

## Detailed Syllabus for the post of Warden

Post Code No	182020
Name of the Post	WARDEN (HOSTEL WARDEN)
Vacancy	2 (UR-2)
Essential qualifications	Graduate from Recognized University/Institute with PG Diploma/Diploma/Certificate courses in House Keeping/Material Management/Hotel Management/Public Relation/Estate Management or equivalent
Experience	3 years" experience in handling hostels in Government or reputed organization where students stay)
Pay scale	Level-6 in the Pay Matrix (Rs.35,400 – 1,12,400)
Age limit	Up to 40 Years

### SCHEME OF EXAMINATION

SL. No	Details of Subjects		Number of Questions	Total number of Questions	Maximum Marks	Time Duration
1	Part – I	Subject Related questions	70	100	400	1 ½ hours (90 Minutes)
2	Part-II	General areas like General Knowledge, General intelligence, General English and General Mathematics	30			

### DETAILED SYLLABUS

S.NO	Topics	No. of questions	Remarks
<b>Part – I</b>			Subject Related questions
1.	Office procedure	5	
2.	Hostel Management	5	
3.	Compliance of the Govt. rules for operation of Hostel and Canteen / Mess Management	10	
4.	Management of Medical Facility	5	
5.	Hostel housekeeping operation	5	
6.	Hostel Safety and Security	5	
7.	Hostel caretaking operation	5	
8.	Hygiene and sanitization	5	

9.	Accounts & audit and procedures for inventory control	5	
10.	Store Management	5	
11.	Food safety and Standards	5	
12.	Records keeping and retention the records rules	5	
13.	Event Management	5	
<b>Part-II</b>			
14.	General Knowledge	5	
15.	General intelligence	5	
16.	General English	15	
17.	General Mathematics	5	

**General Intelligence (5 Questions):** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**General Knowledge(5Questions):** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

**General Mathematics(5Questions) :** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**English Language (15 Questions):** Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

**Note: Refer More information regarding scheme of examination mentioned advertisement copy vide No..JIP/AIIMSBBN/Gr.B&C/2020 Dated : 29.07.2020**

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