



No. Admin/Rec./Regular/Nursing Officer/2019/AIIMS.NGP/.....

Dated: 10/01/2020

**RECRUITMENT FOR THE POST OF NURSING OFFICER (STAFF NURSE GRADE-II)
ON DIRECT RECRUITMENT BASIS IN AIIMS, NAGPUR**

Opening Date: 10/01/2020

Closing Date: 10/02/2020

AIIMS Nagpur is an apex healthcare institute, established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY).

2. AIIMS, Nagpur invites **online applications** from Indian nationals for the following posts on direct recruitment basis:

S. No	Name of the Post, Pay Scale and Essential Eligibility Conditions	Upper Age limit for Direct Recruitment	Number of Vacancies
1.	<p>Nursing Officer (Staff Nurse Grade-II)</p> <p>Pay Scale: Level-7; Rs. 44900-142400.</p> <p>Group: 'B'</p> <p>Essential:</p> <p>I (i) B.Sc. (Hons.) Nursing/B.Sc. Nursing from an Indian Nursing Council recognized Institute or University; OR B.Sc. (Post Certificate)/Post Basic B.Sc. Nursing from and Indian Nursing Council recognized Institute or University;</p> <p>(ii) Registered as Nurses & Midwife in State/Indian Nursing Council.</p> <p style="text-align: center;">OR</p> <p>II (i) Diploma in General Nursing Midwifery from an Indian Nursing Council recognized Institute/Board or Council;</p> <p>(ii) Registered as Nurses & Midwife in State/Indian Nursing Council;</p> <p>(iii) Two years' experience in minimum 50 bedded Hospital after acquiring the educational qualification mentioned above.</p>	Between 18-30 years.	100* (UR-41, OBC-27, SC-15, ST-07, EWS-10) (Including 04 Posts of PWD posts)

NOTE-I:

1. **Age and all other qualifications (Educational and Experience) will be counted as on the last date of receipt of application i.e. 10/02/2020.**

NOTE-II:

- (i) Experience certificate, duly signed by the competent authority of the Organisation/Institute clearly mentioning the post, period of employment, **number of beds during the period of employment**, pay, nature of duties etc. Experience certificate without these details may not be accepted.
 - (ii) Only full-time experience after registration with the Nursing Council will be considered.
 - (iii) Experience will be counted as on last date of submission of online application form i.e. **10/02/2020.**
 - (iv) All the certificates which are provided by the candidate will be sent for the police verification and if the same is found fake/tempered/false, candidature of the candidate will be cancelled and necessary legal action may initiated against such candidate.
2. The reservation for ST/SC/OBC/PWD/EWS candidates will be as per Central Govt. rules.
 3. 80% of above vacancies are reserved for female candidates in all categories as per the decision taken by CIB.

Category	UR	OBC	SC	ST	EWS	Total
Reserved for female candidates	33	22	12	06	08	80
Reserved for male candidates	08	05	03	01	02	20
Total	41	27	15	07	10	100*

* Including 04 Posts of PWD posts

4. The above vacancies are provisional and subject to variation. The Director, AIIMS, Nagpur reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements

ABBREVIATIONS:

EQ: Essential Qualification, **DQ:** Desirable Qualification, **UR:** Unreserved, **GEN:** General, **OBC:** Other Backward Classes, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **ExS:** Ex-Serviceman, **PWD:** Physically Handicapped (Persons with Disabilities), **GOI:** Government of India; **CBT:** Computer Based Test, **EWS:** Economically Weaker Sections.

3. GENERAL CONDITIONS

- i. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line registration of applications will be available only on AIIMS Nagpur website www.aiimsnagpur.edu.in from **10.01.2020** to **10/02/2020.**
- ii. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the aforesaid post and must fulfil all the eligibility criteria on or before **10/02/2020**, failing which their application will be rejected. Candidature of applicants shall be purely PROVISIONAL at all stages of the recruitment process.

4. **HOW TO APPLY:**

Candidates **must fill in the online application form as per the procedure given in Para 6 of this Notice and take a printout of the same for submission at the time of verification of documents.**

5. **APPLICATION FEE AND MODE OF PAYMENT :**

for General/OBC/ExS Candidates	:	Rs. 1,000/- (Rupees One Thousand Only)
for SC/ST	:	Rs. 800/-
for Person with Disabilities	:	Exempted.

Application fee is required to be remitted **online** only. Any other instrument of payment is not acceptable. Please make sure to correctly mention the Transaction number, Date/Time and Bank of which remittance is made in your application form for reconciliation. Also make sure to get the confirmation of the successful remittance by your bank and retain the proof of the same which may be required at the time of document verification. The application fee is non-refundable.

6. **PROCEDURE TO FILL ONLINE APPLICATION AND PAYMENT OF FEE**

- (A) For filling up of online application, candidates must have the following pre-requisites ready:-
- Valid e-mail ID
 - Scanned recent Passport size photograph of candidate (in JPG format)
 - Scanned signature of the candidate (in JPG format)
 - Online payment detail required for payment of application fee
 - Aadhar Card

(B) **Guidelines for scanning the photograph & Signature:**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

(i) Photograph:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 80 kb–100 kb
- Ensure that the size of the scanned image is not more than 100 KB.

(ii) Signature:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 50 kb – 80 kb
- Ensure that the size of the scanned image is not more than 80 KB.

- (C) While applying online, in the preview of the form, the candidate's Photo and Signature must be clearly visible to candidate, if photo/signature image is small in size

or not visible in preview on website, then it means that the photo/signature is not as per the AIIMS prescribed format and your application will be rejected. So, be careful while uploading your photo and signature.

(D) Applicants must fill all the fields **carefully** since after submission of online application request for change in any information at any later stage will not be considered.

(E) Candidate may access the online application portal by clicking on the link **(NOTICE FOR RECRUITMENT TO THE POSTS OF NURSING OFFICER (STAFF NURSE GRADE-II) AT AIIMS, NAGPUR APPLY ONLINE)** mentioned in the website (www.aiimsnagpur.edu.in).

(F) Candidate may view various sections viz. Advertisement, press release, sample documents (Caste certificate format/PH certificate Format/Ex-service-men certificate format/declaration/EWS Certificate etc.), helpline number, contact details, along with link to proceed for registration and further processing of the form.

(G) First time user shall click on the new registration link and fill the details correctly as mentioned.

(H) After completing the registration part candidate will receive the user ID and password through SMS on the registered mobile number and through E-mail on the registered email address. The same ID and Password shall be displayed on the logged screen. Candidates are requested to note down the User ID and password. Candidates are also advised to take a print of the Registered Application Form for their records and future reference.

(I) After registration part, the candidate may continue with the form filling process or may log out from the registration part.

(J) The candidates already registered shall click on existing user link and fill the correct user ID and Password for continuing the form filling process. In case of incorrect User ID/Password click on the '*forgot password*' link.

(K) The candidate are requested to fill the correct details regarding name/age/sex/caste/address/educational qualification and other relevant fields mentioned in the application portal. Candidates are advised to upload the relevant documents/photographs in the desired format only.

(L) Once the details are correctly filled the candidate may proceed for the fee payment.

(M) Once a candidate clicks on SUBMIT button, a page containing some important instructions for payment, a Payment Reference Number and a Link to make payment of Application Fee will open. Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE. Candidates who want to pay at later stage can use this Payment Reference Number for re-login and making the payment in order to complete his/her Registration.

(N) Once a candidate clicks on button for making the payment, they will be redirected to the Payment gateway site. There are various options available for payment on SBI site viz. SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards. Additional charges viz. bank charges, service tax etc. incurred while making online payment of application fees will be borne by the candidate.

(O) **Candidates who opt for any Online Mode of Payment like Credit Card, Debit Card or Net banking:** After making the successful Payment they will immediately be redirected to (www.aiimsnagpur.edu.in) for generation of Registered Application Form.

Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus the process for Registration of candidates who have to paid Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. www.aiimsnagpur.edu.in

(P) Once form is submitted there shall be no provision for making changes in the application form.

(Q) Payment of application fees by any other mode viz Cash, Cheque, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted. Such applications will be summarily rejected. The decision of Director, AIIMS Nagpur in this regard shall be final and binding.

7. CRUCIAL DATE FOR ESSENTIAL QUALIFICATIONS (EQ) & AGE LIMIT:

- (i) Essential Qualifications (EQs) & Age Limit is mentioned in Para - 2 of this Notice.
- (ii). The Crucial Date for determining the possession of 'AGE AND ESSENTIAL QUALIFICATION (EQs)/EXPERIENCE' will be the closing date for filling up Registration Part/Application part of the application i.e. **10/02/2020**.
- (iii) Before applying for the post, the candidates must ensure that they possess the ESSENTIAL QUALIFICATIONS including Experience wherever it is prescribed as Essential Qualification and also meet the Age Limit as on the crucial date mentioned in Para 7(ii) above.
- (iv) For posts where EXPERIENCE in a particular field/discipline for a specified period has been indicated as an ESSENTIAL QUALIFICATION, the applicants should submit self-attested copy of CERTIFICATE in the prescribed format [**APPENDIX-I**] in support of their claim of possession of Experience in that field/discipline from the Competent Authority along with the print out of the application, failing which their application shall be rejected.
- (v) If candidates claim that their Educational Qualifications are EQUIVALENT to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/Certificates (Order/Letter with Number & Date) in support of equivalence, issued by the Government of India or by the Competent Authority from which they obtained the Educational Qualification, failing which their application shall be rejected.

8. AGE RELAXATION:

Relaxation in age will be as per Government of India rules. Relaxation in upper age limit is admissible only when the applicant claims the same in the online application form & also properly fill the CATEGORY CODE. Relaxation in upper age limit is admissible to eligible categories of applicants as under:

Category Code No.	Category	Age Relaxation permissible beyond the Upper age limit.
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH + OBC	13 years
05	PH + SC/ST	15 years

06	Ex-Servicemen and Commissioned Officers including ECOs/SSCOs – for Group A & B posts	<p>(a) Five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the AIIMS, Nagpur.</p> <p>NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex- Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex- Servicemen in Central Govt. jobs.</p> <p>b)In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces: -</p> <p>(i) In case of Commissioned Officers including ECOs/SSCOs: Army: Dte. of Personnel Services, Army Headquarters, New Delhi. Navy: Dte. of Personnel Services Naval Headquarters, New Delhi. Air Force: Dte. of Personnel Services, Air Headquarters, New Delhi.</p> <p>(ii)In case of JCOs/ORs and equivalent of the Navy and Air Forces: Army: By various Regimental Record Offices. Navy: Naval Records, Bombay Air Force: Air Force Records, New Delhi.</p> <p>NOTE- Other provisions relating to ExS will be as per the existing GOI instructions.</p>
07	Central Govt. Civilian Employees – for Group B posts	
	1) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 years
	2) Central Govt. Civilian Employees (OBC)) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	8 (5 +3) years
	3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 (5+5) years

Note:1. Benefit of age relaxation in the upper age limit to the existing contractual employees in similar positions for the period they have served AIIMS, Nagpur as on the date of application, will be upto a maximum limit of 05 years, whichever is lower, in direct recruitments to various posts in AIIMS, Nagpur.

9. CONDITIONS ON SEEKING FEE CONCESSION, AGE-RELAXATION, RESERVATION,ETC.-CERTIFICATES TO BE PRODUCED AT THE TIME OF DOCUMENT VERIFICATION

A. FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST) APPLICANTS

i) SC/ST applicants seeking FEE CONCESSION, AGE-RELAXATION,RESERVATION etc. shall invariably submit, at the time of document verification, the print out of their Application Forms and the requisite Certificate as per FORMAT(**Appendix-II** of this Notice) from COMPETENT AUTHORITY certifying their Sub-Castes/Communities are approved by the Government of India under (SC

& ST Category) on or before the closing date of receipt of applications otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

B. FOR OTHER BACKWARD CLASSES (OBC) APPLICANTS

i) OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking AGE-RELAXATION, RESERVATION etc. shall invariably submit (at the time of document verification), along with the print out of their Application Forms, the requisite Certificate as per FORMAT prescribed for employment to posts under the Central Government(**Appendix-III** of this Notice). Applicants are also required to submit a declaration in the prescribed format (**Appendix-IV**) regarding non-creamy layer status. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the date of document verification. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are warned that they may be debarred from the examinations conducted by AIIMS Nagpur in case they fraudulently claim SC/ST/OBC/ExS/PH (PWD) status.

C. FOR PHYSICALLY HANDICAPED (PH) (PERSONS WITH DISABILITIES) APPLICANTS:

*i) The Competent Authority have decided to allow all categories of disabilities as mentioned in **Section 32(1) of PWD Act 2016**, to apply for the above-mentioned posts and if eligible, Provisionally appear for the Recruitment Examination for the post of Nursing Officer (Staff Nurse Grade-II) to be conducted by AIIMS Nagpur. However, the appointment of all such selected candidates will be subject to the decision of the Technical Committee constituted for this purpose regarding assessment and suitability criterion.*

ii) PH persons having 40% or above disability are eligible for FEE CONCESSION, AGE-RELAXATION, RESERVATION etc.

iii) At the time of document verification, they shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT applicable [**Appendix-V(Form-II)/III/IV**] of the Notice, otherwise, their claim for PH (PWD) status will not be entertained.

D. INSTRUCTIONS FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) APPLICANTS

i) Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on a regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-7 of the Notice and should remain in Central Government Service holding civil post in any Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.

ii) For claiming the benefit of age relaxation, Central Government Civilian Employees they shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-VI** of this Notice) from the COMPETENT AUTHORITY and also submit a Declaration that they have intimated their Office and also they would be in a position to furnish NO OBJECTION CERTIFICATE from their EMPLOYER at the time of VERIFICATION OF DOCUMENTS, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process [**Appendix-VI(A)** of this Notice] otherwise their claims for age-relaxation shall not be considered.

Candidates should note that in case a communication is received from their employer by AIIMS, Nagpur withholding permission to the candidates to apply for or to appear in the examination, their applications shall be rejected and candidature shall be cancelled.

E. INSTRUCTIONS FOR EX-SERVICEMEN:

Candidates fulfilling the conditions for claiming relaxation as Ex-Servicemen are required to submit the certificates in the prescribed format (**Appendix-VII**) at the time of document verification.

NOTE 1: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary should be submitted.

NOTE 2: Formats of certificates (SC/ST/OBC/PH) are also available in the website of AIIMS, Nagpur.

10. IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019

2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- i. 5 acres of Agricultural Land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

3. The income and assets of the families as mentioned in para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification/ interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview. The income and asset certificate (**Appendix - VIII**) issued by one of the authorities mentioned in the prescribed format as given in **Appendix-VIII** shall only be accepted as proof of candidate's claim as belonging to EWS.

4. The instructions issued by the Government of India in this regard from time to time shall be adhered to

11. VERIFICATION OF DOCUMENTS:

No verification of documents will be carried out before the Computer Based Test (CBT), therefore candidates are advised that before applying for the post they should

satisfy themselves regarding their eligibility for the aforesaid post. Candidates who are declared qualified in the CBT will be called for verification of documents at AIIMS Nagpur as per the schedule which will be intimated in due course. At the time of document verification, candidate will be required to bring **(in original)** all relevant Certificates/Documents issued by the competent authority, along with self-attested legible copies in support of the information given in their Application Forms about their Educational Qualification; Experience; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/EXs] etc. along with the print out of Application Form.

12. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:

APPLICATIONS / CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IN THE EVENT OF ALL OR ANY OF THE FOLLOWING:

- i. Applications being incomplete.
- ii. Any variation in the Signatures.
[All the SIGNATUREs (in FULL NOT IN SHORT) done on the Print out of the Application Form and also on other Documents must be THE same.]
- iii. Scanned copy of photograph and signature uploaded are not as per specification given and/or blur or distorted or not clear.
- iv. Non-payment of Examination Fees or non-receipt of fee through online mode, if not otherwise exempted.
- v. Fee not paid as per instructions.
- vi. Under aged/over aged candidates.
- vii. Failure to bring **(in original)** all relevant Certificates/Documents issued by the competent authority, along with self-attested legible copies in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/EXs].and the print out of Application Form at the time of verification of document.
- viii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- ix. Incorrect information or misrepresentation or suppression of material facts.
- x. For carrying mobile phones / accessories in the Examination premises/Hall.
- xi. Any other irregularity.

Note: I. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DEBARMENT FROM FUTURE EXAMINATIONS OF AIIMS NAGPUR WITHOUT PREJUDICE TO INITIATION OF CRIMINAL PROCEEDINGS AGAINST THE CANDIDATES.

Note II. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THOSE SPECIFIED ABOVE, SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES AND ANY OTHER ELECTRONIC GADGGETS ETC. INTO THE EXAMINATION HALL.

13. SELECTION PROCEDURE :

(a) Normally, all the candidates whose application forms are accepted will be called for the Computer Based Examination. However, if deemed necessary, the Competent Authority reserves the right to short list candidates for the computer-based examination by duly appointed Search cum Selection Committee as per the criteria fixed.

(b) While short-listing the candidates on the basis of marks scored at Graduation level, AIIMS, Nagpur will follow the yardstick adopted by the University/Institution and take into account the percentage of marks as indicated in the Final Year Marks Statement. AIIMS, Nagpur will not take the responsibility of working out the percentage of marks by adding up

the marks secured by the candidates in different subjects/each year of Graduation and instead take into account the percentage of marks / CGPA as indicated in the Final Year Marks Statement.

(c) Where the Merit of the candidate is indicated in the Final Year Marks statement in CGPA without indicating the corresponding percentage of marks, AIIMS, Nagpur will follow the criteria indicated by the University/Institution in the Certificate, if any, for arriving at the corresponding percentage. In all other cases, the conversion formula of CGPA (as indicated in the Final Year Marks Statement) multiplied by (x) 9.5 will be applied.

(d) Criteria followed in short-listing candidates will be final. No appeal or representation will be entertained against such short-listing.

14. SCHEME OF EXAMINATION:

NURSING OFFICER (STAFF NURSE GRADE II):

Computer Based Examination				
Part	Particular	Number of Questions	Marks	Duration
Part-I	Subject knowledge of concerned post (Nursing)	80	80 Marks	90 min.
Part-II	General Aptitude and General Awareness -- Basic Computer Knowledge and Nursing Informatics---	10 10	20 Marks	
Total		100	100 Marks	

Syllabus: - Detail syllabus of the examination is given at **APPENDIX IX**.

Note1: The paper will consist of objective type multiple choice questions only. The question will be set in English and Hindi language.

Note2: There will be negative marking of 0.25 marks for each wrong answer.

Note 3: **Final merit list will be drawn on the basis of performance in Computer Based Examination.**

Note 4: **Skill Test (as per the scheme to be notified in due course) may be conducted which will be qualifying in nature.**

IMPORTANT NOTE: The Computer Based Test (CBT) is tentatively scheduled in the month of March. However, the exact date of CBT will be announced later on the website of AIIMS Nagpur (www.aiimsnagpur.edu.in). The examination will be held only in the selected Cities/Centers and AIIMS Nagpur reserves the right to call candidates to any of the identified centers for the examination. Decision of AIIMS Nagpur regarding allotment of Examination Centre shall be final and no request/appeal will be entertained for change of centre.

RESOLUTION OF TIE CASES: In case two or more candidates secure same marks in the Computer Based Examination, the tie will be resolved by the following procedure:

- i) On the basis of Date of Birth with the older candidate being placed higher in merit.
- ii) If date of birth is also similar, by arranging the names of candidate in alphabetical order.

15. RECOMMENDATION FOR APPOINTMENT

(i) AIIMS, Nagpur will have the full discretion to fix separate minimum qualifying marks in Computer Based Examination, wherever applicable, for each category of candidates [viz. SC/ST/OBC/PH(PWD)/ExS/General (UR)].

(ii) After the Examination, AIIMS, Nagpur will draw up the Merit List, on the basis of the marks obtained by the candidates in the Computer Based Examination. AIIMS, Nagpur may prescribe minimum qualifying cut-off marks in the Computer Based Examination for different categories of candidates. The Competent authority may shortlist the candidates on the basis of the marks obtained in the CBT and call the shortlisted candidates for scrutiny of documents/skill test (if conducted) to ascertain their eligibility for the said post. Only those candidates, who are found to fulfill the essential eligibility conditions after scrutiny of documents and who qualify in Skill Test (if conducted), will be considered for final selection

(ii) Based on the position of the eligible candidates in the Merit List, candidates equal to the number of vacancies advertised will be recommended for appointment, subject to their obtaining the minimum qualifying cut -off marks prescribed by the AIIMS, Nagpur for different categories of candidates.

(iii) SC, ST and OBC candidates, who are selected on their own merit without relaxed standards (i.e. relaxation in age limit and short-listing criteria), will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be adjusted against the General (Un-Reserved) vacancies as per their position in the overall Merit List. The reserved vacancies, if any advertised, will be filled up separately from amongst the eligible SC, ST and OBC candidates on relaxed standards fixed for respective category.

(iv) A PH (PWD) candidate who meets the standards fixed for candidates of his/her respective category without availing relaxation in selection and in short listing criteria fixed for such categories, can be recommended against an unreserved vacancy, provided the post is identified suitable for persons with that particular category of disability.

(v) An Ex-Serviceman or PH (PWD) category candidate who qualifies on the basis of relaxed standards will be considered against vacancies reserved for them only.

(vi) In case of Ex- Serviceman/PH candidates, age relaxation is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

(vii) Success in the examination confers NO right of appointment unless the competent authority in AIIMS, Nagpur is satisfied, after such enquiry/verification of documents, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.

(viii) Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.

16. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

(A) Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

(B) Without prejudice to criminal action/debarment upto 3 years from examinations conducted by AIIMS, Nagpur wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following activities:-

- (i) In possession of mobile phone and/or accessories and other electronic gadgets within the premises of the examination centers, whether in use or in switched off mode and on person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/ procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or representative of AIIMS, Nagpur
- (x) Intimidating or causing bodily harm to the staff employed by AIIMS, Nagpur for the conduct of examination.

17. OTHER IMPORTANT POINTS

- i. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate
- ii. The candidate should not have been convicted by any Court of Law.
- iii. The selected candidate is expected to confirm to the rules of conduct and discipline as applicable to the employees of the Institute.
- iv. The appointment will be subject to review and probation of two years.
- v. The selected candidate may have to work in shifts and can be posted at any place in the Institute
- vi. The offer of appointment when made will be provisional and subject to verification of credentials (Educational & Personal) by competent authority.
- vii. The vacancies are provisional and subject to variation. The Director, AIIMS, Nagpur reserves the right to vary the vacancies including reserved vacancies. No correspondence whatsoever would be entertained in this regard.
- viii. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part with out assigning any reason or giving notice.
- ix. In case, any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to his/her appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- x. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- xi. Appointment of selected candidates is subject to his/her being declared medically fit by competent Medical Board AIIMS Nagpur.
- xii. Name of the shortlisted candidates will be displayed in the institute website. No separate individual intimation will be sent. Beside, all information regarding examination will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e. www.aiimsnagpur.edu.in for updated information regarding the recruitment.
- xiii. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
- xiv. The applicant will be responsible for the authenticity of submitted information, their documents and photograph. Submission of any false, fake and/or

- suppression /concealment of facts shall lead to rejection/ cancellation of selection/recruitment.
- xv. No correspondence/queries will be entertained from candidates regarding, conduct and result of written Test and reasons for not being called for Written Test.
- xvi. In case of need of any assistance or clarifications regarding the recruitment please contact: **recruitment@aiimsnagpur.edu.in** please mention your Application ID & Post applied in the Subject line of your e-mail.
- xvii. If you need any technical support during filling the online form send e-mail at **helpdesk.aiimsnagpur@gmail.com** please mention your Application ID & Post applied in the Subject line of your e-mail.
- xviii. For any updates please visit the Institute website i.e. www.aiimsnagpur.edu.in regularly.
- xix. All disputes will be subject to jurisdictions of Court of Law of Maharashtra.

Deputy Director (Admin)
AIIMS, Nagpur.

The form of certificate to be produced by Candidates for claiming Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No: _____

Fax No.: _____

Name of Organization

Address of the Organization

Dated _____

This is to certify that Shri/Ms _____
S/o,D/o,W/o Shri _____ was/is an
employee of this Organization/Department/Ministry and duties performed by him /her
during the period(s) are as under:

Name of post held	From dd/mm/yyyy	To dd/mm/yyyy	Total period dd/mm/yyyy	Nature of Appointment- Permanent, regular, Temporary, Part- time, Contract, Guest, Honorary etc.	Department/Sp ecially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
Pay Scale and last salary drawn	Duties performed / experience gained in brief in each post (please give details, if need to be, in attached sheet) (in case of Medical posts, please mention field of specialization)		Place of posting		Worked at supervisory level/middle management level/head of branch
(7)	(8)		(9)		(10)
1					
2					
3					

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature
Name of competent authority
Stamp of competent authority

SC/ST CERTIFICATE PROFORMA

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrirnati/Kumari* _____
 son/daughter* _____ of _____ of
 _____ village/town* _____ in
 _____ District/Division* _____
 _____ of the State/Union Territory* _____ belongs to the
 _____ caste/tribe* _____ which is
 recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*_____ of
Father/Mother _____ of
Shri/Shrimati/Kumari_____ of village/town*_____ District/Division*_____ of the State/Union Territory*_____ who belongs to the caste/tribe*_____ which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of _____ issued by the dated _____.

%3. Shri/Shrimati/Kumari*_____ and/or* his/her* family ordinarily resides in village/town*_____ of _____ District/Division* of the State/Union Territory* of _____.

Signature: _____

* * Designation: _____

(With Seal of Office)

State/Union Territory*

Place : _____

Date : _____

*please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate / Collector / Deputy Commissioner/Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate/ #Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (#not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This _____ is _____ to _____ certify _____ that
Shri/Smt./Kumari _____ son/daughter
of _____ of village/town _____ in
District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of
Social Justice and Empowerment's Resolution No.
_____ dated _____. *Shri/Smt./Kumari
_____ and /or his/her family ordinarily reside(s) in the
_____ District/Division of the
_____ State/Union Territory. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the Government of India, Department of Personnel &
Training O.M. No. 3601 2/22/93-Estt. (SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated: _____

Seal : _____

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I _____
son/daughter of Shri _____ resident
of village/town/city _____ district
_____ state _____ hereby declare
that I belong to the _____ community which is
recognized as a backward class by the Government of India for the purpose of
reservation in services as per orders contained in Department of Personnel and
Training Office Memorandum No 36 102/22/93- Estt.(SCT) dated 8-9-1993. It is
also declared that I do not belong to persons/sections/sections (Creamy Layer)
mentioned in column 3 of the Schedule to the above referred Office Memorandum
dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and
O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature : _____

Full Name : _____

Address : _____

Form-II
 Disability Certificate
 (In cases of amputation or complete permanent paralysis of limbs
 and in cases of blindness)
 (See rule 4)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)

Recent PP size Attested
 Photograph (Showing
 face only) of the person
 with disability

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt/Kum.....
 son/wife/ daughter of Shri..... Date of Birth

(DD/ MM/ YY)
 Age years, male/female
 Registration No. permanent resident of House No.
 Ward/Village/Street Post Office District
 State

whose photograph is affixed above, and am satisfied that:
 (A) he/she is a case of :

- = locomotor disability
- = blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has% (in figure)..... percent (in words)
 permanent physical impairment/blindness in relation to his/her (part of
 body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
 impression of the
 person in whose
 favour disability
 certificate is
 issued.

Form-III
 Disability Certificate
 (In case of multiple disabilities)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)
 (See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No.
 Date:

This is to certify that we have carefully
 examined Shri/ Smt/Kum. /son/wife/daughter of Shri
 Date of Birth..... Ageyears,
 male/female.....

(DD) (MM) (YY)

Registration No..... permanent resident of House No.....
 Ward/Village/Street..... Post Office
 District.....State whose photograph is affixed above, and
 are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical
 impairment/disability has been evaluated as per guidelines (to be specified) for the
 disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per
 guidelines (to be specified), is as follows:-

In figures:-percent

In words:-percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after years..... months, and therefore this certificate shall be valid till

(DD) (MM)

(YY)

@ e.g. Left/Right/both arms/legs

Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form-IV
Disability Certificate
(In cases other than those mentioned in Forms II and III)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
(See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability
--

Certificate No.
.....

Date:

This is to certify that I have carefully examined Shri/Smt./Kum
son/wife/daughter of Shri Date of Birth.....

(DD)

(MM) (YY)

Age years, male/female.....

Registration No. permanent resident of House No..... Ward/Village/Street
..... Post Office District..... State

whose photograph is affixed above, and am satisfied that he/she is a case of
..... disability. His/her extent of percentage physical impairment/disability
has been evaluated as per guidelines (to be specified) and is shown against the relevant
disability in the table below:-

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :
- (i) not necessary
- Or
- (ii) is recommended/ after years months, and therefore this certificate shall be valid till (DD) (MM) (YY)
- @ e.g. Left/Right/both arms/legs
- # e.g. Single eye/both eyes
- £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb impression of the person in whose favour disability certificate is issued.
--

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.
Note: The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31st December, 1996.

The form of certificate to be produced by Central Government servants for claiming Age concession

(Please see para 9(D)(ii) of the notice)

(Letter Head of the Department/Issuing Authority)

This is to certify that Shri/Ms _____ S/o,D/o,W/o _____ is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under :-

- i)
- ii)
- iii)

It is further certified that:

*(a) Shri/Smt/Kum. _____ holds substantively a permanent post of _____ in the Office/Department _____ of with effect from _____ in the Pay Scale/Pay Band with GP/Level _____.

*(b) Shri/Smt./Kum. _____ has been continuously in temporary service on a regular basis under the Central Government in the post _____ of _____ in the Office/Department _____ with effect from _____ in the Pay Scale/Pay Band with GP/Level _____.

Signature : _____
Name : _____
Designation : _____
Ministry/Office : _____
Address : _____
Office SEAL : _____
Place : _____
Date : _____

**DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS
INCLUDING CENTRAL GOVERNMENT CIVILIAN EMPLOYEES**

[Please see Para- 9(D)(ii) of the Notice]

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination and no vigilance is either pending or contemplated against me as on the date of submission of application. I will be in position to submit NOC from my employer on the date of verification of document. I further submit the following information:

Date of Appointment:

Holding present Post & Pay Scale :

Name & Address of Employer with Tel. No./FAX/E-mail :

.....

Place & Date:

*Full Signature of the applicant

Name of applicant:

CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ has rendered service from _____ to _____ in Army/Navy/Air Force.

2. He has been released from military services:

- a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release

b) On account of physical disability attributable to Military Service.

c) On invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: _____

Date : _____

Signature, Name and Designation of the
Competent Authority**
SEAL

% Delete the paragraph which is not applicable.

B. form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. _____ Rank _____ Name _____
_____ is serving in the Army/Navy/Air Force from _____.

2. He is due for release retirement on completion of his specific period of assignment on _____

3. No disciplinary case is pending against him.

Place : _____

Date : _____

Signature, Name and Designation of the
Competent Authority* *
SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place : _____

Date : _____

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No. _____ Rank _____ Name _____
whose date of birth is _____ is serving in
the Army/Navy/Air Force from _____

2. He has already completed his initial assignment of five years on and is on extended assignment till _____.

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place : _____

Date : _____

Signature, Name and Designation of the
Competent Authority**
SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.
Army - Military Secretary Branch, Army Hqrs., New Delhi
Navy - Directorate of Personnel, Naval Hqrs., New Delhi
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army - By various Regimental Record Offices
Navy - BABS, Mumbai
Air Force - Air Force Records, New Delhi

Government of.....
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY
 ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari.....
 son/daughter/wife of..... permanent
 resident ofVillage/Street.....Post
 Office..... District..... in the State/Union
 Territory.....Pin Code..... whose photograph is
 attested below belongs to Economically Weaker Sections, since the gross annual
 income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the
 financial year..... His/her
 family does not own or possess any of the following
 assets***:

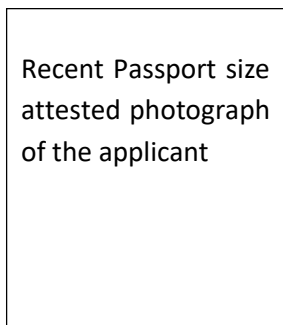
- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari..... belongs to the..... caste
 which is not recognized as a Scheduled Caste, Scheduled Tribe and Other
 Backward Classes (Central List)

Signature with seal of Office.....

Name.....

Designation.....



* **Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

** **Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** **Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

SYLLABUS FOR THE POST OF NURSING OFFICER (STAFF NURSE GRADE-II)**NURSING FOUNDATIONS**

- a). 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
- b). 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,
- c). 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
- d). 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.
- e). Nursing Process and nursing care plan: Meaning, importance and steps in development.
- f). 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.
- g). Vital Signs: Guidelines for taking vital signs.
 - 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-continenence 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 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 gadgets 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
- 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 foetal condition; Vagina l Examination
- j) Second Stage of labour : Signs of second stage; Mechanisms of labour; Monitoring of maternal and foetal 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, tumors 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 Paediatric 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; Childhood Accidents; Play – importance & therapeutic use; Review of immunization schedule;, child guidance clinics
- c) Care of Newborn: Appraisal of Newborn; Nursing care of a normal new born / essential new born care; Neonatal resuscitation; Kangaroo mother care, Nursing management of common neonatal disorder: low birth weight baby;

- Hyperbilirubinemia; Hypothermia hyperthermia; Metabolic disorder; Neonatal infections; Neonatal seizures; Respiratory distress syndrome; Organization of neonatal care unit.
- d) Recognition and Management of Congenital anomalies : Causes, Prevention management; Preparation of the parents; Parents counselling
 - e) Breast Feeding : Importance and principles; Preparation of mother; Difficulties in breast feeding; Factors inhabiting and promoting lactation
 - f) Introduction of Solids : Weaning; Developing healthy foods habits; Diet of healthy Child; Artificial feeding; Reason and maintenance of hygiene; Feeding technique; Common Problems;
 - g) Pre and post-Operative care, Preparation of parents for surgery of the child
 - h) 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; Vomiting; cleft lip and cleft palate; Oesophageal atresia; TEF; 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, asthma, emphysema, Diaphragmatic hernia
 - iii. Genito-urinary System : Nephritis, nephrotic syndrome, nephrosis; Undescended testes; Wilm's tumor; Prevention of infection; Congenital disorders, Renal failure
 - iv. Cardio Vascular system : Congenital defects; Rheumatic fever and Rheumatic heart diseases, Congestive heart failure
 - v. Nervous System : Convulsions, epilepsy; Meningitis, Encephalitis; Epilepsy; Cerebral palsy; Mental retardation; Hydrocephalus; Spina bifida, meningocele; Mongolism
 - vi. Eye and Ear : Conjunctivitis; Squint; Congenital cataract; Visual defects; Otorrhea; Otitis Media, Blindness, Deafness
 - vii. Nutritional Disorder : Marasmus; Kwashiorkor; Anaemia; Vitamin Deficiencies
 - viii. Communicable Diseases : Measles, 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, haemophilia
 - x. Endocrine disorder : Diabetisinsipidus; dwarfism; Orthopaedic disorder: Club feet; Fractures
 - xi. Child health Emergencies : Burns; Drowning; Foreign Bodies; Poisoning
 - xii. Psychological disorder and problems : Enuresis, pica, 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; Psychotherapy; hypnosis, psychoanalysis; behaviour 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; 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 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
- 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
- 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
- e) Methods of teaching.
- f) Information, Education & communication for health: Health behaviours , 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

COMPUTERS & NURSING INFROMATICS

- 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)

GENERAL APTITUDE AND GENERAL AWARENESS

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