

AIIMS, Mangalagiri

(I) Lower Division Clerk:

- 1) **English comprehension including letter/ note sheet formats (10 MCQs) :** SSC-CHSL/High School Level.
- 2) **Pay and allowance matters (10 MCQs) :** General Information on 6th Pay commission
<https://pensionersportal.gov.in/sixthcpc/paycommissionreport.pdf>
7th Pay commission https://doe.gov.in/sites/default/files/7cpc_report_eng.pdf
UGC Pay Scales: <https://mohfw.gov.in/sites/default/files/pay%20revision.pdf>
- 3) **Reservation (10 MCQs):** DoPT Consolidated instructions on reservation, available on website
[http://documents.doptcirculares.nic.in/D2/D02adm/36011_6_2010-Estt.\(Res\).pdf](http://documents.doptcirculares.nic.in/D2/D02adm/36011_6_2010-Estt.(Res).pdf)
- 4) **Office Rules, Establishment and Leave Matters (20 MCQs) :** Hand book for personnel officers (selected) chapters 1 to 7: 11 to 14 (without annexure);
16,17,19,25,29,30,33,38,41,42,44,45,46,49,50 : ISTM publication
https://www.istm.gov.in/home/rti_disclosure/134
- 5) **General awareness and current affairs (standard news paper, magazines) (20 MCQs)-** SSC-CHSL/High School level including AIIMS Act, rules and regulations
<https://www.aiims.edu/images/pdf/aiimsact.pdf>
- 6) **Logic, Reasoning & Quantitative aptitude (Standard Books) (10 MCQs) –** SSC-CHSL/High School Level .
- 7) **Computer aptitude (20 MCQs) :** MS Office (word, Excel, Power Point), Basics of internet and e-mail - SSC-CHSL/High School Level .

(II) Stenographers:

- 1) **English comprehension including letter/ note sheet formats (30 MCQs) :** SSC-CHSL/High School Level.
- 2) **Office Rules, Establishment and Leave Matters (20 MCQs) :** Hand book for personnel officers (selected) chapters 1 to 7: 11 to 14 (without annexure);
16,17,19,25,29,30,33,38,41,42,44,45,46,49,50 : ISTM publication, Swamy publication CCS (Conduct rules), FRSR leave rules, traveling allowances, DA, DR and HRA.
https://www.istm.gov.in/home/rti_disclosure/134
- 3) **General awareness and current affairs (standard news papers, magazines) (10 MCQs)-** SSC-CHSL/High School level including AIIMS Act, rules and regulations
<https://www.aiims.edu/images/pdf/aiimsact.pdf>
- 4) **Logic, Reasoning & Quantitative aptitude (Standard Books) (10 MCQs) –** SSC-CHSL/High School Level .
- 5) **Computer aptitude (30 MCQs) :** MS Office (word, Excel, Power Point), Basics of internet and e-mail - SSC-CHSL/High School Level .

(III) Warden:

- 1) **English comprehension including letter/ note sheet formats (10 MCQs) :** SSC-CHSL/Graduate Level.
- 2) **Office Rules, Establishment and Leave Matters (20 MCQs) :** Hand book for personnel officers (selected) chapters 1 to 7: 11 to 14 (without annexure);
16,17,19,25,29,30,33,38,41,42,44,45,46,49,50 : ISTM publication, Swamy publication CCS (Conduct rules), FRSR leave rules, FRSR traveling rules.
https://www.istm.gov.in/home/rti_disclosure/134
- 3) **(10 MCQs) GFR 2017 :** https://doe.gov.in/sites/default/files/GFR2017_0.pdf,
Manual for procurement of Goods 2017 :
https://doe.gov.in/sites/default/files/Manual%20for%20Procurement%20of%20Goods%202017_0_0.pdf
Manual for procurement of consultancy & other services 2017:
https://doe.gov.in/sites/default/files/Manual%20for%20Procurement%20of%20Consultancy%20and%20Other%20Services%202017_0.pdf
Sugamya Bharat-Harmonized guidelines for persons with disabilities 2016 :
<https://cpwd.gov.in/publication/harmonisedguidelinesreleasedon23rdmarch2016.pdf>
- 4) **General awareness and current affairs (standard news papers, magazines) (10 MCQs)-** SSC-CHSL/High School level including AIIMS Act, rules and regulations
<https://www.aiims.edu/images/pdf/aiimsact.pdf>
- 5) **Hostel Management (30 MCQs) :** Inventory management, purchase management, transport and distribution management & Store Management : suggested book –Material Management, Procedures, Text and Cases by AK Dutta
- 6) **Computer aptitude (20 MCQs) :** MS Office (word, Excel, Power Point), Basics of internet and e-mail - SSC-CHSL/High School Level .

(IV) Medical Social Service Officer Gr.I:

- 1) **English comprehension including letter/ note sheet formats (10 MCQs) :** SSC-CHSL/High School Level.
- 2) **General awareness and current affairs (standard news paper, magazines) (20 MCQs)-** SSC-CHSL/High School level including AIIMS Act, rules and regulations
<https://www.aiims.edu/images/pdf/aiimsact.pdf>
- 3) **Computer aptitude (10 MCQs) :** MS Office (word, Excel, Power Point), Basics of internet and e-mail - SSC-CHSL/High School Level .

- 4) **Knowledge of Government Schemes for under privileged and special category patients (15 MCQs) :** Government of India publications available on websites
- 5) **Basics of Health Information, Education and Communication (20 MCQs) :** Art of teaching medical students by King Edward Memorial – PS Bhuiyan et al (Latest edition), NTTC Manual from JIPMER Pondicherry.
- 6) **Bio Ethics & Medical Ethics (20 MCQs) :** Suggested authors CM Francis, Motilal Tayade
- 7) **Medical Jurisprudence (15 MCQs) :** Suggested books Parikh, Modi.

(V) Nursing Officer (Sister Grade –II) :

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

Scheme of examination for Nursing Officer / Sister Gr.II

Computer based examination				
Part-I	Particular	Number of Questions	Marks	Duration
Part-I	Subject knowledge of concerned posts i.e., Nursing	70	70	120 minutes
Part-II	General Aptitude	10	30	
	General Awareness	10		
	Basic Computer Knowledge	10		
Total		100 Questions	100Marks	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 neighboring 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.