

Syllabus for Written & Skill Test

Office Assistant:

1. Verbal Ability (English Language-based)
2. General Aptitude, General Knowledge, Quantitative Aptitude, Reasoning, and Analytics
3. MS Office (Word, Excel, PowerPoint)
4. Office Communication (Inter/Intra Institution)
5. Rules, Policy, and Procedures related to Admission in Central Education Institutions
6. Basics of Computer
7. File Handling Processes

Note: - It may be noted that apart from the topics given above, questions from other topics related to the job and prescribed for the educational qualification of the post may appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.

IT & Computer Assistant (R/C):

1. Verbal Ability (English Language-Based)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Fundamentals of Web Designing and UI/UX
6. CorelDraw: Vector Graphics, Page Layout, Logo/Banner/Brochure Design
7. Adobe Creative Suite: Photoshop, Illustrator, Image Editing, Filters, Basic UI/UX
8. Software Development Life Cycle (SDLC) and Development Models (Waterfall, Agile, Scrum)
9. Web Development Basics: HTML5, CSS3, JavaScript, jQuery
10. PHP Programming: Syntax, Variables, Control Structures, Functions, Arrays
11. Web Development Frameworks: MVC Architecture, Laravel Basics
12. Database Management (MySQL): Tables, Keys, SQL Queries, Joins, Normalization
13. Form Handling, Sessions, Cookies, and File Handling in PHP
14. Building CRUD Applications (Create, Read, Update, Delete)
15. Web Development Tools: Git, GitHub, npm, Version Control & Package Management

16. Apache and XAMPP: Web Server Setup, Local Hosting, Folder Structure
17. Web Application Deployment: Hosting, Domain, FTP, Server Configuration
18. Digital Libraries and Online Resources: Overview of Web-based Information Portals
19. Web Application Security and Input Validation Basics
20. Information Retrieval and Search Strategies for Web Applications
21. Effective Communication, Documentation, and Professional Collaboration
22. Teamwork, Project Coordination, and Requirement Understanding
23. Time Management, Problem Solving, and Professional Ethics
24. Web Application Maintenance, Updates, and Performance Optimization

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Junior Assistant:

1. Verbal Ability (English Language Based)
2. Reading Comprehension (English)
3. Basic Quantitative Aptitude
4. Reasoning Ability (Logical and Analytical)
5. Basic Computer Knowledge
6. MS Office Suite (Word, Excel, PowerPoint, Outlook)
7. Email Writing and Professional Communication
8. Internet and Web Browsing Fundamentals
9. File Management and Data Organization
10. Typing Skills and Speed (English and Hindi)
11. Office Procedures and Documentation
12. Record Keeping and Filing Systems
13. Basic Spreadsheet Operations (Formulas, Functions, Charts)
14. Data Entry and Verification
15. Document Formatting and Presentation
16. Official Correspondence and Note-Making
17. Understanding Office Workflows and Protocols
18. Teamwork and Coordination in Office Environment

19. Time Management and Task Prioritization
20. Professional Ethics and Office Conduct
21. Handling Office Equipment (Printer, Scanner, Photocopier)
22. Basic Knowledge of Government Rules & Regulations (if applicable)
23. Report Preparation and Submission

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Nursing Staff:

Unit – I: Anatomy & Physiology of Human Body

- a) Skeletal system

Bones: Types, Structure, Functions; Joints : Classification, Structure and Functions.

Muscular System: Types, Structure, Functions; Position and action of Chief Muscles of the body

- b) 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

- c) Respiratory System: Structure and Functions of Respiratory Organs; Physiology of Respiration; Characteristics of normal Respiration and its deviations
- d) Digestive System: Structure and Functions of Organs; Digestion, absorption and metabolism.
- e) Nervous System: Type, structure and functions of neuron; Central nervous system and Peripheral nervous system
- f) Sense Organs: Structure and functions of eye, ear, nose and tongue; Physiology of Vision, hearing and equilibrium.
- g) Reproductive System: Structure and functions of reproductive and accessory organs; Reproduction, Menstrual Cycle and Menopause; Reproductive Health; Structure and functions of male reproductive system.

Unit-II: 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

Unit- III: Psychology

- a) Psychology of Human behavior:

Attitudes: Meaning, development, changes in attitude and effect of attitude on behavior.

Frustration: Sources and nature of frustration, measures to overcome frustration.

Defense mechanisms: Meaning, Importance and Classification.

- b) Personality: Meaning, Types, Factors affecting personality development; Characteristics of Various age group: Child, adolescent, adult and aged; Will and character
- c) Intelligence and related Factors: Mental ability and intelligent behaviour; Nature of intelligence; Development of intelligence behaviour; Measurement of intelligence
- d) Learning: Nature of Learning, Types of Learning, factors promoting effective learning, memory and forgetfulness.
- e) Observation: Attention and perception, factors affecting attention and observation and errors in perception.

Unit-IV: Fundamentals of Nursing

- a) Nursing as a profession: Concept of Nursing; Definition of Nursing; Functions of Nurse; Qualities of a Nurse; Comprehensive Nursing care; Holistic approach to Nursing; Code of Ethics and Ethical behaviour expected
- b) Maintenance of therapeutic Environment: Temperature, light, noise, humidity, aesthetic consideration in the environment, color scheme beauty and flower arrangements.
- c) Nursing Process and Nursing Care Plan: Meaning, importance and steps in development.

- d) Admission of a patient: Patients unit set up and care, admission procedure, reception of Patient, care of patient's belongings
- e) Discharging a Patient: Preparation of the patient physically and mentally; Discharge procedure; Hospital Policies; Preparation of the relatives of the patient for discharge and advice to the patient
- f) 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
- g) Hygienic needs and Physical needs: Importance of maintaining Personal Hygiene; Nurses role in maintaining good personal Hygiene; Factors promoting and inhibiting physical comforts; Comfort devices and their uses; Different position for comfort and positioning of a patient; Principles of lifting and moving patients in bed.
- h) Activity and Exercises: Importance of activity and Exercise in health and sickness, active and passive Exercise.
- i) Safety needs: Environmental hazards, role of nurses in prevention of health hazards.
- j) Care in Special Condition: Unconscious patient; Patient with fluid imbalance; Patient with Dyspnoea; Physically handicapped; Perineal care of terminally ill-patient with urinary catheter.
- k) Meeting nutritional needs: Importance of Nutrition; Factors effecting nutritional needs.
- l) Observation of Patient: General appearance & deviation; Temperature; Respiration; Heart rate; Blood Pressure; Observation of urine, stool, vomit, sputum.
- m) Care of Equipment: Disposable; Reuseable; Rubber goods; Glassware; Enamelware; Metal; Plastic; Furniture; Machinery.
- n) Barrier Nursing: Standard Safety precaution; Different types of hand washing; Personal protecting equipment types, uses, techniques of wearing and removing.
- o) Administration of drugs: Purposes of drugs; Routes of administration; Storage and maintenance of drugs and nurses responsibility Factors influencing drugs action.

Terminologies and common abbreviation used in prescription of drugs.

- p) Recording and Reporting : Nurses role; Principles to be kept in mind;
- q) 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; Transportation of the injured Bandaging and splinting

Unit-V: Medical & Surgical Nursing

- a) Role and responsibilities of a nurse in Medical and Surgical Settings: Out patient 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 for - Asthma, Pneumonia, Lung abscess, Pleurisy, Emphysema, Bronchiectasis, Pulmonary Tumours, Pleural Effusions, Preventive and rehabilitative aspects
- e) Disorders of the Cardiovascular System: Diseases of heart; Cardiac arrhythmias; Cardiac arrests; Heart Blocks; Pericarditis, Myocarditis, Endocarditis; Congestive heart failure; Hypertension; Angina Pectoris; Valvular Diseases; Arteriosclerosis; Atherosclerosis; Varicose veins and aneurysms; Anaemia; Leukemia; Haemophilia.
- f) Blood Transfusion: Indications; Grouping and matching; R.H factors; Plasma precautions in administration
- g) Diseases of the 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
- h) Disorders of the Musculo-Skeletal System: Disorder and diseases of bones and joints: Sprains, Dislocation, Fractures, Arthritis, Osteomyelitis, Tumours, Tuberculosis, Deformities
- i) Diseases of the 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
- j) Disorders of the Nervous System:
Diseases of Brain: Headache, Migraine; Epilepsy; Tumours; Chorea; Parkinsonism; Meningitis; Encephalitis; Injury; 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
- k) 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

- l) Vaccination: Fundamentals of vaccination; Mechanism and side effects; Types of vaccination; Vaccination schedule
- m) Vital Health Statistics: Concept; Uses; Sources; Important rates and indices; Vital Health records and their utility; Principles of reporting and recording

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Assistant Administrative Officer (International Relations):

1. Verbal Ability (English language, grammar, vocabulary, official drafting)
2. Reading Comprehension (academic, administrative, and policy texts)
3. Quantitative Aptitude (percentages, ratios, averages, data interpretation)
4. Reasoning Ability (logical, analytical, decision-making)
5. Computer Competency (MS Word, Excel, PowerPoint, email, ERP/e-Office systems)
6. Fundamental Rules (FRs) and Supplementary Rules (SRs)
7. TA Rules, LTC Rules, Leave Rules, Medical Attendance Rules
8. Office Procedure, File Management, and Parliamentary Procedures
9. Internationalization of Higher Education and Global Academic Practices
10. MoUs, International Agreements, and Global Institutional Partnerships
11. Administration of International Students and Visiting Foreign Faculty (Visa, FRRO, Protocol)
12. International Conferences, Academic Exchanges, and Global Projects
13. Leadership, Teamwork, Intercultural Communication, and Conflict Management
14. Governance of IIMs, IIM Act 2017, and Institutional Ethics
15. Current Affairs of National and International Importance (Education and Foreign Relations)
16. Position-relevant case studies and situational judgment questions

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Administrative Executive: Section 8 Incubation Centre (C) :

1. Verbal Ability (English Language)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Computer Competency (MS Office, Email, Spreadsheets, ERP/CRM, Digital Collaboration Tools)
6. Office Procedure, Noting & Drafting, Record Management and Official Correspondence
7. Entrepreneurship and Startup Ecosystem in India
8. Innovation, Incubation, Acceleration and Technology Commercialization
9. Startup Registration, Company Formation, DPIIT Recognition, Intellectual Property Rights (IPR) and Patent Basics
10. Startup Funding, Venture Capital, Angel Investment, Seed Funding, CSR Funding and Government Startup Schemes
11. Incubation Centre Operations, Startup Onboarding, Due Diligence, Mentoring and Portfolio Management
12. Event Management, Workshops, Bootcamps, Hackathons, Investor Meets and Entrepreneurship Development Programmes
13. Industry–Academia Collaboration, Corporate Partnerships, MoUs and Stakeholder Relationship Management
14. Financial Administration, Procurement, Budgeting, Utilization Certificates and Grant Management
15. Communication Skills, Leadership, Teamwork, Client Relationship Management and Conflict Resolution
16. Digital Marketing, Social Media Management, Branding, Content Development and Public Relations
17. Government Policies for Innovation and Entrepreneurship, Startup India, Atal Innovation Mission (AIM), MSME Schemes and Technology Business Incubators (TBIs)



भारतीय प्रबंध संस्थान बोध गया
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Indian Institute of Management Bodh Gaya
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18. IIM Act, 2017, National Education Policy (NEP) 2020, RTI Act, 2005 and Matters of National Importance

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