



Government of Jammu and Kashmir
Services Selection Board
Sehkari Bhawan Rail Head Complex, Jammu
(www.jkssb.nic.in)

NOTICE

1. It is for the information of all the candidates who have applied for the posts advertised vide Advertisement Notification No 05 of 2017, that the items /syllabi are as such being annexed herewith.
2. The candidates are also intimated that there shall be negative marking for wrong answers (-0.25 for each wrong answer) attempted in the said examination.
3. This advance notice is for the purpose of intimation to the concerned candidates only.

Secretary
Services Selection Board
Jammu

No. SSB/Secy/Sel/2018/24-27

Dated: 01.01.2018

Copy to the:-

1. Director Information, J&K Government, Srinagar with the request to get the said notification published in at least three leading local newspaper of Jammu/Srinagar on three consecutive dates.
2. Private Secretary to the Ld. Chairman for information to Chairman.
3. I/c Web site.
4. Syllabus file.

Advertisement No. 05 of 2017

S. No.	Advertisement No.	Name of the Department	<u>Name of the post</u>	Cadre	Total Posts	Syllabus Annexed
1.	05/2017/01	Labour and Employment department's	Management Executive/ Counsellor	State	05	Annexure-"A"
2.	05/2017/02	Labour and Employment Department	Junior Employment Officer	State	19	Annexure-"B"
3.	05/2017/03	Labour and Employment Department	Jr. Scale Stenographer	State	04	Annexure – "C"
4.	05/2017/04	Labour and Employment Department	Jr. Assistant	State	14	Annexure – "C"
5.	05/2017/05	Health and Medical Education Department	Sr. Grade Nurse	Division Jammu	89	Annexure – "D"
6.	05/2017/06	Health and Medical Education Department	Jr. Grade Nurse	Division Jammu	200	Annexure – "E"
7.	05/2017/07	Law Department	Jr. Librarian	State	01	Annexure – "F"
8.	05/2017/08	Law Department	Library Assistant	State	01	Annexure – "F"
			Total		333	

Secretary
J&K Services Selection Board,
Jammu

ANNEXURE “A”
Jammu & Kashmir Services Selection Board
Post:- Management Executive / Counsellor
Multiple Choice Based Written test
Reference Guidelines and Syllabus
120 Marks/120 Minutes

GENERAL KNOWLEDGE AND CURRENT AFFAIRS WITH SPECIAL REFERENCE TO J&K **24 Marks**

- Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International).
- Constitution of J&K – Formation, Fundamental rights, Directive Principles.
- Weather, Climate, Crops, Means of Transport.
- Important power projects and their impact on State Economy.
- Rivers and Lakes.
- Important Tourist Destinations.
- History of J&K State.
- Historical places of the State and their importance.
- RTI Act.
- Indus Water Treaty and its impact on State economy.
- Current Affairs related to Policies of Govt. of India
- Other events of National importance

English or Verbal Section

24 Marks

Grammar, Para Completion and inference, Reading Comprehension, Verbal Logic, Parajumbles, Syllogisms, Contextual usage, Analogies, Different usage of same word, Antonyms, Jumbled Paragraphs, Sentence correction, Idioms and One word Substitution.

Analytical Reasoning Section

24 Marks

Blood Relations, Direction Sense, Puzzles, Data Arrangement, Data Structures, Series Coding-Decoding, Clocks and Calenders, Family Tree, Venn Diagram, Syllogism, Proposition, Assumptions, Statements, Binary Logic and Sets.

Mathematics or Quantitative Section

24 Marks

Geometry, Trigonometry Mensuration Ratios and Proportion, Number System, Work and Time, HCF & LCM, Algebra, Profit and Loss, In-equations Quadratic and Linear Equations, Geometric Progression, Percentages, Averages, Partnership (Accounts), Time-Speed-Distance, Surds and Indices, Inequalities and Logarithms.

Data Interpretation Section

24 Marks

Tables, Bars, Pie Charts, Line Graphs, Caselets and Data Sufficiency

ANNEXURE “B”
Jammu & Kashmir Services Selection Board
Post:- Junior Employment Officer
Multiple Choice Based Written test
Reference Guidelines and Syllabus
120 Marks/120 Minutes

GENERAL ENGLISH

24 Marks

- Tenses
- Rearranging of jumbled sentences.
- Narration
- Models
- Articles
- Comprehension with blanks to be filled in with
- Phrases, Pronouns, Homonyms / homophones.
- Clauses
- Synonyms and antonyms
- Pairs of words and their use in meaningful sentences.
- Idioms and phrases.
- Uses of Prepositions.

GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K

24 Marks

- Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International).
- Constitution of J&K – Formation, Fundamental rights, Directive Principles.
- Weather, Climate, Crops, Means of Transport.
- Important power projects and their impact on State Economy.
- Rivers and Lakes.
- Important Tourist Destinations.
- History of J&K State.
- Historical places of the State and their importance.
- RTI Act.
- Indus Water Treaty and its impact on State economy.

Statistical Methods

24 Marks

- Classification and Tabulation of Data
- Measures of central Tendency and Dispersion their relative merits and demerits.
- Theory of Probability
- Elementary Knowledge of Theoretical Distributions (Binomial, Poisson and Normal).
- Correlation and regression- Concept and definition and simple applications.
- Theory of Attributes- Basic concepts and their applications,
- Co-efficient and Association and Coefficient of Contingency.
- Hypothesis Testing- Chi Square Test & T-Test.

Principles of Business Management

24 Marks

- Nature Scope and Significance of Management and Administration. The modern concept of Management.
- The process of Management
- Process of Control: Production Planning & Control, Quality Control, Inventory Control, Budgetary Control and Cost Control. PERT, CPM and GNATT Charts.
- Personnel Management : Definition, meaning and Scope, Performance appraisal, Evaluation and Monitoring, Human Resource Planning.
- Marketing Management : Definition, Meaning and Scope, Marketing Environment in India, Consumer Behavior, Marketing Strategies, Challenges of Marketing In India, Social Responsibilities & Marketing Ethics.
- Financial Management : Definition, meaning and Scope, , Financial Statement Analysis:, Income & Expenditure Statement, Profit & Loss Account, Balance Sheet, Ratio Analysis, Working Capital Analysis, Fund Flow Statement, Cash Flow Statement, Capital Budgeting/Financial Leverage, Price level Accounting, Cost of Capital & Capital Structure , Issue of Shares & Debentures, Dividend Policy, Bonus , Share Markets: Primary & Secondary, Inventory & Receivable Management, Budgeting & Budgetary Control, Standard costing & Cost Sheets, Marginal Costing and Break Even Analysis, Differential Cost Analysis.
- Income Tax : Calculation of Income Tax-Salary
- Public Finance: Nature Scope and Importance of Public Finance.
- Registration of Companies- Memorandum of Associations, Articles of Associations, Mergers, Acquisition, Diversification, Expansion.
- Zero Based Budgeting & Performance Budgeting.
- Indian Financial System.

General Economics

24 Marks

- Meaning, Scope and Methodology,
- Theory of consumers demand using indifference curve technique.
- Consumer Surplus-Basic concept & measurement.
- Theory of distribution:- Marginal productivity Theory, Ricardian Theory of Rent, Kenysian Theory of Interest.
- Pricing under various forms of Market.
- Theory of production:- Returns to Scale & Returns to Factor
- Factors of production& Production functions.
- Concept of Economic Growth and its measurement
- Characteristics and problems of developing economy- Demography and economic development.
- Rationale of Planning in Developing Countries.
- Poverty Concepts & Measurement.
- Unemployment- Concept & Measurement.
- Objectives & Strategies of Indian Planning.
- Problems of resource mobilization- Successes & Failures.
- Decentralization & Role of PRIs.

- Planning for Inclusive Growth & Development Schemes.
- Fiscal and Monetary Policy.
- Inflation & Deflation.
- Concepts of National Income.
- RBI and Developmental Banks.
- SEBI, Foreign Trade, Balance of Payments
- Deficit Financing.

ANNEXURE “C”
Jammu & Kashmir Services Selection Board
Post: Jr. Scale Stenographer / Junior Assistant
Multiple Choice Based Written test
Reference Guidelines and Syllabus
40 Marks/40 Minutes

A) English/General Awareness:

20 Marks

The English paper will check the context dependent comprehension.

This will be done using comprehension passages and will focus on the following;

- Grammar** : Grammatical knowledge will be tested with focus on Articles, Verbs, Tenses, repositions, Voice, Synonyms, Antonyms, and Punctuation etc. **(10 marks)**
- Factual** : Passage will be about the local history, art and popular culture; aspirants will be tested on factual understanding of events, dates, people, idioms and phrases, etc. **(5 marks)**
- Job Related (Context)** : Candidates will be tested on types of communication; formal and non-formal, verbal and non-verbal, proof reading, interpreting guidelines, circulars, data and other work related issues etc. **(5 marks)**

B) Numerical and Reasoning Ability

10 Marks

The candidates will be tested primarily on the fundamental mathematical concepts and application oriented reasoning. The broad areas will include the following;

- Basic Arithmetic** ;Number System, Percentage, Average, Profit & Loss, Ratio & Proportion, Time & Work etc
- Reasoning** ; Number & Letter Series, Coding-Decoding, Analogy etc

C) Basic Concepts of Computers

10 Marks

The candidates' understanding of the concepts of computers and its application will be tested and it will broadly cover the following;

- Computer terminology
- Hardware and Software
- Storage and Operating systems
- Safety and Security
- E-mail and Internet Usage

ANNEXURE “D”
Jammu & Kashmir Services Selection Board
Post: Sr. Grade Nurse
Multiple Choice Based Written test
Reference Guidelines and Syllabus
120 Marks/120 Minutes

Anatomy

Marks 07

- Introduction to Anatomical terms organization of the human body
- The Skeletal System

- The Muscular System
- The Nervous system
- The sensory organs

- Circulatory and lymphatic system
- The Respiratory System

- The Digestive System

- The Excretory System(Urinary)
- The Endocrine system

- The Reproductive System including breast

Physiology

Marks 07

Cell Physiology

- Skeletal System
- Muscular System
- Nervous Systems
- Circulatory system
- Respiratory system
- The Digestive system
- The excretory system
- The sensory organs
- The endocrine system
- The reproductive system
- Lymphatic and immunological system

Nutrition

Marks 05

- Introduction
- Carbohydrates
- Fats
- Proteins
- Energy

- **Vitamins**
- **Minerals**
- **Water electrolytes**
- **Cookery rules and preservation of nutrients**
- **Balanced diet**
- **Role of nurse in nutritional programmes**

Biochemistry

Marks 05

- **Introduction**
- **Structure and functions of cell membrane**
- **Composition and metabolism of carbohydrates**
- **Composition and metabolism of lipids**
- **Composition and metabolism of Amino acids and proteins**
- **Composition of Vitamins and minerals**
- **Immunochemistry**

Nursing Foundation

Marks 15

- **Introduction**
- **Nursing as profession**
- **Hospital admission and discharge**
- **Communication and Nurse patient relationship**
- **The Nursing Process**
- **Documentation and Reporting**
- **Vital signs**
- **Health Assessment**
- **Machinery Equipment an linen**
- **Meeting needs of patients**
- **Infection control in Clinical setting**
- **Administration of Medications**
- **Meeting special needs of the patient**

Psychology

Marks 05

- **Introduction**
- **Biology of behavior**
- **Cognitive process**
- **Motivation and emotional processes**
- **Personality**
- **Developmental Psychology**
- **Mental hygiene and mental Health**
- **Psychological assessment tests**

Microbiology

Marks 05

- **Introduction**
- **General characteristics of Microbes Infection control**
- **Pathogenic organisms Immunity**

Sociology

Marks 05

- **Introduction**
- **Individual**
- **Culture**
- **Social groups and processes**
- **Population**
- **Family and Marriage**
- **Social Stratification**
- **Types of communities in India Rual, Urban, and Regional)**
- **Social Change**
- **Social Organization**
- **Social control**
- **Social Problems**

Pharmacology

Marks 05

- **Introduction to pharmacology**
- **Chemotherapy**
- **Pharmacology of commonly used antiseptics, disinfectants and insecticides**
- **Drugs action on G.I. system**
- **Drugs used on Respiratory systems**
- **Drugs used on urinary system**
- **Miscellaneous**
- **Drugs used on skin and mucous membranes**
- **Drugs action on Nervous system**
- **Cardiovascular drugs**
- **Drugs used for hormonal disorders and supplementation, contraception and medical termination of pregnancy**
- **Introduction to Drugs used in alternative system of medicine**

Pathology

Marks 21/2

- **Bronchial asthma**
- **Cardio-vascular system**
- **Gastro intestinal Tract**
- **Liver Gall bladder pancreas**
- **Kidney urinary tract**
- **Male genital system**
- **Female genital system**
- **Cancer Breast**
- **Central Nervous system**
- **Metastatic turnour**
- **Skeletal system**
- **Clinical Pathology**
- **Examination of body cavity fluids, tranudates and exudates**
- **Urine and faces**

Genetics

Marks 21/2

- **Introduction**

- **Maternal prenatal and genetic influences on development of defects and diseases**
- **Genetic testing in the neonates and children**
- **Genetic conditions of adolescents and adults**
- **Services related to Genetics**

Medical Surgical Nursing (ADULT INCLUDING Geriatrics)-I Marks 07

- **Introduction**
- **Common signs and symptoms and management**
- **Nursing management of patients (adults including elderly) with respiratory problems**
- **Nursing management of patient adults including elderly) with blood and cardio vascular problem**
- **Heart**
- **Nursing management of patient adults including elderly with genitor- urinary problems**
- **Nursing management of disorders of male(adults including elderly) reproductive system**
- **Nursing management of patient(adults including elderly) with disorders of endocrine system**
- **Nursing management of patient (adults including elderly) with disorder of integumentary system**
- **Nursing management of patient adults including elderly) with musculoskeletal problems**
- **Nursing management of patient adults including elderly with immunological problems**
- **Nursing management of patient adults including elderly) with communicable Diseases**
- **Peri operative nursing**

Community Health Nursing-I Marks 04

- **Introduction**
- **Determinates of health**
- **Epidemiology**
- **Epidemiology and nursing management of common Communicable Diseases**
- **Viral**
- **Bacterial**
- **Rickettsial diseases**
- **Parasitic zoonoses**
- **Surface infection**
- **Epidemiology and Nursing management of Non-Communicable diseases**
- **Demography**
- **Population and its control**

Communication Educational Technology Marks 04

- **Review Communication process**
- **Interpersonal Relations**
- **Human relations**
- **Guidance counseling**
- **Education media**
- **Assessment**
- **Information, Education communication for health (IEC)**

Medical surgical Nursing Adult including Geriatrics)-II Marks 07

- Nursing management of patient with disorders of Ear Nose and Throat
- Nursing management of patient with disorders of eye
- Nursing management of patient with neurological disorders
- Nursing management of patients with disorders of female reproductive system
- Nursing management of patients with Burns, reconstructive and cosmetic surgery
- Nursing Management of patient with ontological conditions
- Nursing management of patients in Emergency Disaster situations
- Nursing care of the elderly
- Nursing management of patient in critical care units
- Nursing management of patients adults including elderly with occupational and Industrial disorders

Child Health Nursing

Marks 07

- Introduction
- Modern concepts of childcare
- The healthy child
- Nursing care of neonate
- Integrated management of neonatal and childhood illnesses (IMNCI)
- Nursing management in common childhood diseases
- Management of behavioral social problems in children

Mental Health Nursing

Marks 07

- Introduction
- Principles and concepts of Mental Health Nursing
- Assessment of Mental health
- Status
- Therapeutic communication and nurse –patient relationship
- Assessment of mental health status
- Therapeutic communication and nurse-patient relationship
- Treatment modalities and therapies used in mental disorders.
- Nursing management of patient with Schizophrenia, and other psychotic disorders
- Nursing management of patient with mood disorders.
- Nursing management of patient with neurotic, stress related and somatization disorders
- Nursing management of patient with Substance use disorders
- Nursing management of patient with personality, Sexual and eating disorders
- .Nursing management of childhood and adolescent disorders including mental deficiency
- Nursing management of organic brain disorders
- Psychiatric emergencies and crisis intervention
- Legal issues in Mental Health Nursing
- Community Mental Health Nursing

Midwifery and obstetrical Nursing

Marks 07

- Introduction to midwifery and obstetrical Nursing
- Review of anatomy and physiology of female reproductive system and foetal development
- Assessment and management of pregnancy (ante-natal)
- Assessment and management of intra-natal period

- **Second stage**
- **Third stage**
- **Fourth Stage**
- **Assessment and management of women during post natal period**
- **Assessment and management of normal neonates**
- **High-risk pregnancies-assessment management**
- **Abnormal labour assessment and management**
- **Abnormalities during postnatal periods**
- **Assessment and management of High risk newborn**
- **Pharmaco-therapeutics in obstetrics**

Community Health Nursing-II

Marks 04

- **Introduction**
- **Health planning and policies and problems**
- **Community health nursing approaches, concepts and roles and responsibilities of nursing personnel**
- **Assisting individuals and groups to promote and maintain their health**
- **Assessment of self and family**
- **Seek health services for**
- **Maintenance of Health Records for self and family**

- **Continue Medical care and follow up in community for various diseases and disorders**

Nursing research and statistics

Marks 04

- **Research and research process**
- **Research problem/ Question**
- **Review of literature**

- **Research approaches and designs**
- **Sampling and data collection**

- **Analysis of data:**

- **Introduction to statistics**

- **Communication and utilization of research**

Management of Nursing Services and Education

Marks 05

- **Introduction Management Process**
- **Management of nursing services in the hospital and community Organizational behavior and human relations**
- **In Service education**
- **Management of nursing educational institutions Nursing as profession**
- **Professional Advancement:**

ANNEXURE “E”
Jammu & Kashmir Services Selection Board
Post: Jr. Grade Nurse
Multiple Choice Based Written test
Reference Guidelines and Syllabus
120 Marks/120 Minutes

ANATOMY PHYSIOLOGY

10 Marks

- Cell, various parts and its function.
- Skeletal System – Bones
Axial Skelton

Appendicular Skelton structure and function.
- Muscular System- Types Structure and Function.
- Digestive System- Structure, Function of Organs, Process of digestion.
- Respiratory System. Structure, Function of organs, Physiology of Respiration
- Exerelory System - Structure, Function of Urinary System Structure and Function of Skin.
- Cardio Vascular System- Heart Blood Vessels/ Position, Structure, and Function
Blood Circulation - Blood Pressure, Pulse Systemic and Pulamanary
- Lumphalic System - Lhmph Glands Function.*
- Blood Composition - Function Clottong Type
Nervious System - Structure and Function of :-

(a) Central Nervious System.
(b) Autonomic Nervious System.
- Endoerine System - Structure, Function of Pituitary Glands.
- Sense Organs - Ear, Eye, Nose, Structure and Function.
- Female Reproductive System- Structure, Functions, Accessory Organs, Menstural Cycle, Menopause and process of Reproduction
- Male Reproductive System- Structure and Functions.

MICROBIOLOGY 05 Marks

- Bacteriology, Microbiology usefulness in Nursing.
 - **Common disease caused by different types of organisons.**
 - **Sources ofnfinction, made of exit and transmission of disease,**
 - **Immunity and Immunization schedule.**
 - **Disinfection**
 - **Sterilization.**

- Asepsis.

PSYCHOLOGY

07 Marks

- Definition of Psychology scope and its importance for Nurses.
- Behaviour-Nature of behavior classification, dynamics types behavior. Motivation.
- Function, Emotions.
- Habits-Meaning, Principals inhabit formation. Frustration and conflicts
- Learning laws, types, factors of learning. Intelligence.
- Personality, meaning, types, development, characteristics.
- Mental health characteristics, national mental health program.

SOCIOLOGY

03 Marks

- Society - Def, meaning Gp, Types, structures, Rural and Urban society, Family, types, basic needs of family.

NURSING ARTS NUTRITION

30 Marks

- Fundamentals of Nursing
- Nurses qualities, def, nursing principals, scope of Nursing.
 - *History of Nursing.*
 - *Role and responsibility of a Nurse.*
 - *Components of Basic Nursing.*
 - *Health Agencies.*
- Admission and discharge of patient.
- Signs and symptoms of approaching death.
- Nurses role in maintaining good personal hygiene.
- Bed making, various types of beds, nurses procedure for bed making.
 - *Vitals -Temperature, pulse, respiration, B.P (def, type) equipments procedure*
 - *Mouth care - purposes, equipment, procedure complication sol used,*
 - *Bed sore - Def signs and symptoms, causes pressure points prevention,*
 - *Back care. Def. purposes, equipment, procedure.*
 - *Bed bath. Def. types purpose, equipment, procedure different patients uses for different procedure.*
 - *Nyctes tube feeding - Indication equipments procedure suction,*
 - *Stomach wash or gastric lavage Def. indication procedure purpose, equipments.*

- *Catherization - Indication purpose, procedure articles, types of catheter,*
- *Enema-Def types, indication, procedure, equipments,*
- *Flatus tube - Def. purpose, procedure, equipments,*
- *Gaginal douche - Def. purposes, Sol, used, procedure equipments. Local hot application - Def purpose, types, equipments procedure precautions,*
- *Local cold application - Def. purposes types equipment procedure.*
- *Inhalations - Def. types purpose equipment precautions procedure post of care for surgery.*
- *Care of patient fever (Unconscious patient) Dyspnoea.*
- *Barrier Nursing - Isolation, technique, Control of infection diseases, immunization.*
- *First Aid of*
 - Burns,*
 - Accident,*
 - Haemorrhage,*
 - Fractions.*

➤ **Various Bandages.**

- *Blood Transfusions - Grouping Crossmating*
- *RH factor, Precautions - Blood Transmission.*

➤ **Recording and Reporting**

➤ **Collection of Specimen.**

➤ **Drugs route of Administration of drugs.**

NUTRITION

10 Marks

➤ **Constituents of food and its function**

- *Protene, EHO, fats, minerals, vitamins, waterthen sources, function daily requirement, deficiencies.*
- *Applied nutrition programmes.*
- *Community nutrition programmes.*
- *Diet - types of diet, balanced diet.*
- *Diet for different diseases.*
- *Planning and preparation of menui.*
- *Factors effecting coming.*
- *Presentation of mal nutrition.*
- *Health problems in India (Nutralional problems)*
 - *Communicable disease prob.*
 - *Population Prob.*

- *Environmental suction Prob.*
- *Medical care Prob.*

➤ **Community Health Nursing:**

- *Definition and concept of health and elements.*
- *Principles Primary Health care.*
- *Qualities and functions of a Community Health Nurse.*
- *National Health Problems and Programmes.*

➤ **Hygiene-Personal and Environmental-Safe Water, Sanitation.**

- *Building of good health, habits, Immunization.*
- *Physical health including menstrual hygiene.*
- *Mental health.*

➤ **First Aid in Emergency.**

- *Importance of First Aid and its rules:*
- *First Aid Emergency. Fire, Burns, Fractures, Accidents, Poisoning, Bullet injuries, Drawing, Hemorrhages, Dog Bites.*
- *Bandaging and splinting.*

Medical Surgical Nursing

20 Marks

➤ **Disorders of Respiratory system:-**

➤ **Definitions, causes, types, factors, indications, investigations, treatment, NSG, Management, Prevention, Health Education, Complications of:-**

- *Asthma/Bronchial.*
- *Pneumonia.*
- *Lung Abscess.*
- *Plausy.*
- *Emphysema.*
- *Emphysema.*
- *Pulmonary Tuberculosis.*
- *Lobectomy.*
- *Pneumonectomy.*
- *Diet Therapy*
- **Drug Therapy.**

➤ **Cardio Vascular System:**

- **Cardia Arrhythmias.**
- **Pericarditis.**
- **Myocarditis.**
- **Congestive Heart Failure.**
- **Myocardial infection.**
- **Fallots of Tetralogy.**
- **Hypertension.**
- **Angina Pectoris.**
- **Mitral Stenosis.**
- **Anaemia.**
- **Lenkaemia.**
- **Haemophilia.**

➤ **Gastro Intestinal System:**

- **Gastritis.**
- **Peptic Uleer.**
- **Appendicitis.**
- **Ca Stomach**
- **Colostomy, Intestinal Obstruction**
- **Haemorrhoids.**
- **Gastrectomy.**
- **Gastrastomy.**
- **Hernia.**
- **Leprotomy.**

➤ **Disease of Liver, Spleen, Gall Bladder, Pancreas:**

- **Hepatitis.**
- **Cirrhosis of Liver.**
- **Caliver, Pancreas.**
- **Pancreatitis.**
- **Tumours.**

- **Choleystitis/Choleysteectomy.**
- **Spleeneectomy.**

➤ **Genito - Urinary System and Male Reproductive System:**

- **Nephritis.**
- **Uremia.**
- **Dialysis.**
- **Prostate/Prostectomy.**
- **Nephrectomy.**
- **Hydrocoel.**

➤ **Nervious System-Spinal Card, Nervious:**

- **Epilepsy.**
- **Meningitis.**
- **Parkinsonism.**
- **Encephalitis.**
- **Head Injury.**
- **Cerebro - Vascular Accident.**
- **Paraplegia.**
- **Haemoplegia.**
- **Quardriplegia.**
- **Sciatica.**

➤ **Endocrine System, Metabolic Disorder:**

- **Hypothyroidism.**
- **Hyperthyroidism.**
- **Thyroidectomy.**
- **Diabetes Mellitus.**
- **Gouts.**
- **Obesity.**

➤ **Skin:**

- **Burn including radiation burns.**

- Allergy.
 - Infections EC Zema.
- **Operation and Theatre:**
- Care of unconscious patients/coma.
 - Pre and post operative care > adult, infant.
 - Intensive Care Nursing.
 - Commo.....
- **Common Investigation and Advanced Nursing Procedures:**
- USG, OGC, CT, Lithotripsy, LP, MRI, Radiotherapy, Chemotherapy, Catheterization, Bone Marrow, Paracentesis, Thoracocentesis, LFT, Endoscopy, Sigmoidoscopy, Bronchoscopy, Intercostal Drainage, H2O Drainage, Review of Vitals.
- **Communicable Diseases:**
- Measles, Chickenpox, Smallpox, Mumps, Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Leprosy, Typhoid, Dysentery, Cholera, Plague, Malaria, Dengue, Fever, AIDS, Pulse Polio, National Health Programme/ Problems.

ORTHOPAEDIC

15 Marks

- **Disorders and Diseases of Bone and Joints.**
- (Def. causes, types, preparation, investigations, indications, management).*
- Arthritis.
 - Osteomyelitis.
 - Rheumatoid Arthritis.
 - Fractures, Dislocations, Sprains.
 - Amputation.
 - Traction.
 - Casts.
- **Special senses (Eye, ENT, Ear)**
- Conjunctivitis.
 - Dacryocystitis.
 - Glaucoma.
 - Trachoma.

- **Myopia.**
- **Hypermetropia.**
- **Cataract.**
- **Corneal Ulcer.**
- **Otitis Media.**
- **Mastoiclitis.**
- **Clift Lip.**
- **Clift Palate.**
- **DNS. S**
- **Sinasitis.**
- **Adenoids.**
- **Laiyngitis.**
- ***Tonsilitis/Tonsilectomy.***
- ***Phyryngitis.***
- ***Tracheostomy.***
- ***Epistais.***
- **Phychaitric Nursing**
- ***Depression.***
- ***Hallucination.***
- ***Delusion.***
- ***Scheziophslia.***
- ***Psychosis.***
- ***Nerosis.***
- ***Hyteria.***
- ***Epilopsy.***
- ***ECT.***
- ***Drugs used in Psychiatric diseases.***

➤ **Paediatric Nursing:**

- ***Growth and development from Birth to adolescence. Factors responsible for growth and development. Assessment of growth and development.***
- ***Immunity/ Immunization schedule.***
- ***Disorders of infections - Vomitting, Dirrhaea, Convulsions, Distensions.***
- ***Recognition, causes, prevention and management of congenital anomalies.***

- ***Breast feedin:***
 - **Importance and principals.**
 - **Preparation of mother.**
 - **Difficulties in breast feeding.**
 - **Factors inhibiting/ promotion lactation.**
 - **Introduction of sosids.**
 - **Artificial feeding:**
 - **Maintenance of bottle hygiene.**
 - **Feeding techniques.**

➤ **Disease of Childrens:**

➤ **Def. causes s/s investigations, factors indications; prevention, management complications of :-**

- ***Gastro - entoritis.***
- ***Oeasophogal Atresia.***
- ***Mega Colon.***
- ***Imperferated Anus.***
- ***Jaundice.***
- ***Phototherapy.***

➤ **Benito - Urinary System:**

- ***Hypospodiasis.***
- ***Undesecondel Tests.***

➤ **Cardio Vascular System:**

- ***Patient Duetus Arteriosus.***
- ***Atrial Septal Defect.***
- ***Ventricular spetal Defect.***
- ***Fallots Telrology.***
- ***Rheumatic Fever.***

➤ **Nervous System:**

- ***Cerebral Pulsy.***
- ***Mental Retardation.***
- ***Meningocele.***

- *Mangolism.*
- *Hydrocephalus.*
- **Eye, Ear:**
 - *Squint.*
 - *Deafness.*
- **Components of nutrition and Disorders:**
 - *Marasmas.*
 - *Kwashiorkar.*
 - *Vitamin Dificencies.*
 - *Nutritional Programme.*
- **Community Health Nursing:**
- **Primary Health Centre.**
 - *Set Up.*
 - *Function.*
 - *Services.*
 - *Sub Centre.*
- **Health services Organisation at different levels:**
 - *National.*
 - *State.*
 - *Local.*
- **Special community Health Services and Nurses Role:**
 - *Industrial Nursing.*
 - *Tuberculosis Nursing.*
 - *Geriatric Nursing.*
 - *Leprosy Nursing.*
 - *Oncology Nursing.*
- **Function of District Public Health Nurse:**

Health Assessment.

 - *Antenatal/Care.*

- *Postnatal/Care.*
- *Brest Palpation.*
- *Introduction of RCH.*
- **Human Sexuality:**
 - *Puberity in male and female.*
 - *Importance of sex education and sex hygiene.*
 - *Different methods of family planning.*
 - *Planning, Organising Family Planning Programmes in our area.*
- **Sex Life:**
 - *Sterilization.*
- **Female Reproductive System and Breast:**
 - *Cysts, Tumours and Fibroid of Ut. Hystrectomy.*
 - *Abortions, MTP.*
 - *Venereal Disease.*
 - *Abnormalities of Mensturation.*
 - *Breast Cancer/ Mastectomy*

Midwifery

25 Marks

- **Introduction of Hisotiral Review.**
 - *Morbidity and Mortality Rates their Significance.*
- **Review of reproductive System and embiyology.**
 - *The female pelvis and generative organs,*
 - *Menstrual Cycle.*
 - *Maturation, fertilization and implantation of Ovum,*
 - *Formation of foetal membrances and placenta,*
 - *Foetal bones, skull sutures and fontanel,*
 - *Foetal development of foetal circulation,*
 - *Measurement.*
- **Normal Pregnancy:**
 - *Physiological changes due to pregnancy,*
 - *Sings and symptoms diagnosis of pregnancy.*
 - *Pre - Natal Care.*
 - Objectives.
 - History raking .

- Calculation of expected date of delivery .
- Rotech examination .
- *care and advice regarding diet in pregnancy and ante excise.*
- *Minor disorders or pregnancy and alleviation of discomfort.*
- **Diseases Associated with pregnancy:**
 - *Cardio Vascular.*
 - *Urinary.*
 - *Respiratory.*
 - *Metabolic.*
 - *Nutritional deficiencies.*
- **Normal Delivery (Preparation):**
 - *Requirements for mother and Baby.*
 - *Preparation of patient and Delivery Room - hospital and Home.*
 - *Psychological preparation of mother and Family.*
- **Normal Labour:**
 - *Onset of Labour,*
 - *Physiological changes,*
 - *Mechanisms,*
 - *Stages of Labour,*
 - *Technique of vaginal examination.*
 - *Management of labour and Nursing Care of mother in labour.*
- **Puerperium:**
 - *Physiology,*
 - *Management of puerperium.*
 - *Postnatal examination and care,*
 - *Care of episiotomy.*
 - *Establishment of breast feeding,*
 - *Postnatal exercises,*
 - *Minor ailments and management,*
 - *Family welfare.*
- **Care of New Born:**
 - *Establishment of respiration,*
 - *Care of card eyes and skin,*

- *Examination of the new born,*
- *Examination of defeats,*
- *Care of premature,*
- *Minor ailments.*

➤ **Abnormal Midwifery:**

- *Pregnancy its complications Medical and gynaecological.*

- *Contracted pelvis*

Ante Partum.

- *Harmon ages >*

Post Partum.

- *Abortions.*
- *Ectopic gestation.*
- *Hydrated form Mole.*
- *Toxaemia of pregnancy.*
- *Polyhydromnias.*

ANNEXURE “F”
Jammu & Kashmir Services Selection Board
Jr. Librarian / Library Assistant
Multiple Choice Based Written test
Reference Guidelines and Syllabus
120 Marks/120 Minutes

Unit-I

Marks 20

- Types of Libraries and their Features
- Role of Libraries in contemporary Society
- Five Laws of Library Sciences
- Library legislation in different states of India
- Intellectual Property Rights(IPR)
- National and International Library Associations: ILA, IASLIC, IATLIS, SIS IFLA, FID ALA, ASLIB SLA etc.
- National and intercalation Agencies : UNESCO, OCLC, PRRLF, UGC,
- INFLIBNET, DELNET ,etc
- Information Centers, DRTC, ISI, INSDOC(NISCAIR),NASSDOC, DESIDOC, SENDOC, etc

Unit-II

Marks 20

- Basic Terminology: call Number, Class Number, Book Number, Isolates
- Classification; concept, purpose and species
- Features of DDC, UDC, and CC
- Five Fundamental Categories
- Notation: Definition and Purpose
- Library Catalogue; Definition and purpose
- OPAC AND WebOPAC
- Cannons of Classification and Cataloguing

Unit-II

Marks 20

- Principles of Book Selection
- Selection Tool; Print and Non-Print Materials
- Processing of Documents; Accessioning, Classification, Cataloguing labeling and shelving
- Serials/ Journals; Selection and procurement
- Book Transaction System: Traditional and Modern
- Stock verification of Books; Methods and Tools
- Weeding Process

Unit-IV

Marks 20

- Information Sources: Print and No- Print ; Primary, Secondary and Tertiary Sources
- Types of Dictionaries, Encyclopedias
- Geographical and Biographical Sources
- Indexing and Abstracting Sources
- Types of Bibliographies
- Bibliographies Sources

Unit-V

Marks 20

- Types of Reference service ,Ready reference service, Long Rang Reference Service
- Reference Librarian: Role Skills and Competences
- User Education/ Information Literacy Skills

- CAS/SDI
- International Information System;
INIS, AGRIS, MEDLARS/MEDLINE, INSPEC
- Information Seeking Pattern

Unit-VI

Marks 20

- Computer Genesis
- Computer Generations
- Primary and Secondary Memory; Storage Devices
- Operating System: MS DOS, Windows, Linux
- Programming; Algorithm, Flowcharts, Languages
- MS-WORD , MS-Excel –Ms-Power point, DBMS,CDS/ISIS, WINISIS

Secretary
J&K Services Selection Board,
Jammu