



अखिल भारतीय आयुर्विज्ञान संस्थान
All India Institute of Medical Sciences
मंगलगिरि, आंध्र प्रदेश
Mangalagiri, Andhra Pradesh
www.aiimsmangalagiri.edu.in

AIIMS/MG/Admin/Recruit Matt/03/Non Faculty/2022/01

Date: 28.11.2022

ADVERTISEMENT FOR RECRUITMENT TO VARIOUS NON-FACULTY POSTS
(GROUP B & GROUP C) ON DIRECT RECRUITMENT BASIS AT AIIMS MANGALAGIRI

All India Institute of Medical Sciences, Mangalagiri is a healthcare Institute of National Importance, established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY), with the aim of correcting regional imbalances in the availability/reliable tertiary healthcare services and also to augment facilities for quality medical education in the country.

Online applications are invited from eligible Indian citizens for the posts of various non faculty Group-B and Group-C posts on DIRECT RECRUITMENT BASIS in All India Institute of Medical Sciences, Mangalagiri, AP.

Sl.No.	Name of Post	No. of vacancies
Group B Posts		
1	Assistant Administrative Officer (AAO)	01 (UR-1)
2	Store Keeper	02 (UR-1, OBC-1)
3	Librarian Grade-III	01 (UR-1)
TOTAL		04
Group C Posts		
4	Lab Technician	02 (UR-2)
5	Lab Attendant Grade-II	02 (UR-01, OBC-01)
TOTAL		04
GRAND TOTAL		08

UR: Unreserved; **OBC:** Other Backward Classes

Note:

1. The above vacancies are provisional and subject to variation. The Director, AIIMS, Mangalagiri reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements. The Institute may cancel the advertisement or cancel selection of any of the post(s), as felt necessary.
2. Reservation will be as per Government of India Policy.
3. 4% of the total vacancies are horizontally reserved for PwD candidates with bench mark disability as per the rules. The RPWD Act, 2016/DoPT instructions as applicable in this regard will be strictly followed.
4. The cut-off date to determine the maximum age limit, essential qualification & experiences **will be counted as on the last date of submission of 'On-line application', i.e., 30.12.2022.**
5. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.

Summary Chart

Sl.No.	Name of Post	No. of Posts	Age Limit	Pay Scale (As per 7 th CPC)	Essential Qualifications
GROUP – “B” POSTS					
1	Assistant Administrative Officer	01 (UR-1)	Up to 40 years	Level-7 in the pay Matrix (Rs. 44,900-1,42,400)	<p>Essential:</p> <ol style="list-style-type: none"> Degree from recognized University or its equivalent. 5 years of experience as office superintendent or in equivalent post; and working knowledge of govt. rules & regulations <p>Desirable:</p> <ol style="list-style-type: none"> Post Graduate Diploma in Personnel Management/Labour Laws/ Administrative Law. Work experience of Level 6 and above for 5 years.
2	Store Keeper	02 (UR-1, OBC-1)	Between 18 and 25 years	Level-6 in the pay Matrix (Rs.35,400-1,12,400)	<p>Essential:</p> <ol style="list-style-type: none"> Bachelor Degree from a recognized University or equivalent. Two years experience in handling stores and keeping accounts in a stores or a concern of repute in public or private sector <p>OR</p> <ol style="list-style-type: none"> Post-graduate Degree in Material Management from a recognized University/ Institution or equivalent.
3	Librarian Grade-III	01 (UR-1)	Between 18 and 30 years	Level-6 in the pay Matrix (Rs.35,400-1,12,400)	<p>Essential</p> <ol style="list-style-type: none"> B.Sc. Degree or equivalent from a recognised University : and Bachelor's Degree or equivalent in Library Science from a recognised University or Institute. <p>Desirable</p> <ol style="list-style-type: none"> Two years experience of acquisition of books, periodicals, and documentation work in a library of standing or repute; Typing speed of 30 words per minute in English or 25 words per minute in Hindi.
GROUP – “C” POSTS					
4	Lab Technician	02 (UR-2)	Between 18 and 27 years	Level-5 in the pay Matrix (Rs.29,200-92,300)	<p>Essential:</p> <p>10+2 with Science subject (Physics, Chemistry and Biology/ Biotechnology) and two years regular diploma in Medical Laboratory Technology from any government recognized university/ institution with One year relevant experience in Laboratory attached with a hospital having minimum 100 beds.</p>

Sl.No.	Name of Post	No. of Posts	Age Limit	Pay Scale (As per 7 th CPC)	Essential Qualifications
5	Lab Attendant Grade-II	02 (UR-01, OBC-1)	Between 18 and 30 years	Level-2 in the pay Matrix (Rs.19,900- 63,200)	<p>Essential</p> <ul style="list-style-type: none"> 10th class pass (with Science as one of the subjects) from a recognized Board <p>Desirable</p> <ul style="list-style-type: none"> Experience in a Medical Laboratory

IMPORTANT DATES	
Date of Advertisement	28.11.2022
Online Application Opening Date	29.11.2022
Online Application Closing Date	30.12.2022
Mode of Recruitment	Computer Based Test (CBT)

IMPORTANT INSTRUCTIONS

- All the posts carry usual allowances as admissible to Central Government Employees of similar status as stationed at AIIMS, Mangalagiri.
- Application Process:-** The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ONLINE** mode. The On-line registration of application is made available on AIIMS, Mangalagiri official website i.e., www.aiimsmangalagiri.edu.in.
- Candidates must fill all the fields of online application form **correctly**. There is no provision for correcting the details after submission of online application form. Request for change in any information at later stage will not be considered.
- Candidates who wish to apply for more than one post should apply separately for each post and pay the applicable fee for each post in the online/digital mode only.*
- For filling up of Online application, candidates must have the following pre-requisites ready :
 - Valid e-mail-id.
 - Scanned Passport size photograph of candidate (in JPG format).
 - Scanned Signature of the candidate (in JPG format).
 - Date of birth Certificate/10th /Matriculation Certificate.
 - All necessary Educational Certificates as per qualification criterion
 - Caste Certificate (if any).
 - PWBD Certificate (if any)
 - Any other details as per the advertisement.
- The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all eligibility criteria as on the closing date of applications failing which their application will be rejected. In case it is found that they are not fulfilling any of the criteria at any stage, their candidature will summarily be rejected at any stage.
- The candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode.

8. Cities/ Test Centres for Computer Based Test (CBT):

Test Centres for CBT			
i. Vijayawada	ii. Chennai	iii. Mumbai	iv. New Delhi
v. Kolkata	vi. Jaipur	vii. Lucknow	viii. Patna
ix. Bhopal	x. Thiruvananthapuram	xi. Bengaluru	xii. Guwahati
xiii. Hyderabad	xiv. Ahmedabad	xv. Raipur	

9. Candidates may carefully note that the 'Centre' for Computer Based Test once opted in the online application, shall be final and request for change of City/ Centre will not be entertained further.

10. AIIMS, Mangalagiri reserves the right to cancel any centre and ask candidates of that centre to appear from another centre.

11. AIIMS, Mangalagiri also reserves the right to divert candidates of any centre to some other centre to take the test.

12. Candidates cannot claim to be allotted a centre of their choice, as a matter of rights. The AIIMS Mangalagiri having discretion to allot a Centre for the Screening Test.

13. The On-line application will be closed on the last date of the receipt of application.

14. The candidature of such applicants who fails to complete the online application submission by the stipulated date and time will be treated as incomplete and no correspondence in this regard will be entertained.

15. **Scheme and Syllabus of examination:**

A. For the posts of AAO, Store Keeper and Librarian Grade -III:

Particulars	No. of Questions	Marks	Duration
A. Subject knowledge of concerned post	70	70	90 Minutes
B. General Aptitude	10	10	
C. General Awareness & English	10	10	
D. Basic Computer Knowledge	10	10	

B. For the posts of Lab Technician & Lab Attendant Grade-II:

Particulars	No. of Questions	Marks	Duration
A. Subject knowledge of concerned post	70	70	90 Minutes

* Syllabus for each post is attached at 'Annexure - I'

16. **Age Relaxation :-**

(i) Age relaxation and reservation shall be permissible to SC/ST/OBC candidates only against the vacancies reserved for them on submission of valid caste/category certificate. The particular caste to which the candidate belongs should be included in the list of reserved communities issued by the Central Government.

(ii) Age relaxation permissible to candidates of various categories beyond the prescribed upper age limit of the advertised posts is as under :-

Sl.	Category	Age Relaxation	Remarks
a)	OBC- Non Creamy Layer (NCL)	3 years	Only for posts reserved for OBC- NCL
b)	SC/ST	5 years	Only for posts reserved for SC/ST
c)	PwBD	10 years	With not less than 40% of specified disability and provided that the age of applicant shall not exceed 56 years
d)	Central/ State Government and	5 years	With 3 years of continuous service and working in the post which is in the same line or allied

Sl.	Category	Age Relaxation	Remarks
	autonomous institutions of Central and State governments		cadres
e)	Ex-servicemen/ Commissioned Officers	Length of military service increased by three years	
f)	Candidates belonging to SC/ST/OBC category who are also coming under the category of Ex-servicemen or PwBD or Central Govt. employees will be eligible for grant of cumulative age-relaxation under both categories, if they apply for the posts reserved for their category.		
g)	Age relaxation to any other category will be as per the Government of India rules.		
h)	All the above-mentioned relaxations in upper age limit shall be permissible only on fulfillment of terms and conditions mentioned in the relevant rules.		
i)	Age Relaxation upto 40 years in case of employees of AIIMS, Mangalagiri		

17. Candidates applying under any of the reserved category posts, viz. SC/ST/OBC/PwD will be considered subject of Caste / PwD Certificate issued by the Appropriate/ Competent Authority on the prescribed format. Community should be clearly and legibly mentioned in the certificate. OBC candidate's eligibility will be based on the Caste(s) borne in the Central List of Government of India. OBC candidate(s) should not belong to Creamy Layer and their sub-caste should match with the entries in Central List of OBC, failing which their candidatures will not be considered under any of the applied reserved category post(s).
18. Only such persons would be eligible for reservation under PwD-BL quota in service/posts who suffer from not less than 40% of physical disability as identified for that post as per Govt. of India instructions. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in prescribed format.
19. **Qualification and Experience:** Qualification and experience as prescribed may be relaxed in exceptional cases at the discretion of the Competent Authority. The experiences will be counted as on the last date of submission of 'On-line application'
20. **Mode of Selection:** The mode of selection will be based on the performance of Computer Based Test (CBT), in the order of merit subject to fulfilling the eligibility criteria by such candidates in the document verification. The decision of the Institute in this regard will be final.
21. Candidates applying for the above mentioned posts are required to **mandatorily send** a duly signed print-out of their online application form along with self-attested copy of documents in support of their eligibility i.e. qualification, experience, age/date of birth, category etc. to the given address through **Speed Post/Registered Post** so as to reach **within 15 days** from the last date of online application failing which candidature of the applicant may not be considered. The Institute shall not be responsible for any postal delay.
22. The envelope containing the print out of application form and self-attested copies of documents should be super-scribed "***Application for the Post of***" and be sent to the following address:

**Recruitment Cell,
Room No: 216, 2nd Floor,
Library & Admin Building,
AIIMS, Mangalagiri, Guntur,
Andhra Pradesh, Pin – 522 503**

23. APPLICATION FEES (Excluding Transaction charges):

- i. For Unreserved/EWS/OBC/ExS candidates: **Rs.1000/-** (*Rupees One Thousand Only*)
- ii. For Women/SC/ST/ Persons with Benchmark Disabilities candidates (PwBD): **Exempted**
 - The candidates can pay the prescribed application fee online through Internet Banking/ Debit/Credit Cards. The information pertaining to this and copy of the receipt in support of depositing the application fees are to be entered/uploaded in the on-line application, wherever required.
 - Application fee once remitted shall not be refunded under any circumstances.

24. Applications without the prescribed fee (unless remission of fee is claimed) shall be summarily be rejected.

25. The applicants already in Government service shall have to produce **No Objection Certificate (NOC)** from their present employer at the time of Document verification. Therefore, while applying for the post, candidates have to take prior permission from their employer in case of Government service.

26. AIIMS, Mangalagiri decision pertaining to any matters of this recruitment will be final.

27. The decision of the AIIMS Mangalagiri in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of Screening Test, examination centers etc. will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

28. *No TA/DA will be paid for appearing Computer based test/ Skill test/at any stage of selection process.*

29. *In the event of tie in scores of candidates in CBT/ examinations, merit will be decided by applying following criteria, one after another in the order given below, till the tie is resolved:-*

- a) *First by using number of wrong answers: candidate with less wrong answers (negative marks) in CBT will be placed higher in the order of merit.*
- b) *By date of birth: older candidate will be placed higher in the order of merit.*
- c) *By alphabetical order in which the names of the candidates appear.*

OTHER CONDITIONS

- (i) The All India Institute of Medical Sciences Mangalagiri is an autonomous body established by an Act of the Parliament.
- (ii) Service under the Institute is governed by Act and the Rules & Regulations framed thereunder.
- (iii) **Probation period:** The period of probation is two years.
- (iv) **Medical Fitness:** Appointment of selected candidates is subject to his/her being declared medically fit by the competent Medical Board.
- (v) The applicants, who do not have requisite qualifications / experiences as advertised as on the last date for submission of applications, will not be considered. However, in case they are called for Screening Test (Computer Based Test) and appeared for the test does not confer any rights for selection in case they are found not meeting eligibility criteria later on.
- (vi) Incomplete application(s) will be summarily rejected. Applications received after the last date of submission of application will not be considered.
- (vii) The period of experience wherever prescribed shall be counted after obtaining the prescribed essential educational qualification.
- (viii) The employees of the Institute will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division).

Notification No. 5/7/2003- ECB&PR dated 22.12.2003. However, pay protection and continuation of past services of the existing Govt. employees selected to the post will be considered strictly as per the Rules.

- (ix) The post(s) is/are whole time and will not engage in any trade or business or undertake any employment full-time or part-time while in the service of the Institute without the explicit permission of the Director or the Officer authorized by him/her in this behalf.
- (x) AIIMS Mangalagiri reserves the rights to increase or decrease the number of vacancies.
- (xi) Candidates should note that their candidature will remain provisional till the veracity of the document submitted by them is verified by AIIMS, Mangalagiri.
- (xii) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment letter, the institute reserves the right to modify/withdraw any communication made to the candidate.
- (xiii) While every effort will be made to provide residential accommodation to the staff appointed at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Mangalagiri, Guntur (Dist), Andhra Pradesh will be provided.
- (xiv) Canvassing of any kind will be a disqualification.
- (xv) The candidate should not have been convicted by any Court of Law.
- (xvi) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.
- (xvii) The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice. Any corrigendum / addendum/ amendment to this advertisement and further details about Screening Test (Computer Based Test)/ Skill test will only be posted in our website. Therefore, candidates are advised to regularly visit our website for any updates about this advertisement & selection process.
- (xviii) The decision of the Competent Authority regarding CBT, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
- (xix) In case of any assistance or clarifications regarding the recruitment please contact: recruitment.nonfaculty@aiimsmangalagiri.edu.in. Subject line of e-mail should consist of Post applied along with Application ID.
- (xx) All disputes will be subject to jurisdiction of Court of Law at Mangalagiri (Andhra Pradesh).

Sd/-

**Director & CEO
AIIMS, Mangalagiri**

Syllabus for Computer Based Test (CBT) Examination:

Sl. No	Post Name	Scheme of Examination			Syllabus
		Subject	Questions	Marks	
1	Assistant Administrative Officer	<u>Part – I</u> A) Subject Knowledge <u>Part – II</u> B) General Aptitude C) General Awareness & English D) Basic Computer Knowledge	70 10 10 10	100	A) Subject Knowledge - Central Govt. Service Rules: Questions relating to CCS (Leave) Rule, CCS(Conduct) Rules, General Service Condition, Office Procedures, Types of correspondence, RTI Act, 2005, LTC, Travelling Allowance etc. B) General Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangles, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart C) General Awareness & English: Questions in this component will be aimed at testing the candidates 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 every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research. D) Basic Computer Knowledge
2	Store Keeper	<u>Part – I</u> A) Subject Knowledge	70	100	(A) SUBJECT KNOWLEDGE : Questions to be based on Graduate and Post Graduate Degree/Diploma in Material Management course broadly covering the following topics:- 1. Purchase Management (as per General Financial Rules 2017): Purchase of Goods and Services, Fundamental Principles of Public Buying, Purchase of Goods without quotation, Purchase of Goods by Purchase Committee, Purchase of Goods under Rate Contract, Purchase of Goods by Obtaining Bids, Advertised Tender Enquiry, Limited Tender enquiry, Two-Stage Bidding, Single Tender Enquiry,

Sl. No	Post Name	Scheme of Examination			Syllabus
		Subject	Questions	Marks	
		<p align="center"><u>Part – II</u></p> <p>B) General Aptitude</p> <p>C) General Awareness & English</p> <p>D) Basic Computer Knowledge</p>	<p align="center">10</p> <p align="center">10</p> <p align="center">10</p>		<p>Electronic Reverse Auction, E-Publishing, E-Procurement, Government E-Market Place (GeM), Registration of Suppliers, Department from bidding, Contents of binding document, Maintenance Contract, Bid Security and Performance Security, Efficiency, Economy and Accountability in Public Procurement System, Buy-Back Offer, International trade (Imports, Customs, Incoterms)</p> <p>2. Inventory Management: Types of Inventory, Cost of associates with inventories, Forecasting technics, Inventory Control and Service Level, Replenishment of Inventory, Inventory Management System, Materials Requirement Planning, Spare Parts Inventories, Wire House and Inventory Operations Systems, Receipt of Goods and materials from private suppliers, Receipt/Issue of goods and materials from internal divisions of the same Organization, Customs of goods and materials, Lists and Accounts, Procedure of Physical verification and Consumables and Assets, Buffer Stock, Disposal of goods and Modes of disposals, Total Quality Management</p> <p>3. Inventory Management: Objectives of Logistics, Supply Chain Management, Ware House Management, Material Handling systems, Storage Systems</p> <p>4. Packaging and Distribution Introduction to Packaging, Packaging Material, Forms of Packaging, Bar Codes and FRID Packaging.</p> <p>(B), (C) & (D): Same as that of post at S. No. 1. Questions to be of matric level.</p>
3	Librarian Grade-III	<p align="center"><u>Part – I</u></p> <p>A) Subject Knowledge</p> <p align="center"><u>Part – II</u></p> <p>B) General Aptitude</p> <p>C) General Awareness & English</p> <p>D) Basic Computer Knowledge</p>	<p align="center">70</p> <p align="center">10</p> <p align="center">10</p> <p align="center">10</p>	100	<p>A) SUBJECT KNOWLEDGE : Questions to be based on Library Science/Library Information Science course broadly covering the following topics:-</p> <p>Library and Information Centres: Concept and Role in Society ; Types of Libraries and information Centres: Public, Academic, Special and National ; Modern Library: Automated, Digital, and Virtual ; Five Laws of Library Science; Overview of Information Sources; Types of Information Source; Reference Sources ; E-Resources; Organization of Library Material: Concept, Need and Purpose; Processing of Library Material: Classification and Cataloguing Arrangement and Maintenance of Library Material; Library and Information Services for the Users ; Traditional Library Services: Responsive and Anticipatory Modern Library Services; Library System and Management; Library Staff; Library Users; Librarianship as a Career; Information Retrieval Concept of Scope Information Retrieval Tools: Catalogue, Index, Subject Heading Lists; Search Techniques: Basic and Advanced; Web Based Search.</p> <p>Questions to be of degree level</p> <p>(B), (C) & (D): Same as that of post at S. No. 1. Questions to be of matric level.</p>

Sl. No	Post Name	Scheme of Examination			Syllabus
		Subject	Questions	Marks	
4	Lab Technician	(A) Subject knowledge	70	70	<p>A) SUBJECT KNOWLEDGE:</p> <p>(These concepts should be dealt in brief, focusing on clinical relevance wherever applicable)</p> <p style="text-align: center;"><u>PATHOLOGY</u></p> <p>IMMUNO HAEMATOLOGY & BLOOD BANKING Introduction, Human blood group antigens, ABO blood group system and incompatibility, Rh blood group system and incompatibility, Technique of grouping and cross matching, Commb's test, Direct, Indirect , Blood Transfusion Procedure, Complication of blood transfusion, Blood Collection, Selection and Screening of donors., Collection of blood, Storage of blood, Cell separator and transfusion of various components of blood like Plasma and Platelet Separation , Organization, Operation and Administration of Blood Bank and anticoagulants.</p> <p>CLINICAL PATHOLOGY & HAEMATOLOGY Urine analysis, Physical, chemical, microscopic., Routine tests viz. Sugar, Albumin and Phosphates., Other tests viz. Bile salt, Bile pigment, Urobilin Ketone bodies, Chyle, Specific gravity, Total protein (Esbachs) etc., Faecal analysis for occult blood examination., Preparation of Seminal Fluid for analysis. , Preparation of aspiration fluids. , Ascitic fluid, Pleural fluid ,CSF , Others, Introduction to haematology. , Collection of blood sample and anticoagulants., Red Cell Counts, Haemocytometer and procedure for R.B.C. Count., RBC diluting Fluid , Calculation , Write Cell Count, Procedure for W.B.C count , WBC diluting fluid, Calculation , Differential white cell count. , Morphology of write cell, Normal values, Romanosky Stains , Counting methods , Absolute Eosinophil Count Direct/Indirect smear examination., ESR, Westergren's, Wintrobe's, Factors affecting ESR, Importance and Limitation , Normal value and interpretation. , Packed Cell Volume (Haematocrit), Macro and Micro method, Interpretation., Haemoglobin estimation, Colorimetric method , Sahali's method, Cyanmethaemoglobin method. , Interpretation of result , Red Cell Indices, Calculation and importance of Reticulocyte count., Method-Interpretation ,Sickle Cell Preparation , Osmotic fragility test- Interpretation ,Estimation of G-6-PD, Principle of Electrophoresis. , Preparation of bone marrow aspiration and trephine biopsy., Coagulation test: , Bleeding time , Whole blood coagulation time , Clot retraction test , Prothrombin time , Platelet count, Comments on peripheral smear., LE Cell Phenomenon.</p> <p>HISTOTECHNOLOGY, CYTOLOGY, MUSEUM STUDY Introduction, Cell, Tissue and their function., Methods of examination of tissues and cells, Fixation of tissue: Classification of fixatives., Simple Fixatives and their properties. , Tissue processing : , Collection of specimen, Labeling and fixation , Dehydration , Clearing , Impregnation , Embedding, Paraffin block making , Section Cutting: , Microtomes and</p>

Sl. No	Post Name	Scheme of Examination			Syllabus
		Subject	Questions	Marks	
					<p>microtome knives – sharpening of knife, Microtome use – Honing, Stropping, Techniques of section cutting , Mounting of sections., Frozen section.</p> <p>(a) Staining : Dyes and their properties , Theory of staining , Staining technique with haematoxylin and eosin. , Mounting of actions , Common special stains – , Routine H & E, Meason Trichrome , Men – Geison , Reticulin , PAS, Fe, Lipid, Mucicamine , Vencos for calcium , Special staining , Decalcification : , Fixation , Decalcification , Detection of end point, Neutralization and processing.</p> <p>(a) Exfoliative Cytology and Fine needle aspiration cytology : , Types of specimens and preservation. , Preparation and fixation of smears. , Papanicolaous staining technique/MCC staining/HE staining/. , Sex chromatin staining. , Nuscum Techniques. , Reception of specimen., Preparation of fixation , Preservation , Presentation</p> <p>AUTOPSY TECHNIQUE: Assisting in autopsy, Preservation of organs and ,Processing of the tissue. Waste disposal and safety in laboratory.</p> <p>PRACTICAL</p> <p>IMMUNO HAEMATOLOGY & BLOOD BANKING</p> <p>ABO-Blood Grouping : Slide technique, Cross matching, -Major Cross Matching -Minor Cross Matching, Rh.-Typing, Coomb's Test –Direct, Indirect , Donor Screening and Selection, Identification, Recording, Grouping and typing of donor's blood., Drawing of blood – Asepsis, Measurance, Venipuncture, Collection.,Blood,Preservation and Storage Recording the details and storage of blood, Maintenance, cleaning of various equipments used in the blood bank</p> <p>CLINICAL PATHOLOGY & HAEMATOLOGY</p> <ol style="list-style-type: none"> 1. Analysis of Urine for routine and others tests. 2. Urine microscopic examination. 3. Faeces occult blood test. 4. Seminal fluid analysis. 5. Analysis of aspiration fluids. 6. Staining and examination of different smears. 7. Use of Microscope, care and Maintenance. 8. Haemoglobin estimation –Sahali's 9. Demonstration of colorimetric Hb estimation. 10. Total RBC Count. 11. Total Leucoyte Count.

Sl. No	Post Name	Scheme of Examination			Syllabus
		Subject	Questions	Marks	
					<p>12. Differential count of Leucocyte. 13. Reticulocyte 14. Total platelet count, Direct, Indirect 15. Absolute Eosnophil count, Direct , Indirect 16. Bleeding time and clotting time. 17. Examination of Blood Parasites., Malaria Parasite, Microfilaria 18. Prothrombin time-Demonstration 19. ESR-Westergren's&Wintrob's 20. POV (Haematocrit) 21. Sickle Cell Test 22. Osmotic Fragility Test 23. Estimation of G-6-PD 24. Electrophoresis Test 25. Comments' on peripheral smear 26. LE Cell phenomenon.</p> <p>HISTOTECHNOLOGY, CYTOLOGY, MUSEUM STUDY</p> <p>Histotechnology and Cytology, Fixation, processing, embedding and section and ,reparation of slides., Sharpening of the knife. , Preparation of fixatives and , decalcifying fluid. , Preparation of adhesives to fix the section to the slide. , Preparation and fixation of cytology smears and Papanicolaou's staining techniques., MOG staining /HE staining. , Mounting.</p> <p style="text-align: center;"><u>MICROBIOLOGY</u></p> <p>GENERAL BACTERIOLOGY History of Microbiology, Microbes and their classification , Study of different , microscopes, Morphology of bacteria, Motional requirements of bacteria, Preparation and uses of culture media, Culture methods and identification of bacteria.</p> <p>Sterilization and Disinfection Physical Chemical, Mechanical methods, Sterilization of media, syringe, glassware's etc., Safe disposal of contaminated media etc. Bio-Medical Waste Management</p> <p>Common Laboratory equipments and uses 1.Different microscopes, incubator, BOD incubator, Refrigerator, Deep Freeze, 2. Hot air oven, Autoclave, inspissator, Bacterial Filters, Water bath, VDRI rotator, Centrifuge machine, Vacuum pump, Biosafety cabinets ELISA reader,etc</p>

Sl. No	Post Name	Scheme of Examination			Syllabus
		Subject	Questions	Marks	
					<p>Anaerobic culture, Inoculation techniques, subculture and maintenance of stock culture. Isolation and identification of bacteria (Cultural characters biochemical reaction) serotyping etc. Antimicrobial susceptibility tests</p> <p>SYSTEMIC BACTERIOLOGY More importance should be given to culture methods and identification of bacteria that other properties like Pathogenesis etc. Cocci - Staphylococci, streptococci, Pneumococci, Gonococci, Meningococci. Bacilli – Corynebacterium, Bacillus, Clostridium, Nonsporing anaerobes, Enterobacteriaceae, E. Coll, Klebsiella, Salmonella, Shigella, Proteus, Vibrio - Pseudomonas, Mycobacterium (M. tuberculosis, M. Leprae), Basic idea on Actinomycetes, Rickettsiaae, - Spirochetes</p> <p>CLINICAL MICROBIOLOGY - Normal microbial flora of human body, Collection and transport of specimen - Bacterimia, Pyaemia, Septicemia, Pyrexia of unknown origin (P.U.O) - Meningitis, Food Poisoning, Respiratory Infection (Sore throat pneumonic, pulmonary Tuberculosis), Nosocomial Infections, Opportunistic Infections</p> <p>MYCOLOGY - Classification of pathogenic Fungi, Morphology of Fungi, Laboratory diagnosis of Fungi (KOH prepn. Culture media and methods, LCB mount, etc.) - Brief idea on Dermatophytes, Candia, Aspergillus, Cryptococcus and Opportunistic Fungi.</p> <p>IMMUNOLOGY AND SEROLOGY Emphasis on principle and uses/application, Immunity – Basic principles and classification, Antigen, Antibody (Immunoglobulin's), Complement system, Antigen – Antibody reactions, Hypersensitivity- classification & different skin tests used for diagnosis., Immunodeficiency diseases including AIDS – in brief, Autoimmunity – Basic concept, Immunoprophylaxis & Immunization schedule, Vaccines- classification & uses.</p> <p>PARASITOLOGY - Introduction & classification of medically important parasites, Intestinal & Tissue protozoa (E. histolytica, Giardia Primary Amoebic meningo-encephalitis) - Malaria parasite, Leishmanial parasites, Tapeworms, Flukes of liver and, Intestine, Intestinal nematodes, Filarial worms and other tissue nematodes</p>

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					<p>VIROLOGY</p> <p>- General Characters of viruses, Classification in brief and name of the diseases they produce., Hepatitis viruses, HIV, (Polio, Rabies, Rota, Measles, Dengue) Oncogenic viruses in brief, Collection and transport of virological specimens</p> <p>- Laboratory diagnosis of viral infections (various methods of virus culture, serology etc.)</p> <p>ANIMAL CARE</p> <p>- Care of sheep and procedure to draw blood from sheep., Handling, feeding and Breeding of laboratory animals.</p> <p>PRACTICAL</p> <p>General Introduction-</p> <p>Safety measures in the laboratory, First Aid in Laboratory accidents and general precaution- any measures. Handling and care of microscopes., Operation and maintenance of laboratory equipments, Anaerobic jar and other methods of anaerobic culture, Care and cleaning of all glassware (test tubes, slides petri dishes pipettes, beakers, Rashes, funnels, syringes etc), Collection & transport of clinical specimens (Blood CSF Urine, Stool, Bone marrow, Sputum, Swabs, Aspiration fluid etc)., Receipts, Labeling, recording and dispatching clinical specimens., Keeping records after final computerization., Conversant with S.I. unit system for reporting. , Conversant with Fundamental Chemistry, I.e. use of indicators, strength of a solution, percent solution, part-dilution, molar solution, normal solutions etc.</p> <p>Various staining technique:-</p> <p>Simple stain, Gram's stain, Z.N. stain, Albert's stain, Negative stain, Spore stain, Neisser's stain, Lactophenol cotton blue staining for fungi, Leishman stain, Geimsa stain, Other special stain.</p> <p>Wet preparations</p> <p>Hanging drop preparation, KoH preparation for fungi, Vaginal fluid examination, Isolation of bacteria in pure culture and Antibiotic sensitivity.,</p>

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					<p>Identification of common bacteria by studying their morphology, cultural character, Biochemical reactions, slide agglutination and other tests., Maintenance and preservation of stock culture. , Study of fungi by wet preparation, staining, culture.</p> <p>CLINICAL MICROBIOLOGY:-</p> <p>Approach to various clinical syndromes Collection transport and processing of various clinical specimens , i.e. blood, CSF urine swabs faeces, etc. For microbiological diagnosis.,Investigation of various common epidemics , Gastroenteritis, Cholera, Food poisoning, Meningitis , Encephalitis, P.U.O., Study of nosocomial infection. Handling of automated instruments like used in bacteriology and serology laboratory.</p> <p>PARASITOLOGY Collection, transportation, preservation of faecal materials for examination of parasites. a) Saline and Iodine preparation of faeces for identification of Ova Cysts, RBC, Pus cells, Macrophage bacterial and fungal study b) Concentration techniques for examination of faeces. Blood smear examination for malaria parasite L.D. bodies, micro filarial etc.</p> <p>VIROLOGY – Embryonated egg inoculation, Tissue culture techniques – Serological tests for diagnosis of common viral diseases, HIV surveillance lab and ELISA / Rapid tests. Basic molecular techniques like conventional PCR and RT PCR.</p> <p>SEROLOGY – Widal test and preparation of Salmonella antigens, VDRI Test, Latest agglutination tests for (RA, CRP, ASO, Pregnancy Test, Australia Antigen, Toxoplasmosis) ELISA , Immunofluorescence, RIA Test, Get diffusion techniques and ,Immuno electro phoresis, Detection of Antigen / Antibody for Malarial (ICT), Optimal Test, Assay of immunoglobulins</p> <p>Diagnostic skin tests- - Tuberculin test (mantoux test), Lepromin test, Casoni’s test, Other tests.</p>

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					<p style="text-align: center;"><u>BIOCHEMISTRY</u></p> <p>Theory</p> <ol style="list-style-type: none"> Chemistry of <ol style="list-style-type: none"> Carbohydrates Fat Proteins & Amino acid Water & Fat soluble Vitamin, Plasma protein. Enzymes (Classification, factors regulating, institution 2 clinical application) Buffers, Molarity, indicators, Radioisotopes, Radiation hazard, RSA. Overview of Iron, Calcium, Iodine, Flourine. Overview of Nucleic Acids & Uric Acid. <p>Practical</p> <ol style="list-style-type: none"> Laboratory safety, Glass ware cleaning. Pipettes, record maintenance. Tests for Carbohydrate. Tests for Proteins & Amino Acids. Tests for Iron, Calcium, Iodine, Flourine, etc Physiological Urine. <p>CLINICAL BIOCHEMISTRY</p> <p>ORGAN FUNCTION TESTS</p> <ol style="list-style-type: none"> Endocrine Function Testes – Thyroid Function Tests Biochemical tests of CSF- Renal Function Tests- 24 hr collection, preservation Physical characteristics, clearance tests. Liver function tests. Gastric Function Tests Pancreatic Function Tests Serum Amylase, Serum Trypsin, Serum Lipase, <p>CLINICAL ENZYMOLOGY & ORGANIZATION</p> <p>Fundamentals of analytical bio-chemistry and instrumentation.</p> <ol style="list-style-type: none"> Clinical enzymology – Diagnostic enzymes, Iso-zymes. Fundamentals of Analytical Bio-chemistry & Instrumentation <ul style="list-style-type: none"> - Analytical balance - Centrifuges - Colorimeter and spectrophotometer - Flame photometer

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					<ul style="list-style-type: none"> - Auto analyzers - Chromatography - Electrophoresis <p>ORAL AND PRACTICAL List of Practical's in Clinical Bio-chemistry Determination in Blood/Serum of</p> <ul style="list-style-type: none"> - Glucose Tolerance Tests - Urea - Creatinine - Uric Acid - Cholesterol, Triglycerides, HDL Cholesterol, Lipid Profile - Total serum protein and albumin - T3, T4, TSH <p>STATISTICS & BASIC COMPUTER TECHNIQUES</p> <p>TABULATIONS : Simple Tables, Frequency Distribution Tables DIAGRAMS : Bar Diagrams, Histogram, Line Diagram, Pie Diagram STATISTICAL AVERAGES : Mean, Median, Mode MEASURES OF DISPERSION : Normal Curve, Range, Standard Deviation, Standard Error. TESTS OF SIGNIFICANCE : 't' Test</p> <p>Use of computer in Laboratory</p>
5	Lab Attendant Grade-II	(A) Subject Knowledge of concerned post.	70	70	<u>Same as for Lab Technician</u>

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