



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences Raipur (Chhattisgarh)
G. E. Road, Tatibandh,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

No. Admin/Rec./Regular/Group 'B'/12/2017/AIIMS.RPR/2592

Dated: 08.01.2018

**NOTICE REGARDING RECRUITMENT OF VARIOUS GROUP B POSTS ON
DIRECT RECRUITMENT BASIS IN AIIMS, RAIPUR**

In reference to advertisement No. Admin/Rec./Regular/Group 'B'/12/2017/AIIMS.RPR/2155, dated 06.12.2017 for recruitment of following Group 'B' posts on direct recruitment basis in AIIMS Raipur:

01. Bio Medical Engineer
02. Medical Record Officer
03. Personal Assistant
04. Multi Rehabilitation Worker (Physiotherapist)
05. Office Assistant (NS)

Syllabus and Scheme of Examination for above said posts is mentioned in Annexure-I

Distribution of questions mentioned in the Annexure-I is indicative; there may be slight variation in distribution of questions.

Candidates are advised to visit AIIMS Raipur website regularly for any updates related to the subject examination.

**Deputy Director (Admin)
AIIMS, Raipur (C.G.)**

Annexure-I

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
1	Bio Medical Engineer	B.E./B.Tech in Bio Medical Engineering from a recognized Institution/University Or Diploma Bio Medical Engineering from a recognized Institution with 2 years' experience in relevant field.	(A) Subject knowledge of concerned post (Bio Medical Engineering) (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	70 10 05 05 10	100	As given below

(A) Subject Knowledge : Questions will be broadly based on the Syllabus of Bachelor in Bio-Medical Engineering taught in recognized Engineering Colleges/Universities.

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

(C) General Awareness: Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(D) Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres,

Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

(E) English Comprehension: Candidates' ability to understand correct English, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, his basic comprehension etc. would be tested.

The questions in Parts A, B, C will be of a level commensurate with the essential qualification viz. Graduation and questions in Part D & E will be of 10th standard level.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
2	Medical Record Officer	i) Bachelor's Degree preferably from Science & Recognized University or Equivalent ii) Should have done one year course in Medical Record from recognized Institution iii) Not less than 5 years of experience in organizing and maintenance of Medical records in a not less than 200 Bedded Medical Hospital/ institute.	(A) Subject knowledge of concerned post (Medical Record) ((B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	70 10 5 5 10	100	As given below

(A) Subject Knowledge : Questions should be broadly based on the standard Syllabus of Dipoma in Medical Record taught in recognized Engineering Colleges/Universities. It may broadly cover the following topics:-

1. Definition and history of medical record
2. Values, purposes and uses of medical record
3. Contents and components of medical record
4. Need for a medical record department and its functions
5. Responsibilities of medical record technicians, hospitals, administrators, Doctors, nurses and allied health professionals in relation to medical records
6. Numbering, filing, storing and retrieving medical records
7. Indexes-Types of indexes and their purposes (patients, disease, operation and Physician indexes)
8. Maintenance of Registers-Birth, death, admission, discharge, charge out and MLC registers.
9. Preparation of birth and death reports
10. Analysis of medical records-Preparation of deficiency check lists
11. Microfilming of medical records
12. Medico legal aspects
13. Medical Ethics
14. Medical profession and the law
15. Medical confidentiality, privileged communications, content of the reports, Medical negligence, Reports to police and Subpoena
 Legal potentialities of the hospital medical record-custody of the hospital records, Confidential communications, Types of cases using evidence from medical records-Life insurance cases, malpractice suits, Workmen's Compensation Act, authorization for operation etc.

16. Rules regarding registration of births and deaths -Certification of birth and death.
17. Release of information to Government and other agencies-Policies for release of Information from the medical records.
18. Correction of information in the medical records
19. Accidents registers and wound certificates Legal aspects of hospital-patient, doctor-patient, hospital-doctor relationship
20. Records maintenance relating to post-mortem, examination of bones and tissues etc.
21. Consents – Types of consent (Informed, implied, express, etc.
22. Health Insurance - Role of medical record department in providing data for insurance companies; Releasing medical informations.
23. General & Bio Statistics
 - i. Definition (Statistics and Bio-statistics)
 - ii. Values and uses of statistics
 - iii. Methods of collection of data
 - iv. Sampling
 - v. Types of data, rates and ratio
 - vi. Measures of central tendency (simple, average, mean, median and mode)
 - vii. Measure of dispersion (Mean deviation, standard deviation, range)
 - viii. Graphic presentation of statistical data (line graph, bar diagram, pie chart etc.)
24. Hospital Statistics- Definition
 - i. Use and limitations of hospital statistics
 - ii. Definition of important hospital terms (Inpatient, outpatient, admission,discharge)
 - iii. Calculation of bed occupancy rate, death rate, birth rate, turns over rate, length of stay, etc.

(B), (C) (D) & (E) : Same as that of post at S. No. 1

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
3	Personal Assistant	Essential Qualification: i. Degree from a recognized University. ii. Skill Test Norms: Dictation : 10 Minutes @ 100 WPM Transcription – 40 Minutes English or 55 Minutes Hindi on a Computer <u>Desirable:</u> Diploma/ Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (Written and spoken)	(A) General Intelligence & Reasoning (B) General Awareness (C) Quantitative aptitude (D) English Comprehension	30 30 10 30	100	Same as that for post at S. No. 1

Note : Stenography Skill Test will be held for candidates shortlisted on the basis of marks scored in the CBT. The Skill test will be of qualifying in nature.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
4	Multi Rehabilitation Worker (Physiotherapist)	Bachelor's Degree in Physiotherapy from a recognized Institute / University with 2 years experience Or Diploma in Rehabilitation with 5 years experience. Registered with the Physiotherapy council	(A) Subject knowledge of concerned post. (Physiotherapy) (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	70 10 05 05 10	100	As given below

(A) Questions will be broadly based on the Syllabus of Bachelor in Physiotherapy taught in recognized Universities./Colleges.

(B), (C) (D) & (E) : Same as that of post at S. No. 1

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
4	Office Assistant(NS)	1. Degree of recognized University or equivalent 2. Proficiency in computers	(A) General Intelligence & Reasoning (B) General Awareness (C) Quantitative aptitude (D) English Comprehension (E) Basic Computer knowledge	20 20 20 20 20	100	(A), (B), (C), (D) :- Same as prescribed for similar topics for post at S. No. 1 (E): Fundamentals of computers, MS Windows, MS Office, Internet etc.

Note :- Candidates shortlisted on the basis of result of Computer Based Test will have to appear in Computer Proficiency Test /Skill Test . This Test will consist of three modules – Word Processing, Spread Sheet and Preparation of Presentation Slide. The Skill Test will be qualifying in nature and it will be conducted in the manner as may be decided by AIIMS Raipur and the details in this regard will be published on the website of AIIMS Raipur in due course.