



अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश (उत्तराखण्ड)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES RISHIKESH (UTTARAKHAND)
(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)
परीक्षा विभाग (Examination Section)

#AIIMS-Rishi/Exam/23/876

Date: 28 April. 2023

Examination Notice

Subject:- **Recruitment/Screening Examination (CBT) for the posts of Sr. Medical Officer (AYUSH), Medical Officer (AYUSH), Medical Record Officer, Medical Record Technician, Manager/Supervisor/Gas Officer, Junior Medical Record Officer (Receptionist), Manifold Technician, Coding Clerk, Gas/Pump Mechanic and Manifold Room Attendant-reg.**

All the candidates who applied for the posts of Sr. Medical Officer (AYUSH), Medical Officer (AYUSH), Medical record officer, Medical record technician, Manager/supervisor/Gas officer, Junior Medical record officer, Manifold technician, Coding clerk, Gas/pump mechanic and Manifold room attendant against the re-open notice dated 10 February 2023 of AIIMS Rishikesh are hereby informed that:

1. The tentative dates of recruitment/screening examination for the above posts is **15-16 June 2023**. Final dates of examination will be informed when admit cards will be issued.
2. The examination will be conducted in 03 cities: **Delhi, Dehradun and Bengaluru**. The city and venue of the exam will be informed to the candidates along with the admit-card. For candidates who have applied for more than one post, efforts will be made to allot same test center for all the posts. Candidates are advised to send an email (at helpdesk_exam@aiimsrishikesh.edu.in) for allotment of same exam centre for all the posts for which they have applied.
3. The scheme of examination will be as follows:

Sr. No.	Name of the Posts	Type of Examination	No. of Questions	Negative Marking (if Any)	Time Duration of Examination
1	Sr. Medical Officer (AYUSH)	• CBT multiple choice questions with four answer options and one of these four options will be the correct answer.	100	-0.25 marks for each wrong answered question	1.5 Hrs (90 Mins)
2	Medical Officer (AYUSH)		100		1.5 Hrs (90 Mins)
3	Medical record officer		200		3 Hrs (180 Mins)
4	Medical record technician		200		3 Hrs (180 Mins)
5	Manager/supervisor/Gas officer		200		3 Hrs (180 Mins)
6	Junior Medical record officer (Receptionist)		200		3 Hrs (180 Mins)
7	Manifold technician	• 01 Mark for each correctly answered question.	200		3 Hrs (180 Mins)
8	Coding clerk		200		3 Hrs (180 Mins)
9	Gas/pump mechanic		200		3 Hrs (180 Mins)
10	Manifold room attendant		200		3 Hrs (180 Mins)

4. Candidates applying for the post of 'Junior Medical Record Officer (Receptionist)' are informed that there will be two separate question papers, one for 'Junior Medical Record Officer' and the other for 'Receptionist'. So the candidates are requested to send their option through e-mail (at helpdesk_exam@aiimsrishikesh.edu.in) which question paper they want to opt in the exam.
5. Post-wise indicative syllabus for the examination is given herewith in **Annexure-A**.



आखिला भारतीय आयुर्विज्ञान संस्थान ऋषिकेश (उत्तराखण्ड)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES RISHIKESH (UTTARAKHAND)
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परीक्षा विभाग (Examination Section)

Annexure-A

Indicative Syllabus for Recruitment Examination

Post Name:- **Sr. Medical Officer (AYUSH)**

- (A)** For the candidates having the degree of **BAMS**: Questions will be broadly based on the standard Syllabus of BAMS Degree of any recognized university/institute. It may broadly cover the following topics: -
1. Padartha Vigyan and Ayurved Itihas
 2. Sanskrit.
 3. Kriya Sharir
 4. Rachana Sharir
 5. Maulik Siddhant Avum Ashtang Hridaya
 6. Dravyaguna Vighyan
 7. Roga Nidan
 8. Rasashatra
 9. Charak Samhita
 10. Agadtantra
 11. Swasthavritta
 12. Prasuti tantra evum stri rog
 13. Kaumarbhritya parichaya
 14. Charak samhita (uttarardha)
 15. Kayachikista
 16. Panchkarma
 17. Shalya tantra
 18. Shalakya tantra
 19. Research methodology and medical statistics
- (B)** For the candidates having the degree of **BHMS**: Questions will be broadly based on the standard Syllabus of BHMS Degree of any recognized university/institute. It may broadly cover the following topics: -
1. Organon of Medicine and principle of Homoeopathic Philosophy and Psychology
 2. Physiology including Biochemistry
 3. Anatomy, Histology and Embryology
 4. Homeopathic Materia Medica
 5. Homeopathic Pharmacy
 6. Pathology and Microbiology including Virology and Parasitology Bacteriology
 7. Organon of Medicine and Principles of Homeopathic Philosophy
 8. Forensic Medicine and Toxicology
 9. Homoeopathic Materia Medica
 10. Obstetrics & Gynaecology Infant care and Homeo therapeutics
 11. The Practice of Medicine and Homeo Therapeutics
 12. Organon of Medicine
 13. Surgery including ENT, Ophthalmology, Dental and Homeo Therapeutics
 14. Embryology
 15. Repertory
 16. Community Medicine
 17. Microbiology
- (C)** For the candidates having the degree of **BUMS**: Questions will be broadly based on the standard Syllabus of BUMS Degree of any recognized university/institute. It may broadly cover the following topics: -
1. Arabic and Mantiq wa Falsifa
 2. Kulliyat Umoore Tabiya
 3. Tasreehul Badan

4. Munafeul Aaza
5. Tareekh-e-Tib
6. Tahaffuzi wa samaji Tib
7. Hmul Advia
8. Mahiyatul Amraz
9. Communication skills
10. Hmul Saidla wa Murakkabat
11. Tibbe Qanooni wa Hmul Samoom
12. Sareeriyat wa Usoole haj
13. Haj Bit Fadbeer
14. Amraz-e-Attal
15. Moalajat I
16. Moalajat II
17. Amrazo Niswan
18. Hmul Qabalat wa Naumaulood
19. Hmul Jarahat
20. Ain, Uzn, Anaf, Halaq wa Asnan

(D) For the candidates having the degree of **BNYS**: Questions will be broadly based on the standard Syllabus of BNYS Degree of any recognized university/institute. It may broadly cover the following topics: -

1. Human Anatomy – 1
2. Human Physiology – 1
3. Biochemistry
4. Human Anatomy – 2
5. Human Physiology – 2
6. Philosophy of Nature cure I
7. Philosophy & Practice of yoga
8. Pathology I & II
9. Human Microbiology
10. Yoga and Physical Culture – I
11. Diagnostic Methods in Naturopath
12. Diagnostic Methods in Modern Medicine
13. Basic Pharmacology
14. Forensic medicines and toxicology
15. Community Medicine
16. Psychology & Basic Psychiatry
17. Obstetrics & Gynecology
18. Yoga & Physical Culture – II
19. Nutrition & Herbology
20. Message Chiropractors Osteopathy Aroma and Therapy
21. Yoga Therapy
22. Hydrotherapy
23. Manipulative Therapy
24. Chromotherapy & Magneto therapy
25. Fasting & Diet Therapy
26. Acupuncture, Acupressure, Reflexology, Reiki & Pranic healing
27. Physiotherapy
28. Hospital Management
29. Minor Surgery, First Aid & Emergency Medicine

(E) For the candidates having the degree of **BSMS**: Questions will be broadly based on the standard Syllabus of BSMS Degree of any recognized university/institute. It may broadly cover the following topics: -

1. Biochemistry
2. Microbiology
3. History and Fundamental Principles of Siddha medicine
4. Medicinal Botany and Pharmacognosy
5. Communicative English
6. Anatomy
7. Physiology
8. Pharmacology
9. Pharmaceuticals
10. Principles of modern pathology
11. Forensic Medicine and Toxicology
12. Siddha Pathology
13. Hygiene and Community Medicine
14. National Health Policies and Statistics
15. Research Ideas and Methodology

16. Medical Statistics Reports
17. Medicine
18. Dentistry including Surgery
19. Dermatology
20. Obstetrics and Gynaecology
21. Varmam Therapy
22. External Therapy and Special medicine
23. Paediatrics

Note:- Each section will have 100-100 questions and a candidate has to choose only one section from Section A, B, C, D and E.

Indicative Syllabus for Recruitment Examination

Post Name:- **Medical Officer (AYUSH): Ayurveda**

Questions will be broadly based on the standard Syllabus of **BAMS** Degree of any recognized university/institute. It may broadly cover the following topics: -

1. Padartha Vigyan and Ayurved Itihas
2. Sanskrit.
3. Kriya Sharir
4. Rachana Sharir
5. Maulik Siddhant Avum Ashtang Hridaya
6. Dravyaguna Vighyan
7. Roga Nidan
8. Rasashatra
9. Charak Samhita
10. Agadtantra
11. Swasthavritta
12. Prasuti tantra evum stri rog
13. Kaumarbhritya parichaya
14. Charak samhita (uttarardha)
15. Kayachikista
16. Panchkarma
17. Shalya tantra
18. Shalakyta tantra
19. Research methodology and medical statistics

Indicative Syllabus for Recruitment Examination

Post Name:- **Medical Officer (AYUSH): Homeopathy**

Questions will be broadly based on the standard Syllabus of BHMS Degree of any recognized university/institute.

It may broadly cover the following topics: -

1. Organon of Medicine and principle of Homoeopathic Philosophy and Psychology
2. Physiology including Biochemistry
3. Anatomy, Histology and Embryology
4. Homeopathic Materia Medica
5. Homeopathic Pharmacy
6. Pathology and Microbiology including Virology and Parasitology Bacteriology
7. Organon of Medicine and Principles of Homeopathic Philosophy
8. Forensic Medicine and Toxicology
9. Homoeopathic Materia Medica
10. Obstetrics & Gynaecology Infant care and Homeo therapeutics
11. The Practice of Medicine and Homeo Therapeutics
12. Organon of Medicine
13. Surgery including ENT, Ophthalmology, Dental and Homeo Therapeutics
14. Embryology
15. Repertory
16. Community Medicine
17. Microbiology

Indicative Syllabus for Recruitment Examination

Post Name:- **Medical Officer (AYUSH): Unani**

Questions will be broadly based on the standard Syllabus of BUMS Degree of any recognized university/institute.

It may broadly cover the following topics: -

1. Arabic and Mantiq wa Falsifa
2. Kulliyat Umoore Tabiya
3. Tasreehul Badan
4. Munafeul Aaza
5. Tareekh-e-Tib
6. Tahaffuzi wa samaji Tib
7. Hmul Advia
8. Mahiyatul Amraz
9. Communication skills
10. Hmul Saidla wa Murakkabat
11. Tibbe Qanooni wa Hmul Samoom
12. Sareeriyat wa Usoole haj
13. Haj Bit Fadbeer
14. Amraz-e-Attal
15. Moalajat I
16. Moalajat II
17. Amrazo Niswan
18. Hmul Qabalat wa Naumaulood
19. Hmul Jarahat
20. Ain, Uzn, Anaf, Halaq wa Asnan

Indicative Syllabus for Recruitment Examination

Post Name:- **Medical Officer (AYUSH): Naturopathy and Yogic Sciences**

Questions will be broadly based on the standard Syllabus of BNYS Degree of any recognized university/institute.

It may broadly cover the following topics: -

1. Human Anatomy – 1
2. Human Physiology – 1
3. Biochemistry
4. Human Anatomy – 2
5. Human Physiology – 2
6. Philosophy of Nature cure I
7. Philosophy & Practice of yoga
8. Pathology I & II
9. Human Microbiology
10. Yoga and Physical Culture – I
11. Diagnostic Methods in Naturopath
12. Diagnostic Methods in Modern Medicine
13. Basic Pharmacology
14. Forensic medicines and toxicology
15. Community Medicine
16. Psychology & Basic Psychiatry
17. Obstetrics & Gynecology
18. Yoga & Physical Culture – II
19. Nutrition & Herbology
20. Message Chiropractors Osteopathy Aroma and Therapy
21. Yoga Therapy
22. Hydrotherapy
23. Manipulative Therapy
24. Chromotherapy & Magneto therapy
25. Fasting & Diet Therapy
26. Acupuncture, Acupressure, Reflexology, Reiki & Pranic healing
27. Physiotherapy
28. Hospital Management
29. Minor Surgery, First Aid & Emergency Medicine

Indicative Syllabus for Recruitment Examination

Post Name:- **Medical Officer (AYUSH): Siddha**

Questions will be broadly based on the standard Syllabus of BSMS Degree of any recognized university/institute.

It may broadly cover the following topics: -

1. Biochemistry
2. Microbiology
3. History and Fundamental Principles of Siddha medicine
4. Medicinal Botany and Pharmacognosy
5. Communicative English
6. Anatomy
7. Physiology
8. Pharmacology
9. Pharmaceuticals
10. Principles of modern pathology
11. Forensic Medicine and Toxicology
12. Siddha Pathology
13. Hygiene and Community Medicine
14. National Health Policies and Statistics
15. Research Ideas and Methodology
16. Medical Statistics Reports
17. Medicine
18. Dentistry including Surgery
19. Dermatology
20. Obstetrics and Gynaecology
21. Varmam Therapy
22. External Therapy and Special medicine
23. Paediatrics

Indicative Syllabus for Recruitment Examination

Post Name:- **Medical Record Officer**

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

1. Definition, objectives & functions and classifications of Hospitals.
2. Departmental administration, delegation and decentralization.
3. Departments and service units.
4. Definition and history of medical records.
5. Values, purposes and uses of medical record.
6. Contents and components of medical records.
7. Need for a medical record department and its functions
8. Responsibilities of medical record technicians, hospitals, administrators, Doctors, nurses and allied health professionals in relation to medical records
9. Numbering, filing, storing and retrieving medical records.
10. Indexes-Types of indexes and their purposes (patients, disease, operation and Physician indexes)
11. Maintenance of Registers-Birth, death, admission, discharge, charge out and MLC registers.
12. Preparation of birth and death reports.
13. Analysis of medical Records-Preparation of deficiency check lists
14. Microfilming of medical records.
15. Medical Terminology: Elements of medical terms (Roots, prefixes, suffixes, colours, numerals, symbols, abbreviations). Terms related to Investigations, Operations, Treatment of conditions & Disorders.
16. International classification of diseases: Classification of disease as per ICD.
17. 12 Medico legal aspects
18. Medical Ethics
19. Medical profession and the law.
20. 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.
21. Rules regarding registration of births and deaths -Certification of birth and death.
22. Release of information to Government and other Agencies-Policies for release of information from the medical records.
23. Correction of information in the medical records.
24. Accidents registers and wound certificates Legal aspects of hospital-patient, doctor-patient, hospital doctor relationship.
25. Records maintenance relating to post-mortem, examination of bones and tissues etc.
26. Consents - Types of consent (informed, implied, express, etc.
27. Health Insurance - Role of medical record department in providing data for insurance companies; Releasing medical information.
28. 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.)
29. 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) 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 Comprehension: 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.

Indicative Syllabus for Recruitment Examination

Post Name: - **Junior Medical Record Officer**

(A) Subject Knowledge: - Questions will be broadly based on the essential qualification/s for the post. It may broadly cover the following topics: -

1. Definition, objectives & functions and classifications of Hospitals.
2. Departmental administration, delegation and decentralization.
3. Departments and service units.
4. Medical Terminology: Elements of medical terms (Roots, prefixes, suffixes, colours, numerals, symbols, abbreviations). Terms related to Investigations, Operations, Treatment of conditions & Disorders.
5. Introduction, Values, Purposes and Uses of Medical Records.
6. Documentation of Records (indexes/ Registers).
7. Birth, Death, Registration and Correction in Record.
8. Medical Ethics and Legal Aspects of Medical Records.
9. international Classification of Diseases (ICD-10) and Related Health Problems.
10. Medical Coding.
11. Electronic Medical Record/ Hospital information System.
12. Contents and Components of Medical Record.
13. Numbering, Filing and Retrieval of Medical Records.
14. Retention, Preservation and Destruction of Medical Records.
15. Accidents registers and wound certificates Legal aspects of hospital-patient, doctor-patient, hospital doctor relationship.
16. Medico-Legal Cases.
17. Hospital Statistics.

(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 Comprehension: 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.

Indicative Syllabus for Recruitment Examination

Post Name:- **Medical Record Technician**

(A) Subject Knowledge: - Questions will be broadly based on the essential qualification/s for the post. It may broadly cover the following topics: -

1. Definition, objectives & functions and classifications of Hospitals.
2. Departmental administration, delegation and decentralization.
3. Departments and service units.
4. Medical Terminology: Elements of medical terms (Roots, prefixes, suffixes, colours, numerals, symbols, abbreviations). Terms related to Investigations, Operations, Treatment of conditions & Disorders.
5. Introduction, Values, Purposes and Uses of Medical Records.
6. Documentation of Records (indexes/ Registers).
7. Birth, Death, Registration and Correction in Record.
8. Medical Ethics and Legal Aspects of Medical Records.
9. International Classification of Diseases (ICD-10) and Related Health Problems.
10. Medical Coding.
11. Electronic Medical Record/ Hospital information System.
12. Contents and Components of Medical Record.
13. Numbering, Filing and Retrieval of Medical Records.
14. Retention, Preservation and Destruction of Medical Records.
15. Accidents registers and wound certificates Legal aspects of hospital-patient, doctor-patient, hospital doctor relationship.
16. Medico-Legal Cases.
17. Hospital Statistics.

(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 Comprehension: 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.

Indicative Syllabus for Recruitment Examination

Post Name:- **Coding Clerk**

(A) Subject Knowledge: - Questions will be broadly based on the essential qualification/s for the post. It may broadly cover the following topics: -

1. Definition, objectives & functions and classifications of Hospitals.
2. Departmental administration, delegation and decentralization.
3. Departments and service units.
4. Medical Terminology: Elements of medical terms (Roots, prefixes, suffixes, colours, numerals, symbols, abbreviations). Terms related to Investigations, Operations, Treatment of conditions & Disorders.
5. Introduction, Values, Purposes and Uses of Medical Records.
6. Documentation of Records (indexes/ Registers).
7. Birth, Death, Registration and Correction in Record.
8. Medical Ethics and Legal Aspects of Medical Records.
9. international Classification of Diseases (ICD-10) and Related Health Problems.
10. Medical Coding.
11. Electronic Medical Record/ Hospital information System.
12. Contents and Components of Medical Record.
13. Numbering, Filing and Retrieval of Medical Records.
14. Retention, Preservation and Destruction of Medical Records.
15. Accidents registers and wound certificates Legal aspects of hospital-patient, doctor-patient, hospital doctor relationship.
16. Medico-Legal Cases.
17. Hospital Statistics.

(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 Comprehension: 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.

Indicative Syllabus for Recruitment Examination

Post Name:- **Manager/Supervisor/Gas Officer**

(A) Subject Knowledge:- Questions will be broadly based on the standard Syllabus of Diploma/Degree of a Colleges/Universities/institution. It may broadly cover the following topics:-

(i) General Mechanical Engineering: Materials Science and Engineering, Engineering Mechanics, Applied Mechanics & Design, Kinematics of Machines, Fluid Mechanics, Strength of Materials, Thermodynamics, Thermal Science and Engineering, Machine Drawing, Thermal Engineering, Manufacturing Processes, Dynamics of Machines, Mechanics of Materials, Theory of Machines, Machine Design, Heat and Mass Transfer, Industrial Engineering, Metal Cutting and Machine Tool, Metrology and Measurements, Mechanical Vibration, IC Engine, Refrigeration and Air conditioning.

(ii) Medical Gas Engineering:

1. **Clinical Pharmacology of Oxygen and Oxygen delivery:** Gases (O₂, N₂O, Air); Gas properties and safety: (a. the hazards of compressed and cryogenic gases. b. cylinder colours and labelling. c. actions on finding defective cylinders. d. operation of cylinder valves. e. cylinder storage and handling (medical gas/pathology gas stores). f. preparation of cylinders for use. g. selection of appropriate equipment and its connection and disconnection to/from cylinders respectively).
2. **Gas Distribution Systems:** Compressed gas cylinders, Colour coding, Cylinder valves; Pin index, Gas piping system, Recommendations for piping system, Alarms & safety devices.
3. **MGPS Design and Techniques:** Statutory obligations and safe system operation, MGPS design and installation requirements, Basic fault-finding, Structure and management of the permit-to work system, MGPS equipment performance requirements (plant and pipeline); Technical reporting including system capacities/limitations, upgrading requirements/equipment replacement, system compliance.
4. **MGPS Policies and documentation:** MGPS documentation; Emergency procedures; MGPS operational policy preparation, implementation and monitoring; MGPS testing and quality control requirements; Manifold systems; Cryogenic liquid cylinders; Bulk cryogenic (VIE) systems Alarm requirements.
5. **Miscellaneous Systems.**

(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 Comprehension: 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.

Indicative Syllabus for Recruitment Examination

Post Name:- **Manifold Technician**

(A) Subject Knowledge: Questions will be broadly based on the standard Syllabus of 10+2/ITI (Mechanical Engineering/Pump Mechanic). It may broadly cover the following topics: -

(i) General Science (10+2 level): Questions based on Physics, Chemistry and Biology subjects of 10+2 standard.

(ii) ITI (Mechanical Engineering/Pump Mechanic): Questions based on the syllabus of NCVT ITI (Mechanical Engineering/ Pump Mechanic) trade certificate.

(iii) Practical Knowledge of Medical Gas System:

1. **Gas Distribution Systems:** Compressed gas cylinders, Colour coding, Cylinder valves; Pin index, Gas piping system, Recommendations for piping system, Alarms & safety devices.
2. **MGPS Design and Techniques:** Statutory obligations and safe system operation, MGPS design and installation requirements, Basic fault-finding, Structure and management of the permit-to work system, MGPS equipment performance requirements (plant and pipeline); Technical reporting including system capacities/limitations, upgrading requirements/equipment replacement, system compliance.
3. **MGPS Policies and documentation:** MGPS documentation; Emergency procedures; MGPS operational policy preparation, implementation and monitoring; MGPS testing and quality control requirements; Manifold systems; Cryogenic liquid cylinders; Bulk cryogenic (VIE) systems Alarm requirements.
4. Piping materials and specification of W.I. & steel pipes, Pipe threads, Pipe fittings, Specifications of fittings, Brief description of different types of pipe joints, Pipe fittings, Flanges, Unions, Valves etc., Different types of pipes lay out systems, Different types of pipe joints.
5. Working principals of valves and their description.
6. Mechanical faults on terminal outlets, Line regulators, Zone valve boxes and faults on electrically controlled line, Pressure alarms.
7. Oxygen acetylene welding procedure of medical gas pipeline using inert gas shielding
8. Installation, maintenance and repair of liquid oxygen plant and high-pressure cylinder manifolds
9. Types of many gas manifolds.
10. Manifolds selection criteria.
11. Manifolds assemblies.
12. Semi- automatic manifolds.
13. Manifolds accessories.
14. Manifolds valves etc.

(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 Comprehension: 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.

Indicative Syllabus for Recruitment Examination

Post Name:- **Gas/Pump Mechanic**

(A) Subject Knowledge: Questions will be broadly based on the standard Syllabus of 10+2/ITI (Mechanical Engineering/Pump Mechanic). It may broadly cover the following topics: -

(i) General Science (10+2 level): Questions based on Physics, Chemistry and Biology subjects of 10+2 standard.

(ii) ITI (Mechanical Engineering/Pump Mechanic): Questions based on the syllabus of NCVT ITI (Mechanical Engineering/ Pump Mechanic) trade certificate.

(iii) Practical Knowledge of Medical Gas System:

1. **Gas Distribution Systems:** Compressed gas cylinders, Colour coding, Cylinder valves; Pin index, Gas piping system, Recommendations for piping system, Alarms & safety devices.
2. **MGPS Design and Techniques:** Statutory obligations and safe system operation, MGPS design and installation requirements, Basic fault-finding, Structure and management of the permit-to work system, MGPS equipment performance requirements (plant and pipeline); Technical reporting including system capacities/limitations, upgrading requirements/equipment replacement, system compliance.
3. **MGPS Policies and documentation:** MGPS documentation; Emergency procedures; MGPS operational policy preparation, implementation and monitoring; MGPS testing and quality control requirements; Manifold systems; Cryogenic liquid cylinders; Bulk cryogenic (VIE) systems Alarm requirements.
4. Piping materials and specification of W.I. & steel pipes, Pipe threads, Pipe fittings, Specifications of fittings, Brief description of different types of pipe joints, Pipe fittings, Flanges, Unions, Valves etc., Different types of pipes lay out systems, Different types of pipe joints.
5. Working principals of valves and their description.
6. Mechanical faults on terminal outlets, Line regulators, Zone valve boxes and faults on electrically controlled line, Pressure alarms.
7. Oxygen acetylene welding procedure of medical gas pipeline using inert gas shielding
8. Installation, maintenance and repair of liquid oxygen plant and high-pressure cylinder manifolds
9. Types of many gas manifolds.
10. Manifolds selection criteria.
11. Manifolds assemblies.
12. Semi- automatic manifolds.
13. Manifolds accessories.
14. Manifolds valves etc.

(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 Comprehension: 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.

Indicative Syllabus for Recruitment Examination

Post Name:- **Receptionist**

(A) Subject Knowledge: Questions will be broadly based on the standard Syllabus of Degree of a Colleges/Universities/institution. It may broadly cover the following topics: -

(i) Communication:- Types of communication, Elements of communication, Communication process, Introduction to Public Relations, Communication Skills, Introduction to Aesthetics and, Audio-Visual Communication, Inter-Personal and Intra-Personal Communication, Communication with the Public authorities and Media, Mass Communication theories and Practices, Business and Managerial Communication, Language, Culture & Communication, Consumer/Patient Behaviour and Insights,

(ii) Knowledge of Hospital System:- Hospital as an organization. Introduction of Hospital (Medical Services): Outpatient services, Inpatient services, Accident and Emergency Services, Trauma management and triage, Surgical Services, Intensive care unit, Coronary care unit, Organ transplant Cell, Bone marrow transplant unit, Kidney transplant unit, Dialysis unit, Day Care units, Nursing Services, Ward management including welfare and recreational facilities, Radio imaging and radiotherapy services, Hospital laboratory services, Physiotherapy Center, Blood bank and Transfusion Services, Medical stores and pharmacy services: Hospital formulary, Essential Drugs list (EDL), CSSD, Medical Records, Mortuary, Transportation (Ambulance services), Intramural, Extramural (Patient; Staff; Visitors), Patients' rights and responsibilities, Methods of Registration- fallacies/difficulties and sample registration, Legal issues in Hospital Administration, Medico Legal Issues in Hospital, Laws governing Medical System (Drugs and cosmetics act, Consumer protection act, PCPNDT act), Hospitals of India: an introduction (Number, Type, Size, Distribution, Ownership, Utilization, Trends and problems, Government hospitals, Private hospitals, Specialized hospitals, Cancer Hospitals, AYUSH hospitals, Psychiatric hospitals, Children's hospitals, Maternity hospitals, General hospitals, District hospitals, Taluka hospitals and Municipal hospitals), Indian Red Cross society and hospitals, Medical boards, Entitlement of treatment, Inspection, Medical Superintendent's rounds, Hospital Standing orders, Exit interview and Discharge procedure, Code of medical ethics, Sick role of patients, End of life care decisions, Ethics of caring hospital dependent, Grievance redressed and complaint handling system, Settlement of disputes, Emergency services in the hospitals: Supreme Court guideline.

(iii) Hospital Front Desk Services: -

- **Medical Billing:** Prerequisites, Introduction to Healthcare, Health Insurance Models, Patient Registration Process/Data Capture, Introduction to ICD-9-CM Coding, Introduction to CPT® Coding, Introduction to HCPCS Level II Coding, Medical Necessity, Claim Forms (CMS-1500 and UB-04), Billing, A/R and Collection Concepts, Government Carriers (Medicare, Medicaid, and TRICARE), Blue Cross/Blue Shield, Commercial Insurance Carriers, Workers' Compensation, Methods of Evaluation, Included Reading Material.
- **Hospital Information System (HIS):** National Health Program, Health scenario of India- past, present and future, Demography & Vital Statistics, Epidemiology Introduction to computer, input output devices, Processor and memory, Storage Devices, windows, MS-Word, Introduction to Excel, power-point, Operating System, Computer networks, Internet and its Applications, Application of Computers in clinical settings Medical ethics, Code of conduct, Malpractice and negligence.
- **Patient satisfaction:** Patient experience, hospitality, service excellence, Components of Service Product, Risk and Uncertainty in Health-Care Service, Definition of patient experience, Outcomes of patient experience—for the patient, for the employees, and for the organization, Definition of service, Empowering patients by enhancing perceived control.
- **First aid and basic life support:** Prevention of conditions leading to cardiac arrest, immediate recognition of cardiac arrest and activation of the emergency medical service system Basic life support (CPR and AED) Advanced life support and post-cardiac arrest care Chain of survival for all ages. The links in the chain are: prevention, immediate recognition and activation, early CPR and rapid defibrillation, and advanced life support with integrated post-cardiac arrest care Check the safety of the surroundings – Speak loudly to the person patting lightly on the shoulder.
- **Knowledge of different Government Health Schemes:** Ayushman Bharat scheme, Pradhan Mantri Jan Arogya Yojana (PM-JAY), National Health Scheme, Atal Ayushman Yojna, Janani Shishu Suraksha Karyakaram (JSSK), Rashtriya Kishor Swasthya Karyakram(RKSK), Rashtriya Bal Swasthya Karyakram (RBSK), Universal Immunisation Programme, Mission Indradhanush (MI), Janani Suraksha Yojana (JSY), Pradhan Mantri Surakshit Matritva Abhiyan (PMSMA), National Leprosy Eradication Programme (NLEP), National AIDS Control Programme (NACP), National Viral Hepatitis Control Program (NVHCP), National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases & Stroke (NPCDCS) etc.

(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 Comprehension: 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.

Indicative Syllabus for Recruitment Examination

Post Name:- **Manifold Room Attendant**

(A) General Science: Questions based on Physics, Chemistry and Biology subjects of 10+2 standard.

(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 Comprehension: 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.