

SCHEME AND SYLLABUS OF EXAMINATION FOR THE PURPOSE OF FILLING UP THE POST OF WARD MASTER UNDER THE SIKKIM STATE SUBORDINATE ALLIED AND HEALTHCARE SERVICE.

I. The mode of examination and setting-up of question-papers shall be both, i.e., conventional type and objectives type MCQs in paper I and II. The candidates are required to answer the objective type MCQs in the OMR Sheets and are required to follow the guidelines provided in the OMR Sheet while answering the questions.

II. The subject wise allotment of maximum marks shall be as under:

Syllabus:-		
General English	PAPER I	50 marks
General Knowledge		30 marks
Main Paper Ward Master Course	PAPER II	100 marks
TOTAL		180 marks
Viva voce/ interview		20 marks
Grand Total		200 marks

III. Syllabus for written examination for Ward Master: -

Sl. No.	Course	
01	02	03
	ECOLOGICAL AND SOCIO-ECONOMIC ENVIRONMENT OF HEALTH	<p>Status of Environment</p> <p>1. Forest Situation - Afforestation - Social Forestry - Forests produce - Economic importance</p> <p>2. Land and Water Situation - Land use planning - Waste land development - Surface Water -lakes, streams, rivers etc. - Ground water - Soil and water conservation - Major dams and water sheds</p> <p>3. Pollution status - Air - Water - Soil - Prevention and Control of Pollution of Air and Water</p> <p>4. Energy - Health advantage and disadvantages of nuclear, thermal, hydel and non-conventional energy</p> <p>5. Environment Protection Act.</p> <p>6. Hazards - natural disasters - man made disasters, chemical, thermal and nuclear</p> <p>7. Environment Impact Analysis (EIA) of policies, plans and projects.</p> <p>8. Environment Sanitation - Potable water supply - rural and urban - Drainage and sewerage - rural and urban - Solid waste disposal- rural and urban - Measures for vector control Demographic situation - Sources, Methods of study and Indicators of size, composition and health of the population. - Decennial census- expectation of life and life tables. - General and age specific mortality; infant mortality; proportionate mortality; standardized mortality rates. - General and age specific fertility; birth rate; and indices of reproduction. - Population growth rate and determinants. - Migration - external-internal-urbanization. - Legislation on vital events in India. - Demographic forecasting. - Major global/demographic trends.</p>
	Demographic	<u>Demographic situation</u> - Sources, Methods of study and Indicators of

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Demographic situation (continued) - Sample Registration Scheme - Vital Registration System in India - Role of Register General of India-Central Statistical Organization, NSS etc. Sociological Situation - Medical social work in India - Health aspects of social legislation and services - Social interpersonal relationships and organizational climate.

Cultural situation - Definition, basic theory and concepts of culture. - Cultural practices as determinants of health, diseases and disabilities. - Descriptive studies. - Case control/retrospective studies. - Longitudinal/prospective studies. - Current levels and causes of morbidity, disability and mortality in India. - Sources of morbidity data. - Sources of data on cause specific mortality. - Major trends in causes of morbidity and mortality in India. - Strategies for prevention and control of communicable and non-communicable diseases. - Uses of Epidemiology.

Biostatistics - Theory and methods of health statistical investigations including methods of data depiction. - Mean values. - Types of distribution. - Appraisal of statistical significance. - Concept of association and correlation with tests thereof. - Statistics of hospitals and health service establishments and indicators for assessing the quantity, quality or work. - Training in use of computers for research and developing database and Misc.

Health Services Delivery System - Production, availability, supply and utilization of health manpower; drugs; vaccines; and equipments. - Availability and utilization of hospital beds. - Role and contribution of voluntary sector/ NGO. - Role and contribution of Indigenous Systems of Medicine - Important voluntary/NGO/Professional Associations and Organizations in Health. - Health Services Organizations in India – historical development and current situation at primary, secondary and tertiary levels in rural and urban areas.

PUBLIC ADMINISTRATION,
HEALTH
ADMINISTRATION AND
HEALTH MANAGEMENT

Public Administration and Health Management: - Introduction to Public Administration - Constitutional and legal framework of Public Administration in India. - Constitutional Provisions related to Public Health: Health functions at Central and State levels of Government. - Legislative Control of Public Administration - Delegated legislation - Administrative Tribunals - Municipal Government in India - Rural Local Government – Panchayati Raj Administration - Centre – State Relationships – Sarkaria Commission. - Styles of Management i. Participative management ii. Management by objective iii. Managerial grid, etc. Principles of organizations i. Hierarchy ii. Span of control iii. Unity of command iv. Centralization v. Decentralization vi. Delegation vii. Line and staff Personnel Management in India i. Recruitment policies ii. Position classification iii. Training of civil servants in India iv. Employer-Employee relations.

Disciplinary proceedings of civil servants in India - Financial Administration i. Types of budgets ii. Audits iii. Delegation of Financial powers - Planning Process and Machinery in India - Modern Management Techniques i. Work Study ii. Ergonomics iii. Operations Research iv. PERT/CPM v. Cybernetics vi. PPBS vii. Discounted cash flow - Materials Management i. Materials Planning

ii. Inventory control iii. ABC & VED Analysis iv. EOO v. Condemnation procedures etc. Health Administration - Philosophy of Community Health, concept of comprehensive health care and National health Policy. - Roles structure and functions of Central, State, District and Block levels of health administration. - Programme of Control of Malaria, Filariasis, Kala Azar, Leprosy, Tuberculosis, Blindness, Diarrhoeal Diseases, Venereal Diseases, Goitre, Vit. A deficiency and Nutritional Anemia. - Universal Programme of Immunization. - Health Programmes for special groups: i. Expectant mothers ii. Infants and toddlers iii. School children iv. Industrial labour - Concepts and Principles of Health Programme/Project Planning - Concepts and methods of monitor and evaluation - Role and functions of National health institutions, ICMR, NICD, CHEB, NIN, AIIMS and PGIs.

Public Health Legislation –

Enactments for protection of public health in India e.g. Prevention of Food Adulteration: Drugs and Cosmetics Act etc. Hospital and Medical Care Administration - The changing functions of the hospital: Hospital as a community institution/ Role of Hospitals in Primary Health Care - Departmental Administration i. OPD ii. Emergency iii. Operation Theatre iv. Rehabilitation v. Dietary vi. Pharmacy vii. CSSD viii. Laboratory ix. Radiology x. Laundry xi. Ward Planning and management xii. Nursing Service xiii. Mortuary - Evaluation i. Medical Records ii. Management Information System iii. Evaluation of Hospital Care - Medical Care Schemes in India i. ESIC ii. CGHS - Field Training in Hospitals Communication process - Theories of communication - Models of communication - Purpose of communication - Elements of communication Role of media in dissemination of health and family welfare messages to the masses - Barriers to effective health and family welfare communication in India. - Interpersonal communication and its merits and demerits in dissemination of information to the masses. - Use of A.V. aids in health and family welfare communication. - The role of IEC in health and family welfare communication Information/Libraries for health administrators including type and coverage, sources and frequency of major primary and secondary publications and - Development of teaching/learning materials - Training infrastructure for basic and inservice education to health personnel - Training for attitudinal change Human Population Genetics - Concept and scope of Human Population Genetics - Hereditary units - Genetic disorders and health care i. Hemoglobinopathies and allied disorders ii. Chromosomal aberrations iii. Inborn errors metabolism iv. Congenital malformations - Hazards of consanguineous marriage - Genetic counseling International Health - Types, forms and basic principles of social security public health in different countries of the world. - WHO, UNICEF and other UN AND Multilateral agencies engage and forms of international cooperation.



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