All India Institute of Medical Sciences, Jodhpur

Indicative Syllabus for the Examination for the Post of Warden (Hostel Warden)

(Syllabus is only indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post)

Section A

40% Questions covering the following topics:-

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

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

Computer Knowledge: Candidates' understanding of the Basics of Computer Knowledge, its parts, functions, emails, MS office, etc.

Section B

60% Questions to be based on hostel warden responsibilities and duties from the following topics:-

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1. Office Procedure.
2. Hostel Management.
3. Compliance of the Govt. rules for operation of Hostel and Canteen/Mess Management.
4. Management of Medical Facility.
5. Hostel housekeeping operation.
6. Hostel Safety and Security.
7. Hostel caretaking operation.
8. Hygiene and sanitization.
9. Accounts & audit procedures for inventory control.
10. Store Management.
11. Food safety and Standards.
12. Records keeping and retention the records rules.
13. Event Management.