHSL/HIGH SCHOOL LEVEL- 10 MCQs
2. **Pay and allowance matters** : General Information on 6th and 7th pay Commission report; UGC Pay 2017; available on website- 10 MCQs
3. **Reservation:** DoPT Consolidated Instructions on Reservation; available on website – 10 MCQs
4. **Office Rules, establishment and leave matters:** Handbook for Personnel Officers (selected chapters 1 to7; 11 to 14 (without annexure); 16,17,19,25,29,30,33,38, 41,42,44,45,46,49,50) : ISTM Publication; available on website – 20 MCQs
5. **General awareness and current affairs** (standard Newspapers; Magazines), including AIIMS Act, Rules and Regulations, available on website – SSC-CHSL/HIGH SCHOOL LEVEL -20 MCQs
6. **Logic, Reasoning & Quantitative aptitude** (Standard Books)- SSC-CHSL/HIGH SCHOOL LEVEL - 10 MCQs
7. **Computer aptitude** : MS Office (Word, excel, power point); Basics of Internet and eMail- SSC-CHSL/HIGH SCHOOL LEVEL - 20 MCQs

B. Stenographers

Stenographer: This role takes dictation in shorthand and uses computers to transcribe dictated material; Carries out filing work; maintains various files; maintains the correspondence register of the concerned section; attends telephone calls, notes messages and communicates the same to Officer concerned. The role also serves as a medium between the concerned Officer and other concerned party; any other work assigned by AIIMS competent authority.

Suggested Scheme of 100 MCQ with negative marking:

1. **English Comprehension** including letter/note-sheet formats : SSC-CHSL/HIGH SCHOOL LEVEL - 30 MCQs
2. **Office Rules, establishment and leave matters:** Handbook for Personnel Officers (selected chapters 1 to7; 11 to 14 (without annexure); 16,17,19,25,29,30,33,38, 41,42,44,45,46,49,50) : ISTM Publication; available on website) : ISTM Publication available on website; Swamy Publication CCS (Conduct rules), FRSR Leave Rules, Travelling Allowances; DA,DR and HRA– 20 MCQs
3. **General awareness and current affairs** (standard Newspapers; Magazines), including AIIMS Act, Rules and Regulations, available on website – SSC-CHSL/HIGH SCHOOL LEVEL- 10 MCQs
4. **Logic, Reasoning & Quantitative aptitude** (Standard Books)- 10 MCQs
5. **Computer aptitude** : MS Office (Word, excel, power point); Basics of Internet and eMail- SSC-CHSL/HIGH SCHOOL LEVEL- 30 MCQs

C. Warden

Warden (Hostel Warden): This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess / cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with Engineering to ensure that necessary repairs are carried out; maintains hostel accounts / inventory; coordinates with the Security in-charge for hostel security; any other work assigned by AIIMS competent authority.

Suggested Scheme of 100 MCQ with negative marking:

1. **English Comprehension** including letter/note-sheet formats : **SSC-CGL/Graduate Level - 10 MCQs**
2. **Office Rules, establishment and leave matters:** Handbook for Personnel Officers (selected chapters 1 to7; 11 to 14 (without annexure); 16,17,19,25,29,30,33,38, 41,42,44,45,46,49,50) : ISTM Publication; available on website) : ISTM Publication; Swamy Publication CCS (Conduct rules), FRSR Leave Rules, FRSR Travelling Rules- **20 MCQs**
3. **GFR 2017; Manual for procurement of Goods 2017; Manual for procurement of Consultancy & other Services 2017; Sugamya Bharat - Harmonized Guidelines for persons with disabilities 2016 - 10 MCQs**
4. **General awareness and current affairs** (standard Newspapers; Magazines), including AIIMS Act, Rules and Regulations, available on website - **SSC-CGL/Graduate Level- 10 MCQs**
5. **Hostel Management** - Inventory management, purchase management, transport and distribution management & Store Management: **Suggested Book- Material Management, procedures, Text and Cases by A K Dutta: 30 MCQs**
6. **Computer aptitude** : MS Office (Word, excel, power point); Basics of Internet and eMail- **SSC-CGL/Graduate Level -20 MCQs**

D. MSSO Grade I

Medical Social Service Officer Grd I: This role is responsible for supporting patients by helping them obtain funds for their treatment, screens necessary documents, coordinates with authorities in cases where the patient does not have any proof; works closely with the doctors and nurses to counsel patients and identify rehabilitative needs. The role helps patients decipher prescriptions written by the doctors and educate them about medication schedule and patterns. The role ensures that procedures of law are adhered to in cases of abandonment etc; any other work assigned by AIIMS competent authority.

Suggested Scheme of 100 MCQ with negative marking:

1. **English Comprehension** including letter/note-sheet formats : **SSC-CGL/Graduate Level - 10 MCQs**
2. **General awareness and current affairs** (standard Newspapers; Magazines), including AIIMS Act, Rules and Regulations, available on website - **SSC-CGL/Graduate Level -10 MCQs**
3. **Computer aptitude** : MS Office (Word, excel, power point); Basics of Internet and eMail- **SSC-CGL/Graduate Level -10 MCQs**
4. **Knowledge of Government schemes for under-privileged and special category patients:** Government of India Publications available on websites: **15 MCQs**
5. **Basics of Health Information, Education and Communication:** Art of Teaching Medical Students by King Edward memorial - P S Bhuiyan, Et. al,(LATEST EDITION); NTTC Manual from JIPMER Pondicherry : **20 MCQ**
6. **Bio Ethics & Medical Ethics:** suggested author- C M Francis; Motilal Tayade : **20 MCQ**
7. **Medical Jurisprudence:** Suggested Books Parikh, Modi- **15 MCQs**

E. Nursing Officer (Sister Grade II)

Nursing Officer: This position is responsible for providing patient care (pre and post-operative) as per hospital standards; attend rounds along with CNO / NS / DNS to provide updates on patient conditions and receive further inputs for continuing patient care; assist surgeons / medical staff during operations / examination and treatment of patient; assist in clinical investigations and follow instructions of medical staff as advised from time to time; any other work assigned by AIIMS competent authority; any other work assigned by AIIMS competent authority.

Scheme of the Examination for Nursing Officer/ Sister Gr.II

Computer Based Examination				
Part-1	Particular	Number of questions	Marks	Duration
Part-1	Subject Knowledge of concerned post ie Nursing	70	70	120 minutes
Part-II	General Aptitude	10	30	
	General Awareness	10		
	Basic Computer Knowledge	10		
Total		100 Questions	100 Marks	120 minutes

Syllabus: For Part-I, the questions will be comprised of topics/subjects/papers taught in BSc (Nursing).

Note1: The paper will consist of objective type Multiple choice questions only. The question will be set both in English and Hindi language.

Note2: There will be negative marking of 0.25 marks for each wrong answer.

- A. General Intelligence & Reasoning : It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- B. General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- C. Quantitative Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion,

Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

- D. English Language : Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

Sd/-

Deputy Director (Administration)