



**NOTICE REGARDING RECRUITMENT OF VARIOUS GROUP 'B' & GROUP 'C' POSTS ON DIRECT RECRUITMENT BASIS IN AIIMS, MANGALAGIRI**

In reference to advertisement No. Admin/Rec./DR /Group 'B' & 'C' /2018/MANG/528, Dated: 14.06.2018 for recruitment of following Group 'B' and Group 'C' posts on direct recruitment basis in AIIMS Mangalagiri:

1. Personal Assistant
2. Librarian Grade III
3. Technical Assistant/ Technician
4. Store Keeper
5. Warden (Hostel Warden)
6. Cashier
7. Upper Division Clerk
8. Library Attendant Grade II
9. Lab Technician
10. Lab Attendant Gr. II
11. Stenographer

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.

Syllabus and Scheme of Examination for the post of **Technical Assistant/Technician, Lab Technician and Lab Attendant Gr. II** will be published soon in the website of AIIMS, Raipur.

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	Personal Assistant	<b>Essential Qualification:</b> i. Degree from a recognized University. <b>ii. Skill Test Norms:</b> 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	As given below.

**(A), (B), (C) & (D): 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.

**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.

**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.

**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.

*Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard. The questions in all parts will be of 10th standard level.*

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
2	Librarian Grade- III	<p>(i) Bachelors Degree in Library Science or Library &amp; Information Service from a recognized University/Institute</p> <p><b>OR</b></p> <p>B.Sc. degree or equivalent from a recognized University &amp; Bachelor Degree or Post Graduate Diploma or Equivalent in Library Science from a recognized University or Institute</p> <p><b>With</b></p> <p>(ii) 2 years professional experience in a library under Central/ State/ Autonomous/ Statutory organization/ PSU/University or recognized research and educational institution.</p> <p>(iii) Ability to use Computers –hands on experience in office applications, spread sheets and presentations.</p>	<p>(A) Subject knowledge of concerned post. (Library Science /Library &amp; Information Science)</p> <p>(B) General Intelligence &amp; Reasoning</p> <p>(C) General Awareness</p> <p>(D) Quantitative aptitude</p> <p>(E) English Comprehension</p>	70 10 05 05 10	100	As given below.

**(A) SUBJECT KNOWLEDGE :** Questions to be based on Librarian Science/Library Information Science course broadly covering the following topics:-

Library and Information Centres: Concept and Role in Society ; Types of Libraries and information Centres: Public, Academic, Special and National ; Modern Library: Automated, Digital, and Virtual ; Five Laws of Library Science; Overview of Information Sources; Types of Information Source; Reference Sources ; E-Resources; Organization of Library Material: Concept, Need and Purpose; Processing of Library Material: Classification and Cataloguing Arrangement and Maintenance of Library Material; Library and Information Services for the Users ; Traditional Library Services: Responsive and Anticipatory Modern Library Services; Library System and Management; Library Staff; Library Users; Librarianship as a Career; Information Retrieval Concept of Scope Information Retrieval Tools: Catalogue, Index, Subject Heading Lists; Search Techniques: Basic and Advanced; Web Based Search.

**Questions to be of degree level**

**(B), (C) , (D) & (E) :** Same as that of post at S. No. 1. Questions to be of matric level.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
3	Store Keeper	i. Degree from a recognized University/Institution; ii. Post-graduate degree/Diploma in Material Management from a recognized University/Institution; <b>Or</b> i. Bachelor's Degree in Material management from a recognized University/Institution and ii. 3 years' experience in store handling (preferably medical stores).	(A) Subject knowledge of concerned post. <b>(Material Management)</b> (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 to be based on Graduate and Post Graduate Degree/Diploma in Material Management course broadly covering the following topics:-

**1. Purchase Management (as per General Financial Rules 2017):**

Purchase of Goods and Services, Fundamental Principles of Public Buying, Purchase of Goods without quotation, Purchase of Goods by Purchase Committee, Purchase of Goods under Rate Contract, Purchase of Goods by Obtaining Bids, Advertised Tender Enquiry, Limited Tender enquiry, Two-Stage Bidding, Single Tender Enquiry, Electronic Reverse Auction, E-Publishing, E-Procurement, Government E-Market Place (GeM), Registration of Suppliers, Department from bidding, Contents of binding document, Maintenance Contract, Bid Security and Performance Security, Efficiency, Economy and Accountability in Public Procurement System, Buy-Back Offer, International trade (Imports, Customs, Incoterms)

**2. Inventory Management:**

Types of Inventory, Cost of associates with inventories, Forecasting technics, Inventory Control and Service Level, Replenishment of Inventory, Inventory Management System, Materials Requirement Planning, Spare Parts Inventories, Wire House and Inventory Operations Systems, Receipt of Goods and materials from private suppliers, Receipt/Issue of goods and materials from internal divisions of the same Organization, Customs of goods and materials, Lists and Accounts, Procedure of Physical verification and Consumables and Assets, Buffer Stock, Disposal of goods and Modes of disposals, Total Quality Management

**3. Inventory Management:**

Objectives of Logistics, Supply Chain Management, Ware House Management, Material Handling systems, Storage Systems

**4. Packaging and Distribution**

Introduction to Packaging, Packaging Material, Forms of Packaging, Bar Codes and FRID Packaging

**(B), (C), (D) & (E) :** Same as that of post at S. No. 1. Questions to be of matric level.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
4	Warden (Hostel Warden)	1. Graduate from a recognized Board/University or equivalent. 2. Diploma/Certificate in House Keeping/Material Management /Public Relations/ Estate Management 3. Possessing Two years experience of handling hostels in Government /Reputed Organisation	(A) General Intelligence & Reasoning (B) General Awareness (C) Quantitative aptitude (D) English Comprehension	30 25 25 20	100	As given below.

(A), (B), (C) & (D): Same as that of post at S. No. 1. Questions to be of matric level.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
5	Cashier	Degree in Commerce of recognized University or equivalent <b>and</b> (a) At least 2 years' experience of handling accounts work of a Government Organization. <b>and</b> (b) Having proficiency in Computer application.	(A) General Intelligence & Reasoning (B) General Awareness (C) Quantitative aptitude (D) English Comprehension	30 30 10 30	100	As given below

(A), (B), (C) & (D): Same as that of post at S. No. 1. Questions to be of matric level.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
6	Upper Division Clerk	i. Degree of recognized University or equivalent ii. Proficiency in computers. iii. Skill test norms on computer – Typing speed @35 w.p.m.in English or 30 w.p.m. in Hindi ( Time allowed – 10 minutes) (35 w.p.m. or 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)	(A) General Intelligence & Reasoning  (B) General Awareness  (C) Quantitative aptitude  (D) English Comprehension	30  30  10  30	100	As given below.

(A), (B), (C) & (D): Same as that of post at S. No. 1. Questions to be of matric level.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
7	Library Attendant Grade -II	Certificate/ Diploma course in Library Science or Library and Information Service from a recognized University/Institute.  <b>Desirable:</b> Ability to use computers-Hands on experience in office applications	(A) Subject knowledge of concerned post. ( <b>Library Science /Library &amp; Information Science</b> ) (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 to be based on Library Science/Library Information Science course broadly covering the following topics:-

Library and Information Centres: Concept and Role in Society ; Types of Libraries and information Centres: Public, Academic, Special and National ; Modern Library: Automated, Digital, and Virtual ; Five Laws of Library Science; Overview of Information Sources; Types of Information Source; Reference Sources ; E-Resources; Organization of Library Material: Concept, Need and Purpose; Processing of Library Material: Classification and Cataloguing Arrangement and Maintenance of Library Material; Library and Information Services for the Users ; Traditional Library Services: Responsive and Anticipatory Modern Library Services; Library System and Management; Library Staff; Library Users; Librarianship as a Career; Information Retrieval Concept of Scope Information Retrieval Tools: Catalogue, Index, Subject Heading Lists; Search Techniques: Basic and Advanced; Web Based Search

(B), (C), (D) & (E): Same as that of post at S. No. 1. Questions to be of matric level.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
8	Stenographer	<p><b>1) Essential:</b>  i. 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University.  ii. Skill Test Norms:  <b>Dictation : 10 Minutes @ 80 WPM</b>  <b>Transcription – 50 Minutes English or 65 Minutes Hindi on a Computer.</b></p> <p><b>2) Desirable:</b>  <b>Excellent command over Hindi and English (Written and spoken)</b></p>	<p>(A) General Intelligence &amp; Reasoning</p> <p>(B) General Awareness</p> <p>(C) Quantitative aptitude</p> <p>(D) English Comprehension</p>	30	100	Same as below.

**(B), (C), (D) & (E):** Same as that of post at S. No. 1. Questions to be of matric level.