



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
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No. Admin/Rec./Regular/Group 'C'/12/2017/AIIMS.RPR/2593 Dated: 08.01.2018

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

In reference to advertisement No. Admin/Rec./Regular/Group 'C'/12/2017/AIIMS.RPR/2156, dated 06.12.2017 for recruitment of following Group 'C' posts on direct recruitment basis in AIIMS Raipur:

01. Assistant Laundry Supervisor
02. Tailor Grade III
03. Sanitary Inspector Grade II
04. Library Attendant Grade II
05. Medical Record Technician
06. Coding Clerk
07. Driver (Ordinary Grade)
08. Lab Attendant Gr. II
09. Junior Warden (House Keepers)
10. Hospital Attendant Grade III (Nursing Orderly)

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	<b>Assistant Laundry Supervisor</b>	i) 12 <sup>th</sup> Pass or its equivalent from a recognized Board/School. ii) Diploma/Certificate in Dry Cleaning/Laundry Technology from a recognized Institute. iii) 2 years' experience in a reputed mechanized Laundry.	(A) Subject knowledge of concerned post <b>(Dry Cleaning/Laundry Technology)</b> (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	50  25 10 10 05	100	As given below

### **Indicative Syllabus for written examination:**

**(A) Subject Knowledge :** Questions should be broadly based on the following topics:-

On and Off Premise Laundry, advantages and disadvantages  
 Flow process chart in laundry  
 Stages in the laundry process  
 Laundry equipment  
 Location, layout and planning of laundry  
 Stain removal : agents and method  
 Alternative laundry procedures

**(B) 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.

**(C) 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.

**(D) 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.

**(E) 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	Tailor Grade III	(i) 10th Standard pass from a recognized School/Board (ii) Certificate from ITI or any other recognized Institution in the trade of Tailoring. Desirable: Experience in stitching of various types of clothes.	(A) Subject knowledge of concerned post <b>(Tailoring)</b> (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	50  25 10 10 05	100	As given below

**(A) Subject Knowledge :** Standard of the questions will be that of 10th Standard and ITI.

**TRADE THEORY SUBJECTS –**

Tools and equipment ; Sewing machinery; Sewing techniques; Methods of finishing; Components; Fibers and fabrics; Buttonholes and fasteners; Trimming materials and accessories ; Patterns; Layouts; Color scheme; Quality criteria; Safety precautions; Anatomy of human figure

**TRADE PRACTICAL SUBJECTS –**

Identification and familiarization of trade tools; First aid; Measuring (body, materials and components); Making patterns (flat and block patterns); Cutting with hand-held tools; Arranging layouts; Pressing (using hand-held iron); Folding garments; Operating sewing machine (treadle, motorized and overlock); Maintaining sewing machine (treadle, motorized and overlock); Stitching by hand; Stitching by machine; Finishing; Fixing fasteners; Making buttonholes; Shaping garment; Stitching components; Finishing edges; Making corners and openings; Attaching collars and sleeves; Finishing neckline; Preparing waistline

**(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	Sanitary Inspector Grade II	1) Pass in Class 12 + Health Sanitary Inspector course (1 year duration) from a recognized University /Institution  Not less than 4 years of experience in a 200 bedded hospital	(A) Subject knowledge of concerned post ( <b>Health Sanitary Inspector</b> ) (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	50  25 10 10 05	100	Same as that for post at S. No. 1

**(A) SUBJECT KNOWLEDGE :** Questions to be based on Health Sanitary Inspector course broadly covering the following topics:-

**WATER SANITATION:**

WHO's definition of environmental Sanitation. Safe and whole some water, Sources of water, Various uses of water and its need. Water borne diseases, conservation source of water, quality of water, public health aspect of very hard water, Steps of disinfection of well. Physical, chemical and biological standard for portable water sources and nature of pollution of water in large scale and small scale. Process of disinfections of water in large and small scale provisions for sanitary wells and tube wells, plumbing system and its maintenance.

**AIR SANITATION:**

Concepts and importance of adequate ventilation. Types of ventilation. Natural ventilation. Mechanical ventilation. Indicators of air pollution. Process air purification and disinfection. Green house effect, types of ventilation, thermal comfort, air temperature humidity, radiation, evaporation and their measurements

**SOLID WASTE DISPOSAL**

Source of generation, storage and collection. Sanitary method of disposal of solid waste. Classification of solid waste in the community. Polluting affect of different types of solid waste, system of collection of solid waste from the houses and street, sanitary transportation of solid waste, sanitary process of disposal of solid waste such as composting, sanitary land filling, incineration.

**SEWAGE DISPOSAL :**

What is sewage? Why sewage purification is required? Sewer appurtenances, house drain. Street sewers or municipal sewers. Sewage forming land treatment. Sewage disposal by Biogas plant or gobar gas plant. Methods of disinfection of sewage. Sanitary practices of sewage farming treatment plant. Collection of sewage sample for chemical and bacteriological analysis and interpretation or reports. Inspection and maintenance of sewage treatment plants and disinfections of stabilized sewage.

**LIQUID WASTE DISPOSAL/ NIGHT SOIL DISPOSAL**

Hygienic method of disposal of liquid waste. Health hazard related to accumulation of liquid waste or in sanitary drainage system. Construction and maintenance of sanitary sewerage system .Use of different types of traps, pollution of water sources from sewerage and its disinfection

**SOIL SANITATION**

1. Identification and use of insecticides, pesticides and disinfection
2. Application of Techniques of sterilization and disinfection of various articles.
3. Identification of different parts of spraying equipments
4. Operation and maintenance of spraying equipment .
5. Use of Larvicide's.
6. Use of rodenticides

**(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	Library Attendant Gr.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	<b>70</b>  <b>10</b> <b>05</b> <b>05</b> <b>10</b>	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

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
5	Medical Record Technician	B.Sc. (Medical Records) <b>Or</b> 10+2 (Science) from a recognized board with At least 6 month Diploma /Certificate course in Medical Record Keeping from a recognized Institute / University and 2 years' experience in Medical Record Keeping in a Hospital Setup <b>And</b> Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi	(A) Subject knowledge of concerned post. (Medical Records) (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	<b>70</b>  <b>10</b> <b>05</b> <b>05</b> <b>10</b>	100	As given below

(A) **Subject Knowledge:** Questions to be broadly based on the standard Syllabus of Degree/Dipoma in Medical Record Keeping taught in recognized Colleges/Universites/Institution. It may broadly cover the following topics:-

- Introduction, Values, Purposes and Uses of Medical Records.
- Documentation of Records (Indexes / Registers).
- Birth, Death, Registration and Correction in Record.
- Medical Ethics and Legal Aspects of Medical Records.
- International Classification of Diseases (ICD-10) and Related Health Problems.
- Medical Coding
- Electronic Medical Record/ Hospital Information System.
- Contents and Components of Medical Record.
- Numbering, Filing and Retrieval of Medical Records.
- Retention, Preservation and Destruction of Medical Records.
- Medico-Legal Cases.
- Hospital Statistics.

(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
6	Coding Clerk	B.Sc. (Medical Records) <b>Or</b> 10+2 (Science) from a recognized board with At least 6 month Diploma /Certificate course in Medical Record Keeping from a recognized Institute / University and 2 years' experience in Medical Record Keeping in a Hospital Setup <b>And</b> Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi	(A) Subject knowledge of concerned post. (Medical Records) (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	<b>70</b> <b>10</b> <b>05</b> <b>05</b> <b>10</b>	100	As given below

**(A) Subject Knowledge** : Same as that of Post at **S. No. 5**. However the level of questions may be of Certificate level.

**(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
7	Driver (Ordinary Grade)	1. 10 <sup>th</sup> Pass from a recognized Board 2. LMV and HMV commercial licence 3. 2 years' experience of driving commercial vehicle	(A) Subject knowledge of concerned post. (Traffic Rules) (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude	<b>30</b> <b>10</b> <b>05</b> <b>05</b>	<b>50</b>	As given below

**(A) Subject knowledge** :- Questions to be designed to test the knowledge of traffic rules.

**(B), (C) & (D)** : Same as that of post at S. No. 1. Questions to be of level of 8<sup>th</sup>-10<sup>th</sup> class.

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
8	Lab Attendant Grade-II	(a) 10+2 with science (b) Diploma in Medical Lab Technology Desirable : Experience 2 years in relevant field.	(A) Subject knowledge of concerned post. (Medical Lab Technology ) (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	70 10 10 05 05	100	As given below

**(A) Subject knowledge** :- Questions to be designed on the basis of syllabus of Diploma in Medical Lab Technology as prescribed by various recognized Universities/Colleges in India

**(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
9	Junior Warden (House Keepers)	1. Graduate from a recognized Board/University or equivalent. 2. Two years experience as a Jr. Warden or equivalent in any college.	(A) General Intelligence & Reasoning (B) General Awareness (C) Quantitative aptitude (D) English Comprehension	30 25 25 20	100	Same as that of <b>(B) to (E)</b> for Post at S. No 1

S. No	Post Name	Essential Qualification	Proposed Scheme	No. of Questions	Total Marks	Indicative Syllabus
10	<b>Hospital Attendant Gr.III (Nursing Orderly)</b>	(i) Matriculation from a recognized School/Board (ii) Certificate course in Hospital Services conducted by a recognized organization (such as St. Johns Ambulance) Desirable : Experience of having worked in a Hospital	(A) Subject knowledge of concerned post (Hospital Services/Nursing) (B) General Intelligence & Reasoning (C) General Awareness (D) Quantitative aptitude (E) English Comprehension	<b>30</b> <b>25</b> <b>20</b> <b>20</b> <b>05</b>	<b>100</b>	As given below

**(A) Subject knowledge** :- Questions of the level of certificate/diploma level covering broadly the following topics :-

1. Meeting the Basic Needs of a patient
  - (a) Physical needs-
    - Comfort, rest, sleep and exercise
    - Body mechanics- moving, lifting, transferring
    - Position and posture maintenance
    - Beds and Bed making – Principles of bed making, types and care of bed linen
    - Safety devices, restraints and splints'
  - (b) Hygienic needs
    - Personal and environmental hygiene
    - Attendants role in maintaining personal and environmental hygiene
  - (c) Elimination needs
    - Problems- constipation and diarrhea, retention and incontinence of urine
    - Offering bed-pan, urinal.
4. First Aid- Definition, Aim and Importance, rules/general principles of First Aid, first aid in emergencies
5. Procedures and Techniques in First Aid
  - preparation of first aid kit
  - dressing, bandaging and splinting, etc.
  - transportation of the injured
  - CPR and Basic Life Support.

**(B) to (E)** : Same as that of post at Sr. No 1.