



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

In reference to advertisement No. Admin/Rec./Regular/Group 'A'/11/2017/AIIMS.RPR/2103, Dated 28.11.2017 for recruitment of following Group 'A' posts on direct recruitment basis in AIIMS Raipur:

1. Accounts Officer
2. Public Relation Officer
3. Law Officer
4. Assistant Nursing Superintendent

In view of large number of applications for the above said posts, it has been decided by the Competent Authority to conduct screening test to shortlist candidates for interview.

For preparation of final merit list, the weightage will be as under:

- i) Written Examination 80% Interview 20%. The final discipline-wise, category wise merit list will be made on the basis of aggregate marks obtained by the candidates (80% of written examination marks + 20 % of interview marks) arranged in descending order.
- ii) While drawing the final merit list, if there is a tie in the aggregate marks, the candidate with higher marks in written examination will be considered as higher in merit list and will qualify. In case of a tie at this stage, the candidates with an earlier 'Date of Birth' (higher age) will be treated as senior for qualifying.

Syllabus and Scheme of Screening Test 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.

Date of Examination and List of Eligible/Provisionally Eligible/In-Eligible candidates will be published shortly 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.)**

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
1	Accounts Officer	Essential Qualification: Graduate in Commerce with at least 55% in aggregate, Experience: 3 Years' experience in Supervisory capacity in Govt. Organization. Desirable : Chartered Accountant/ Cost Accountant or MBA (Finance).	(A) Finance Accounting, Economics and Governance (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 Graduation in commerce course broadly covering the following topics:-

1. Finance Accounting:

(i) **Finance & Accounts:** Fundamental Principles and Basic Concept of Accounting.

(ii) **Financial Accounting:** Nature and Scope, Limitations of Financial Accounting, Basic Concepts and Conventions and Accepted Principles.

(iii) **Basic concepts of accounting:** Single and double entry, Bank Reconciliation, Books of Original Entry, Trial Balance, Ledgers, Journal, Trading, Rectification of Errors, Manufacturing, Profit and Loss Appropriation Accounts, Balance Sheet Distinction between Capital & Revenue Expenditure, Valuation of Inventories, Depreciation Accounting, Non-profit Organizations Accounts, Receipts and Payments and Income & Expenditure Accounts, Bills of Exchange and Self-Balancing Ledgers.

2. Business Law, Fundamentals of Capital Budgeting, Financial Analysis, Planning and Control, General Financial Rules 2017, Government Procurement Process, GeM e-tendering, GST etc.

(B), (C), (D) & (E):

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.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
2	Public Relation Officer	Essential Qualification: A Degree from a recognized University / institution with a Post-Graduation / Diploma in Public Relations / Corporate Communication / Journalism / Mass Communication with 10 years' experience in the field of Public Relations / Corporate Communication / Journalism / Mass Communication.	(a) Subject knowledge of the concerned post (Public Relations) (b) General Aptitude & Gen. Awareness (c) English (d) Basic Computer Knowledge	40 40 10 10	100	As given below.

SYLLABUS FOR THE POST OF PUBLIC RECEPTION OFFICER:

(A) Principles of Communication and Public Relations

WHAT IS COMMUNICATION?

Definitions – Elements of Communication, Nature, Role and Scope of Communication, Communications, Public opinion and Democracy, Communication mass media and Socio-economic development.

METHODS OF COMMUNICATION:

Face to face Communication, Group Communication, Mass Communication-Spoken, Written, Un-Spoken and Unwritten, Present state of Communication in India.

MASS COMMUNICATIONS AND MASS MEDIA:

Marshal McLuhan's theory-the Medium is the message, One-step, two-step, multi-step flow of Communication, Mass Media and its characteristics

What is Communication research?

The nature and task of Communication research.

PRINCIPLES OF PUBLIC RELATIONS:

What is Public Relations? Meaning and Definitions, Basic elements of PR, Nature, role and scope, PR as a tool of modern management – PR role in the Indian Setting-Developing economy.

PR as distinct form other forms of Communication, PR and Publicity, Lobbying, Propaganda, Sales Promotion, and Advertising, PR and Corporate Marketing Services.

Historical Perspective-Industrial revolution-the beginnings of PR – Pioneers-Ivy Lee in America – Technological and media revolution in the Society- PR during First and Second World Wars – The Development of Indian PR, Early Phase, Professionalism, Genesis and Growth of PRSI – Present status and Future of PR in India.

Public Opinion – Meaning and Definition- Opinion Leaders-Individuals Institution, Roots of public attitudes – Culture, the family, religion, Economic and Social Classes – Role of PR in opinion formation-persuasion.

The Ethics of PR – Social Responsibility Code of Professional Standards for the practice of PR – IRSI – Code of Ethics.

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Public Relations Media

MEDIA CLASSIFICATION:

Introduction to Mass Media, Functions of Mass Media, Characteristics, Limitations, advantage and relative appeal of different media.

NEWS-PAPERS AND MAGAZINES:

Principal categories of newspapers and periodicals, News Agencies, Government and Press – Mass Media as Social Instruments.

RADIO BROADCASTING:

Radio in India, Relative coverage and appeal of Radio and Press. Impact of Radio on rural India and rural development.

TV IN INDIA:

A brief history of Television – Coverage, present status and impact on masses, Role of Satellite Communication, TV for Socio-Economic change, The future of Television in India.

FILM IN INDIA:

Film as a tool of PR, Impact of films, Documentaries, PR Films, Feature Films, Script writing of newsreel and documentaries.

PHOTOGRAPHS:

The Camera as a tool of PR, Uses of Photos in PR, News-photos, Photo features-photo Editing, Caption writing.

EXHIBITIONS:

Exhibition as a PR tool, Types of Exhibitions, Planning an Exhibition-Theme and Display.

MEDIA RELATIONS:

-Strategy for good media relations, Inter-Media Publicity, Press Conference.

-Traditional Media as a PR tool – Types – Advantages - Role of traditional Media in rural India.

-Outdoor media as a PR tool – Hoardings – Posters – Transit media – Bus panels – Neon signs – Direct Mail – advantages.

-The Art of News writing – What is News, Difference between newspapers writing and Broadcast writing, Language, content and style.

-Writing for Newspapers and House Journals - Reporting – How to write a press release, Press release – Its parts, headline, sub-headlines, the lead, paragraphs, essentials of writing a press release.

-Feature writing, Corporate features- Development-stories.

-Editorial Writings: House Journal's Editorials, Writing for Radio & TV.

Public Relations Practice

PUBLIC RELATIONS PRACTICE:

Scope of the Practice ; Profile of the practitioner ; Planning for Public Relations ; Measuring Public Relations Objectives ; Organizing Public Relations department;- Organizing Public Relations Agency.

PUBLIC RELATIONS SPECIALISATION:

Public Relations in Employee Relations ; Public Relations in Industrial Relations ; Public Relations and the Community ; Public Relations and the Govt. ; Public Relations in Promotion of causes and Ideas.

(B) General Aptitude : 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 & decoding, 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.

General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its

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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 neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(C) English : 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.

(D) Basic Computer Knowledge: Introduction to MS Windows, MS Office, Basics of Internet etc.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
3	Law Officer	Essential Qualification: <ol style="list-style-type: none"> 1. Degree in law or equivalent. 2. Should be a qualified legal practitioner with experience of minimum period of six years. 	Subject knowledge of concerned post	100	100	As given below.

SUBJECT KNOWLEDGE : Questions to be based on Graduation in Law course broadly covering the following topics:-

Constitution:

Preamble – significance, importance, relations with DPSP, declaration and objectives of state, place in interpretation of constitution- Citizenship – Fundamental Rights – Directive Principles of State Policy – The Union, Executive, President – Legislative powers of the President – The State, Executive, Governor – Parliament – Legislative powers of the Governor – The Union Judiciary – High Courts and Subordinate Courts – Tax – Services under Union and States – Languages – Emergency provisions – Legislative Relations – Centre-State Relations – Administrative Relations – Trade and Commerce.

Contract Law & Negotiable Instruments Act:

Contract Law

1. General features of contract – classification – historical development of law of contracts – freedom of contract.
2. Formation of contract – offer and acceptance – consideration – necessity – classification – privity of contract – charitable subscription – consideration – discharge of contract – doctrine of accord and satisfaction.
3. Capacity of parties – minority – Indian and English law – mental capacity – drunkenness – other incapacities. Factors invalidating contracts – coercion – mistake – undue influence – fraud – misrepresentation – unlawful objects – immoral agreements – consequences of illegality.
4. Void, voidable and contingent nature of contract of agreement – in restraint of marriage and its limitation – assignment of liability and benefits – offer of performance – joint promises – time and place of performance – reciprocal promises – appropriation of payments – contracts which need not be performed – breach and impossibility – meaning of breach – anticipatory breach – strict performance – impossibility of performance and doctrine of frustration – its effect – discharge of contract by operation of law.
5. Damages – nature and meaning of – penalty and liquidated damages. Quasi contracts nature and basis – instances of quasi contracts – quantum merit.
6. Specific relief – general principles – contracts specifically enforceable – not specifically enforceable – parties in relation to specific performance – rescission – rectification – and cancellation – preventive relief by injunction. Contracts of indemnity and guarantee – different aspect of surety's liability – comparison of guarantee with indemnity – discharge of surety – rights of surety against creditor, principle debtor, and co-sureties.
7. Bailment – general features – agency – different methods for such creation – different kinds – delegation of authority – sub agents and substituted agents – rights and duties of agents and principles – fraud agents – agents liability to 3rd persons – rights against agent personally liable – breach of warranty of authority – undisclosed principal – termination of agency – revocation and renunciation – by operation of law.
8. Sale of Goods – sale and agreement to sell quasi contract of sale – formalities of sale – the price – conditions and warranties – fundamental breach – transfer of property – transfer of title – passing of risk – performance of sale of goods – C.I.F contracts – F.O.B contract – rights of buyer – suits for breach of contract – rights of unpaid seller – auction sale and hire purchase.
9. Partnerships – essentials – compared with co-ownership – company – Joint Hindu family business – partnership of creation of status – mode of

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determining partnership firm and firm name – different types of partnership – formation – partnership – property – partnership by holding out – illegal partnership – relation b/w partners and 3rd parties – incoming and outgoing partners – retirement – dissolution – settlement of accounts – sale of goodwill – registration of firms.

Negotiable Instrument Act

1. Negotiable instrument – negotiability and assignability – effect of endorsement – Conversion of blank endorsement into full endorsement.
2. Negotiation of dishonoured and overdue instrument – presentment for acceptance – presentment for payment – when presentment for payment unnecessary – parties to bill of exchange – holder and holder in due course – classification – negotiable instruments liabilities of parties – discharge from liability material alteration – protection of bankers – paying bank and collecting bank.
3. Dishonour, noting, and protest – cheques – special features – distinction with bill of exchange and promissory note – crossing of cheques – kinds of crossing – legal effect of crossing – special rules of evidence – presumptions – promissory notes – rights and liabilities of parties – comparison with bill of exchange and cheque.

Company Law

1. Company – Nature, definition, – corporate personality – theories of corporate personality – the doctrine of lifting the corporate veil, the criminal liability of company – company distinguished from other association – different kinds of companies – registration and incorporation of company – memorandum of association – articles of association – alteration – doctrine of constructive notice and indoor management.
2. Promoters – duties and liabilities – prospectus – definition and contents – statement in lieu of prospectus – misrepresentation – remedies of misrepresentation – membership – definition and mode of acquiring membership.
3. Shares – meaning and definition – kinds of shares – allotment of shares – register.
4. Share capital – preference share capital – equity share capital control over issue of capital – stock – share warrant – share premium account and capital redemption – debentures – dividends – audit – auditors – appointment, powers and duties.
5. Borrowing – consequences of unauthorised borrowing registration of charges.
6. The board of directors – directors – appointment and removal, powers, duties and liabilities – powers and duties of managing director – secretaries meetings – different kinds of meetings – procedures and requirement of valid meetings – voting – resolution – minutes – protection of minorities – mismanagement – powers of company law board and central govt – investigation.
7. Winding up – different kinds of winding up – grounds – procedure – commencement and consequences of winding up – powers of court – liquidators – position – powers, duties, and liabilities – liability of members – payment of liabilities and preferential payment.
8. Social Responsibility of Companies – Protection of Consumers

Civil Procedure Code and Limitation Act

1. Main features – concept of law – suit – definitions – decree – order – legal representative – mesne profit – parties to suit – non joinder – mis joinder – representative suit.
2. Jurisdiction – bars and suits – res sub judice – res judicata – bar to further suit – foreign judgement conclusive of.
3. Place of suing – objection – transfer and withdrawal – institution of suits – summons – pleadings – plaint and written statement – amendment of – counter claim – set off – framing of issues.
4. Procedure during hearing – appearance and consequence of non appearance – ex parte procedure – discovery and inspection – interrogatories – admission – production – impounding of documents.
5. Affidavit – judgement – decree – cost – compensatory cost – interest – commissions – appointment of receiver – power – duty – removal – restitution – caveat – inherent powers – abatement and withdrawal of suits.

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6. Suits in particular cases – suit by/against government – suit by or against minor – suit by indigent persons – appeal – interpleader suit – arrest and attachment before judgement – temporary injunction.
7. General principles of execution – executing court – powers of – modes of – precepts, rateable distribution – garnishee order – arrest – detention – release – exemption – attachment – exemptions – sale – setting aside – proclamation.
8. Appeals from original decrees – preliminary decree – second appeal – appeals to SC – stay proceedings – form of appeals – powers of the appellate court – reference – review – revision.
9. Limitation – nature – object – limitation of suits – appeals – applications computation – exclusion – extension – acknowledgement – effect.

Criminal Procedure Code

1. Constitution and hierarchy of criminal courts – jurisdiction and powers of criminal courts – executive magistrates and their powers – juvenile courts, powers and functions – juvenile welfare board – powers and functions of probationary officers.
2. Functionaries under the code – police – prosecutor – defence counsel – prison authorities and their role.
3. Classification of offence – cognizable, non – cognizable, bailable, non – bailable, summons and warrants case – pre-trial procedure – initiation of criminal proceedings – duty of the public to give information and to assist the magistrate and police – steps to ensure accused presence at the trial – search and seizure – production of documents – impounding of documents – rights of the arrested persons.
4. Investigation – information in cognizable cases – information in non bailable cases – police officers powers to investigate cognizable cases – rule of police as to non cognizable cases – report to magistrate – examination of witnesses by police – recording of statements and its evidentiary value – police diary – report of police officer on completion of investigation – investigation in unnatural and suspicious deaths and death in police custody.
5. Security for keeping peace – maintenance of public order and tranquillity – dispersal of unlawful assembly – public nuisance – order of removal – disputes as to immovable property.
6. Maintenance of wife, children and parents – procedure – jurisdiction of magistrates – enforcement – alteration of allowance.
7. Ordinary places of inquiry and trial – cognizance of offences – limitation for taking cognizance.
8. Process to compel appearance – summons – proclamation and attachment – warrant – special summons in case of petty offence – commitment of case to court of session – consolidation of cases.
9. Elements of fair trial – rights of the accused person at the trial – treatment as to persons of unsound mind and mentally disabled – charge – basic rules – alteration of charge – conviction of an offence not charged with – joinder of charges – effect of omission to frame or absence of or error in charge – double jeopardy – protection against self incrimination – accused as witness.
10. Bail – anticipatory bail – powers of magistrate, appellate court and courts of revision.
11. Trial – preliminary pleas to bar trial of summons cases by magistrates – summary trial – trial before court of session – special rules of evidence – disposal of criminal cases without full trial – statements under section 313 Cr.P.C and its use.
12. Judgment – compensation – admonition – probation – non custodial treatment under juvenile justice act – custodial treatment of juveniles – machinery under juvenile justice act – sentencing – execution – remission and commutation of sentence – compounding of offences – disposal of property by the court.
13. Appeals – powers of the appellate court – revision and reference transfer of cases.

Indian Legal Profession and Code of Ethics

1. Role and functions of a lawyer – enrolment and qualifications – disqualification – bar council of india – functions and powers – committees – right to practice – professional ethics – standards of conduct laid down by the bar council – duties of a lawyer – seven lamps of Advocacy
2. Professional misconduct – power and jurisdiction of Bar Council of India – disciplinary proceedings – judicial decisions.
3. Art of advocacy – role and function of a lawyer – qualities of a lawyer – art of presenting and winning a case – examination of witness – manner and skill of cross examination.
4. Contempt of court – meaning and purpose – criminal contempt – civil contempt – mens rea principle in contempt cases – innocent publication – fair criticism – power of the High Court – punishment – procedure in contempt by judges – appeal – limitations.
5. Legal Education Rules and Bar Council of India Rules.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
4	Assistant Nursing Superintendent	<p>Essential Qualification:</p> <p>i. B.Sc. Nursing (4 year course) from a recognised institute/university. OR B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognized institute/university.</p> <p>ii. Should be registered with the Indian Nursing Council/ State Nursing Council</p> <p>Experience : Six years' experience in 200 bedded healthcare organization after obtaining Degree or equivalent from a recognized University/Institution</p> <p>Desirable:</p> <p>i. MSc (Nursing) from a recognized institute / university</p> <p>ii. Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>	<p>(A) Subject knowledge of concerned post. (Nursing)</p> <p>(B) General aptitude</p> <p>(C) Computer and Nursing Informatics.</p>	80 10 10	100	As given below.

(A) SUBJECT KNOWLEDGE : Questions to be based on B. Sc. (Nursing) course broadly covering the following topics:-

NURSING FOUNDATIONS:

- Health and Wellness: Definition of health, Concept of health, Concept of wellness and wellbeing Concept of health-illness continuum, Models of health and illness, Variables influencing health and health beliefs and practices, Health promotion, wellness, and levels of, disease prevention, Risk factors influencing health
- Nursing as a Profession: Nursing: Definition, concepts, philosophy, objectives, History of nursing in India, Characteristics, nature and scope of nursing practices, Qualities of a professional nurse ,Professional responsibilities and roles of a nurse, Evidence Based Practice (EBP) in Nursing, Trends of nursing in India ,Ethics and values in nursing,
- Hospital Admission and Discharge: Admission to the hospital: Unit and its preparation admission bed. Admission procedure, Special considerations, Medico legal issues in admission, Roles and responsibilities of the nurse in admission. Discharge from the hospital: Types of discharge: Planned discharge, LAMA/DAMA and abscond, referrals and transfers. Discharge planning. Discharge procedure. Special considerations. Medico legal issues in discharge, Roles and responsibilities of the nurse in discharge. Care of the unit after discharge
- Communication and Nurse Patient Relationship: Communication and nursing practice; Basic elements of communication process, Forms of communication, Professional nursing relationship, Elements of professional, communication ,Patient teaching: importance, purpose, process, role of nurse.
- Nursing Process and nursing care plan: Meaning, importance and steps in development.
- Documentation and Reporting: Documentation: Purpose of recording and reporting Communication within the health care team Types of records: ward records, medical/nursing records ,Common record keeping forms, computerized documentation ;Guideline for reporting: factual ,basis, accuracy, completeness ,correctness, organization, & confidentiality :Methods of recording ;Reporting: Change of shift ,reports, Transfer reports, incident reports.
- Vital Signs: Guidelines for taking vital signs.

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- i) Body temperature: Physiology, regulation, factors, affecting body temperature. Assessment of body temperature: sites, equipment's and technique, special considerations, Temperature alterations (hyperthermia, hypothermia & Heatstroke): assessment & management, Hot and cold applications.
- ii) Pulse: Physiology and regulation, characteristics of the pulse, factors affecting pulse. Assessment of pulse: sites, location, equipment's and technique, special considerations. Alterations in pulse: Tachycardia and bradycardia.
- iii) Respiration: Physiology and regulation, mechanics of breathing, characteristics of the respiration, factors affecting respiration. Assessment of respiration: techniques, special consideration. Alteration in respiration: types, assessment & management.
- iv) Blood pressure: Physiology and regulation, characteristics of the blood pressure, factors affecting blood pressure Assessment of blood pressure sites equipment's and technique, special considerations Alterations in blood pressure: Hypertension and hypotension.
- h). Health Assessment: Purposes of health assessment, Health history taking, Physical examination-Preparation & organization of physical examination, Methods & techniques of physical assessment. General assessment, Head to toe examination, after care of physical assessment.
- i). Care of Equipment and Linen: Indent, maintenance and inventory; Disposable; Reusable; Rubber goods; Enamelware; Stainless steel articles; Glassware; Hospital furniture; Sharp instruments; Machinery.
- j). Care in Special Condition: Unconscious patient; Patient with fluid imbalance; Patient with Dyspnea; physically handicapped; Perineal care of terminally ill-patient with urinary catheter.
- k). Infection Control in Clinical Settings: Nature of Infection; Chain of infection transmission; Hospital acquired infection; Hand washing: Medical and surgical hand washing; Disinfection of equipment and unit
- l). Barrier Nursing: Standard Safety precaution (Universal Precaution); Different types of hand washing; Personal protecting equipment's types, uses, techniques of wearing and removing.
- m). Biomedical waste management : Concept and importance; Segregation of hospital waste ;Treatment, transportation and disposal of hospital waste
- n). Administration of drugs : Purposes of drugs; Routes of administration; Principles: Rights, special consideration, prescription, safety in administering drugs; Storage and maintenance of drugs and nurses responsibility ;Factors influencing drugs action; Terminologies and common abbreviation used in prescription of drugs.
- o). First Aid - Meaning of First Aid; Rules of First Aid. First Aid in emergency Situation such as:- Fire, Earthquakes, Famines; Fractures; Accidents; Poisoning; Drowning; Hemorrhage; Insects bites; Foreign bodies ;Transportation of the injured Bandaging and splinting ;Immediate and later role of nurses
- p). The dying Patient : Signs and symptoms of approaching death; Needs of the dying patient and relatives; Care of dying and last offices; Packing of dead bodies in non-communicable and communicable diseases
- q). Meeting Needs of Hospitalized Patient:
 - i. Patient safety: Environmental safety: temperature, humidity, noise, ventilation, light, odour, pests control; Fall, fire and accident safety; Safety devices: restraints, side rails, airways, trapez etc.
 - ii. Hygiene: Hygienic care: Hair care, Oral care, Bed bath, Back care, Hand-feet & nail care, Eye care, Care of ear and nose; Patient environment: Unit cleaning/ disinfection.
 - iii. Comfort: Types of beds and bed Making; Comfort devices; Pain management: Nature, types, factors influencing pain, coping, assessment and management of pain.
 - iv. Elimination needs: Problems in sickness: Constipation, diarrhea, retention and in-continence of urine; Nurses role in meeting eliminating needs.
 - v. Meeting nutritional needs: Importance of Nutrition; Factors effecting nutritional needs.
 - vi. Activity and Exercises: Importance of activity and Exercise in health and sickness, active and passive Exercise.

MEDICAL SURGICAL NURSING

- a) Role and responsibilities of a nurse in Medical and Surgical Settings : Outpatient Units; In- Patient Units; Intensive Care Units; Home and Community setting
- b) Care of Surgical patient : Pre-operative; Intra operative; Post-operative; Nurses functions in operation theatre
- c) Anesthesia: Classification, anesthetic agents and role of a nurse in anesthesia.
- d) Disorders of the Respiratory System : Etiology, Clinical manifestation, diagnosis, treatment and medical, surgical, dietetics and Nursing Management with : Asthma, Pneumonia, Lung abscess, Pleurisy, Emphysema, Bronchiectasis, Pulmonary Tumours, Pleural Effusions, Pulmonary Tuberculosis, Acute

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Respiratory distress syndrome, Preventive and rehabilitative aspects

- e) Cardiovascular System : Diseases of heart; Cardiac arrhythmias; Cardiac arrests; Heart Blocks; Pericarditis, Myocarditis, Endocarditis; Congestive heart failure; Hypertension; Angina Pectoris; Valvular Diseases ,Basic life support, Advance cardiac life support.
- f) Vascular Diseases: Arteriosclerosis; Atherosclerosis; Varicose veins and aneurysms.
- g) Blood Disorder : Anaemia; Leukemia; Haemophilia; Hodgkins Diseases
Blood Transfusion : Indications; Grouping and matching; R.H factors; Plasma precautions in administration ; Blood bank functioning and hospital transfusion committee. Bio-safety and waste management in relation to blood transfusion
- h) Gastro Intestinal System : Stomatitis, gingivitis and parotitis; Dental caries; Tumours; Gastritis; Peptic ulcer; Enteritis; Colitis; Appendicitis; Haemorrhoids; Hernia; Hepatitis; Cirrhosis of liver; Liver abscess; Cholecystitis; Hepatic coma; Pancreatitis; Carcinoma of liver and Pancreas; Tuberculosis
- i) Musculo-Skeletal System: Disorder and diseases of bones and joints : Sprains, Dislocation, Fractures, Arthritis, Osteomyelitis, Tumours, Tuberculosis, Deformities
- j) Genito Urinary System : Diseases of kidney, ureter, bladder and urethra; Congenital abnormalities; Acute and chronic nephritis; Nephrosis; Uraemia; Tumours; Tuberculosis; Obstruction; Pyelitis and Pyelonephritis; Cystitis; Disorder of Micturition; Urethritis; Cancer Penis; Inflammation of testes, Epididymis and Prostate glands; Prostatic hypertrophy; Malignancy. Dialysis, renal transplant, trauma of ureter, bladder, urethra.
- k) Nervous System: Diseases of Brain : Headache, Migraine; Epilepsy; Tumours; Chorea; Parkinsonism; Meningitis; Encephalitis; head and spinal cord Injuries; Cerebro-vascular accidents, haemorrhage, Embolism and thrombosis Diseases of Spinal Cord : Myelitis; Injuries; Tumours; Spinal cord compressions Diseases of Nerves : Neuritis and neuralgia; Myasthenia-gravis; Sciatica; Heat Stroke, heat Exhaustion; Cranial, Spinal Neuropathies;
- l) Endocrine System, Metabolic disorders, deficiency diseases: Hyper and hypo Secretions of: Thyroid, Parathyroid, Pituitary, Adrenal gland; Cysts/Tumours; Metabolic Disorders: Diabetes Mellitus; Obesity; Gout; Deficiency Diseases: Common deficiency diseases; Prevalence in India; Early symptoms, prevention and treatment.
- m) Operation Theatre: General set up of operation theatre and team; Theatre technique: - hand washing, gowning and gloving; Preparation of theatre equipment and instruments in common use; Role of a nurse in care of patient in the theatre; Principle of recovery room's care.
- n) Intensive Care Nursing : Concept; Principles of Intensive Care Nursing; Role of a nurse in I.C.U; Common gadget use in I.C.U/C.C.U-Cardiac Monitors, Birds, respirator, defibrillators, etc
- o) Diseases and Disorders of eye : Blindness-causes and prevention; Eye banking, Community services; Conjunctivitis; Glaucoma; Cataract; Retinal detachments; Eye prostheses and rehabilitation; Injury and hemorrhage
- p) Diseases of the ear : Wax; Foreign bodies; Furunculosis; Fungal infections; Otitis Media; Injuries and deafness; Mastoiditis; Menieres syndrome Disease of nose and throat : Rhinitis; Defected Septum; Sinusitis; Allergy; Adenoids; Laryngitis; Tonsillitis; Pharyngitis; Injury
- q) Communicable Diseases: Virus: Measles, influenza. Chickenpox, Smallpox, Mumps, infective hepatitis, poliomyelitis Bacteria : Diphtheria, Whooping cough, tetanus, leprosy, typhoid, dysentery, gastro-enteritis and cholera Zoonoses : Kala-azar, plague, relapsing fever and rabies; Mosquito : Malaria, filaria, dengue fever Sexually transmitted diseases : Gonorrhoea, Syphilis, Chancroid
- r) Nursing management of patient with Immunological problems: Review of Immune system; Immunodeficiency disorders -HIV and AIDS.
- s) Nursing Management Of Patients With oncological conditions: Structure & characteristics of normal & cancer cells; Prevention, screening, early detection, Common malignancies of various body systems warning signs of cancer; Modalities of treatment; Hospice care Stomal therapy.
- t) Nursing management of patient in disaster situations: Causes and types of disaster; Policies related to emergency / disaster management at international, national, state, institutional level.; Disaster Management;
- u) Nursing management of patient in emergency Emergency Nursing : Concept, priorities, principles & scope of emergency nursing Organization of emergency services: physical set up, staffing, equipment & supplies, protocols, Concepts of triage & role of triage nurse

MIDWIFERY AND GYNAECOLOGICAL NURSING

- a) Introduction : Definition: Midwifery, obstetrical Nursing; Development of maternity services in India; Morbidity and mortality rates and their significance; Internal and External organs of reproduction; Female pelvis : Structure, diameters and type; Fertilisation and implantation of the ovum; Foetal development and foetal circulation.
- b) Normal Pregnancy : Physiological changes due to pregnancy; Signs, symptoms and diagnosis; Influence of hormones

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- c) Pre-natal care : Objectives; History taking; Calculation of Expected date of delivery; Routine Examinations
- d) Care and advice regarding : diet in pregnancy; anti-natal Exercises
- e) Minor disorders of pregnancy and alleviations of discomfort
- f) Diseases associated with pregnancy : Cardio vascular; Urinary; Respiratory; Metabolic; Nutritional deficiencies; Sexually transmitted diseases
- g) Normal Delivery (Preparation) : For mother and baby; Preparation of the patient and delivery room-hospital and home; Psychological preparation of mother and family
- h) Normal labour : Definition, stage and duration; Causes of onset of labour; True and False labour
 - i) First stage of labour : Signs of onset of labour; Physiological changes in first stage of labour; Management-preparation of labour; Preparation of women in labour - Physical and Psychological; Equipments for normal delivery; Monitoring of maternal and fetal condition; Vagina I Examination
- j) Second Stage of labour : Signs of second stage; Mechanisms of labour; Monitoring of maternal and fetal conditions; Procedure for conduct of normal delivery; Prevention of Perineal tear; Episiotomy, suturing and care
- k) Third Stage of labour : Signs, Physiological changes; Immediate care of baby; Technique of placenta expulsion and examination of placenta; Monitoring of maternal and newborn baby Nursing Management of Baby and birth : Assessment; Apgar scoring, examination for defects (head to foot examination); Care of cord, eyes and skin; Maintenance of body temperature; Prevention of infection and injury.
- l) Nursing Management of mother during puerperium : Definition, objectives of care; Immediate postnatal care; Physiological changes during puerperium; Care of Episiotomy; Establishment of breast feeding; Postnatal Exercises; Postnatal Examination, follow up family welfare; Minor ailments and management
- m) Complications of pregnancy and its management : Bleeding in early pregnancy; Bleeding in late pregnancy; Pregnancy induced hypertension, Pre-Eclampsia, Eclampsia; Hydramnios, Oligohydramnios; Hydatidiform mole; Pelvic inflammatory disease; Intra uterine growth retardation, intra uterine death; Post maturity
- n) High risk pregnancy and its management : Anaemia, Jaundice, Viral infection; Urinary tract infections; Heart diseases, diabetes mellitus; Osteomalacia; Sexually Transmitted diseases; AIDS; Teenage Pregnancy; Elderly pregnancy; Multi Para & Multiple pregnancy; Un-Educated mother
- o) Labour Complications : Malpresentations and malpositions; Occipito posterior position; Breach and shoulder; Face and Brow; Cord presentation and prolapse; Obstructed labour; Ruptured uterus; Post partum haemorrhage, atonic uterus, retained placenta and membranes
- p) Complications of puerperium and its management : Puerperal pyrexia, puerperal sepsis, Thrombophlebitis, Embolism, puerperal Psychosis
- q) Obstetrics operations : Manual removal of placenta; Version: Internal, External; Vacuum extraction; Caesarean section; Medical termination of pregnancy; Laparoscopic sterilization; Embryotomy
- r) Drugs used in Obstetrics
- s) Ethical and legal aspects related to midwifery and gynaecological Nursing.
- t) Fertility and Infertility : Definition, causes both in male and female investigation and management
- u) Diseases and disorders of female reproductive system including breasts : Infections; cyst, tumours and fibroids; Abortion; Ectopic pregnancy; Vaginal fistula; Erosion of cervix; Sexually transmission disease; Abnormalities of menstruation; Menopause; Mastitis; Breast abscess; Tumours; Malignancy

CHILD HEALTH NURSING

- a) Concept in Child health care and role of Pediatric nurse in child care.
- b) The healthy child : Growth and developments and factors affecting growth and development; Assessment of growth and development; Nurses responsibility to meet the nutritional needs; Accidents – Principal causes and Prevention; Value of play and selection of play materials; Review of immunization schedule; Care of under-five and under-five clinics, child guidance clinics
- c) The Infant : Care of umbilical cord, skin, eye, mouth, buttocks and clothing's
- d) Disorder of Infants : Vomiting; Diarrhea; Convulsion; Distension
- e) Recognition and Management of Congenital anomalies : Causes, Prevention management; Preparation of the parents; Parents counselling
- f) Breast Feeding : Importance and principles; Preparation of mother; Difficulties in breast feeding; Factors inhabiting and promoting lactation
- g) Introduction of Solids : Weaning; Developing healthy foods habits; Diet of healthy Child; Artificial feeding; Reason and maintenance of hygiene; Feeding technique; Common Problems;
- h) Pre and post-Operative care

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- i) Preparation of parents for surgery of the infant child
- j) Diseases of Children : Etiology, Signs and symptoms, medical and surgical management, nursing care, Complication, diet and drug therapy, prevention and treatment with diseases-
 - i. Gastro- intestinal System : Thrush; Gastro enteritis, acute and chronic diarrhoea; cleft lip and cleft palate; Oesophageal atresia; Pyloric stenosis; Hernia; Intussusception, megacolon; Appendicitis, imperforated anus; Jaundice; Worm infestation
 - ii. Respiratory System : Foreign bodies; common cold and rhinitis; tonsils and adenoids; croup, influenza; bronchitis, pneumonia, emphysema
 - iii. Genito-urinary System : Nephritis, nephrotic syndrome, nephrosis; Undescended testes; Wilm's tumor; Prevention of infection; Congenital disorders
 - iv. Cardio Vascular system : Congenital defects; Rheumatic fever and Rheumatic heart diseases
 - v. Nervous System : Convulsions, epilepsy; Meningitis, Encephalitis; Epilepsy; Cerebral palsy; Mental retardation; Hydrocephalus; Spina bifida, meningocele; Mongolism
 - vi. Eye and Ear : Conjunctivitis; Squint; Congenital extract; Visual defects; Otorrhea; Otitis Media
 - vii. Nutritional Disorder : Marasmus; Kwashiorkor; Anaemia; Vitamin Deficiencies
 - viii. Communicable Diseases : Measle, Small pox and chicken pox; polio myelitis; mumps; Tetanus; Diphtheria and whooping cough; infective hepatitis, Scabies, Eczema, Pediculosis, ringworm, fungus, furunculosis
 - ix. Hemotological disorder : Anemias, leukemia, thalassaemia leukemia, haemophilia
 - x. Endocrine disorder : Diabetes insipidus; dwarfism; Orthopaedic disorder: Club feet; Fractures
 - xi. Child health Emergencies : Burns; Drowning; Foreign Bodies; Poisoning
 - xii. Psychological disorder and problems : Enuresis, tie, Speech defects, headache, Thumb Sucking, delinquency
 - xiii. The Handicapped Child : Importance of early diagnosis; Care of physically and mentally handicapped child; Deprived child; Community facilities; Adaption laws; Foster and orphanages

MENTAL HEALTH NURSING

- a) Introduction: Meaning of mental illness; Terms used in psychiatry; Etiology of mental illness and contributing factors; Legal aspects in the care of the mentally sick
- b) Community Responsibility: Attitudes towards mentally ill; Misconceptions towards mentally ill; Health and social service for the mental illness
- c) Diagnosis: Early recognition of deviations from the normal; Classification of mental disorders; Signs and symptoms of common mental illness
- d) Management : Physical therapy; drug therapy, shock therapy; Psycho therapy; hypnosis, psychoanalysis; behavior therapy, reactional and social therapy, occupational therapy
- e) Role of the Nurse : Over active patient; Destructive patient; Suicidal patient; Depression; Withdrawal and Mania; Prevention of accidents amongst mentally ill; Observation reporting and recording; Procedure for admission into and discharge from mental hospitals

COMMUNITY HEALTH NURSING

- a) Concept, Definition of Community Health, differences between institutional and community health nursing, qualities and functions of a community health nurse
- b) Aspects of Community Health Nursing : Family Health services, maternal and child care and family planning services; School Health Services; Industrial Nursing; Geriatric Nursing; Tuberculosis Nursing; Nurses Role in National Health Programmes
- c) Demography and Family Welfare : Demography Family Welfare : Its meaning, aims, objectives and importance; Policy; Family Planning methods; National Programme; Nurse's role in family Welfare programme
- d) Health Team : Composition at community : Health Centre (CHC), Primary Health Centre (PHC), Sub-Centre (SC)
- e) Roles of Nursing Personnel at Various levels : Male & Female Health Worker; Health Supervisor; Public Health Nurse; Public Health Nurse Supervisor
- f) Vital Health Statistics : Concept; Uses; Sources; Important rates and indices; Vital Health records and their utility y; Principles of reporting and recording;
- g) Health Education and Communication skills : Concept, definition, aims & objectives of health education and scope; Methods of health education and Principles of Health education; Communication; Meaning and methods of Communication, verbal and non-verbal Communication; Art of listening; Barriers of

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communication Audio visual aids : Definition; Advantages and disadvantages; Preparation and uses of simple aids

ANATOMY & PHYSIOLOGY

- a) Skeletal system
 - Bones : Types, Structure, Functions; Joints : Classification, Structure and Functions
- b) Muscular System : Types, Structure, Functions; Position and action of Chief Muscles of the body
- c) Cardio-Vascular System Blood : Composition, Blood Group, Cross Matching Heart : Position, Structure, Conduction System, Functions and Cardiac Cycle; Circulation of Blood; Blood Pressure and Pulse; Lymphatic System
- d) Respiratory System : Structure and Functions of Respiratory Organs; Physiology of Respiration; Characteristics of normal Respiration and its deviations
- e) Digestive System : Structure and Functions of Organs; Digestion, absorption and metabolism.
- f) Excretory System : Structure and functions of Organs; Structure and functions of the Skin; Regulation of body Temperature
- g) Nervous System: Type, structure and functions of neuron; Central Nervous System : Structure and Functions.
- h) Endocrine System : Structure and functions of – pituitary, pancreas, thyroid, Parathyroid, Thymus and supra renal glands
- i) Sense Organs : Structure and functions of eye, ear, nose and tongue; Physiology of Vision, hearing and equilibrium.
- j) Reproductive System : Structure and functions of reproductive and accessory organs; Reproduction, Menstrual Cycle and Menopause; Reproductive Health; Structure and functions of male reproductive system.

MICROBIOLOGY

- a) Scope and usefulness of knowledge of microbiology in Nursing
- b) Classification of Micro-organisms and factors influencing growth
- c) Sources of Infection
- d) Portals of Entry and Exit of microbes
- e) Transmission of infection
- f) Collection of Specimens & Principles to be kept in mind while collecting specimen
- g) Immunity: Meaning; Types of Immunity; Immunization Schedule (Currently Used)
- h) Control and destruction of micro-organisms: Different types of Sterilization; Disinfection; Bio-safety and waste management

NURSING RESEARCH & STATISTICS

- a) Research and research process:
- b) Research problem/ question
- c) Review of literature
- d) Research approaches and designs
- e) Population, Sample and Sampling
- f) Data collection methods and tools:
- g) Analysis of data.
- h) Introduction to statistics Definition, use of statistics, scales of measurement. Frequency of distribution and graphical Presentation of data, Measures of central tendency: Mean, median, mode, Measures of Variability : Standard deviation Co-efficient of correlation Normal probability, Tests of significance : 't' test , chi square, Statistical packages and its application – SPSS

NURSING MANAGEMENT

- a) Introduction to management & Administration in nursing: Definition, nature & Philosophy of Management and Administration

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- b) Management Process: Planning, Organization, Human resource management, Directing, Controlling, Budgeting, Material management.
- c) Management of nursing services in the Hospital and Community.
- d) Regulatory bodies; Indian Nursing Council (INC), State Nursing Council Acts; - constitution, functions. Current trends and issues in Nursing.
- e) Professional ethics Code of ethics; Indian Nursing Council, International Council for Nurses (ICN). Code of professional conduct; INC, ICN
- f) Legal aspects in Nursing: Legal terms related to practice; registration and licensing Laws related to nursing practice; Breach and penalties Malpractice and negligence
- g) Patient Rights.
- h) Professional Advancement: Continuing education, Career opportunities, Membership with professional organizations; National and International, Participation in research activities, Publications; Journals newspapers etc.

COMMUNICATION & EDUCATIONAL TECHNOLOGY

- a) Communication Process: Definition, meaning, types and process of communication, barrier of communication, techniques of therapeutic communication.
- b) Interpersonal relations: Definition, types, Phases of interpersonal relationship
- c) Human relation in context of nursing
- d) Guidance & counselling: Definition and purpose. Guidance & counselling, Basic principles of guidance & counseling Types/ areas of guidance approaches, organization of counselling services.
- e) Methods of teaching, teaching learning process and educational media.
- f) Information, Education & communication for health: Health behaviors , Health education, Planning for health education ,Health education with individual, group & communities ,Communicating health messages ,Methods and media for communicating health message ,Use of mass media

(B) GENERAL APTITUDE AND GENERAL AWARENESS TEST

- a) General Intelligence.
- b) General Awareness.
- c) Keenness.
- d) Reasoning.
- e) Observancy.
- f) Rationalization.

(C) COMPUTERS & NURSING INFORMATICS

- a) Introduction: Concepts of Computer, Characteristics and generation of Computers, Basic Organization of Computer
- b) Introduction to disk operating system:
- c) Uses of computers and applications
- d) Nursing Informatics: General purposes, Patient Record System, E- Nursing, Telemedicine , Telenursing., Electronic medical records, Management information and evaluation system(MIES)