



राष्ट्रीय यूनानी चिकित्सा संस्थान

NATIONAL INSTITUTE OF UNANI MEDICINE

(भारत सरकार के आयुष मंत्रालय के अधीन एक स्वायत्त निकाय)

An autonomous body under Ministry of Ayush, Govt. of India
कोट्टिगेपाल्या ,मागडी मेन रोड/Kottigepalya, Magadi Main Road,
बेंगलुरु/ Bangalore- 560 091

दिनांक: 02.06.2026

NOTIFICATION OF SYLLABUS

FOR NATIONAL INSTITUTE OF UNANI MEDICINE, GHAZIABAD

The written examination for the posts of Resident Medical Officer, Assistant Admin Officer and Assistant Accounts Officer

With reference to this Institute's advertisement No.2/2024 for Recruitment of candidates for the above posts on Direct Recruitment basis, it is proposed to conduct preliminary/final examination for the above posts which is likely to be conducted shortly.

The date of the examination and the venue will be updated on the Institute's website. Candidates are advised to check the website regularly.

There will be a preliminary examination for screening the candidates for the post of Resident Medical Officer which will be in Multiple choice questions (MCQs). The date and venue of the interview for the shortlisted candidates will be updated later on institute website.

There will be a preliminary examination to shortlist the candidates for the posts of Assistant Admin Officer and Assistant Accounts Officer. The final test will be conducted for the candidates who have been shortlisted by the preliminary examination. Both the tests will be consisting in Multiple choice questions (MCQs). The scores obtained in final test will be taken into account for framing the merit list.

The syllabus for the examinations is attached herewith in PDF form.

Sd/-
Director

Syllabus for the post of RMO

1) Concerned Subject of RMO

- Moalajat
- Ilmu Jarahat & Amraze Ain, Uzn, Anaf, Halaq wa Asnan
- Ilmu Qabalat wa Amaraze Niswan & Amraze Atfal wa Naumaulood
- Amraze Jild wa Tazeeniyat
- Ilaj bit Tadabeer
- Tahaffuzi wa Samaji Tib
- Ilmu Advia

The level of examination will be post-graduation.

2) Hospital administration

a) The Hospital

- Role of hospitals in health care

b) Outpatient, Inpatient and Nursing Services

- Hospital planning and design
- Outpatient services
- The nursing unit
- Intensive care unit
- Nursing services

c) Hospital Management

- Planning, Organizing, Directing and leading, Controlling, Financial management

d) Clinical Supportive Services

- Radiology and Imaging Services, Laboratory Services, Operation theatre suite, Pharmacy, Central sterile supply department

e) Administrative Services

- Medical records, Hospital infection, Hospital utilization statistics, Materials management, Marketing of health services, Evaluation of hospital services

f) Functional Hospital Organisation

- Hospital Linen and Laundry service, Disposal of Hospital waste, Public relations in hospitals, Ethical and legal aspects of hospital administration, Disaster management, Quality assurance through record review and medical audit

Knowledge of National and Ayush Health Policy and Developments

Knowledge of relevant acts and rules applicable to Ayush Hospitals

3) Research Methodology & Biostatistics (MD/MS level)

4) Computer (Basic Knowledge)

- a) Knowing Computer
- b) Operating Computer Using Graphical User Interface (GUI) Based Operating System
- c) Understanding Word Processing and Microsoft Office (M.S. Office)
- d) Using Spread Sheet
- e) Introduction to Internet, WWW And Web Browsers
- f) Communications and Collaboration
- g) Making Presentation

Syllabus of the recruitment test for the post of Assistant Account Officer

1) Concerned Subject of Assistant Accounts Officer: -

Topic List:

1. Basic Accounting
2. Monetary System
3. Operations Research and Quantitative Techniques
4. International Business
5. Macroeconomics
6. Information Systems and Computers
7. Financial Management
8. Banking Scenario in India
9. Risk Management
10. Micro Finance
11. International Business
12. Business Ethics and Corporate Governance
13. Strategic Cost Management
14. Accounting Standard
15. Direct Taxes
16. Indirect Taxes
17. Financial Markets
18. Securities Analysis and Portfolio Management
19. Commodities Markets
20. Life Insurance
21. General Insurance
22. Management of Insurance Companies
23. Marketing of Bank Products
24. E – Commerce

2) General Knowledge:

1. Current Affairs - National and International
2. General Policy
3. Indian National Movement
4. Sports
5. Important Days
6. Indian History
7. Books and Authors
8. Awards and Honours
9. Capitals of India
10. Indian Economy
11. Abbreviations
12. Budget and Five-Year Plans
13. Countries and Capitals
14. International and National Organisations
15. Science and Technology
16. Science - Inventions & Discoveries.

3) Quantitative Aptitude & Reasoning:

1. Number Systems.
2. Computation of Whole Numbers.
3. Decimals and Fractions.
4. Relationship between Numbers.
5. Fundamental arithmetic operations.
6. Percentages, Ratios and Proportions.
7. Averages, Interest, Profit and Loss, Discount.
8. Use of Tables and Graphs.
9. Mensuration.
10. Time and Distance, Ratio and Time, Time, and Work.

4) Computer Knowledge:

Basics of Computer Knowledge, Computer parts and functions, Understanding emails and MS Office.

Computer Fundamentals: Basic concepts of computer hardware, software, and operating systems.

MS Office: Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.

Internet and Email: Basic knowledge of internet usage, email communication, and browsing.

Basic Programming: Introduction to programming concepts and simple coding exercises.

Data Management: Techniques for managing and organizing data using computer applications.

Syllabus for the recruitment test for the post of Assistant Administrative Officer

1) **Concerned Subject of Assistant Administrative Officer: -**

a) **General Administration:**

1. Indian Constitution: Fundamental Rights, Directive Principles, Fundamental Duties, and the structure of the Union and State Governments.
2. Public Policy and Administration: Principles of public administration, role of civil services, and administrative reforms.
3. Indian Economy: Basic concepts of economic planning, economic development, and major economic policies.
4. Indian Polity: Political system, political parties, electoral processes, and governance.
5. History of India: Major events, movements, and personalities in Indian history.
6. Geography of India: Physical, social, and economic geography of India.
7. Environmental Issues: Environmental policies, sustainable development, and conservation efforts.
8. General Science: Basic concepts in physics, chemistry, and biology relevant to public administration.

b) **CCS Rules:**

1. Central Civil Services (Conduct) Rules, 1964: Code of conduct for civil servants, including integrity, impartiality, and accountability.
2. Central Civil Services (Leave) Rules, 1972: Leave entitlements, types of leave, and procedures for leave applications.
3. Central Civil Services (Pension) Rules, 1972: Pension rules, including eligibility, computation, and payment of pension.
4. Central Civil Services (Temporary Service) Rules, 1944: Rules for temporary appointments, contract appointments, and deputation.
5. Central Civil Services (Classification, Control and Appeal) Rules, 1965: Classification of posts, control over transfers, and appeal procedures.
6. Central Civil Services (Revised Pay) Rules, 2008: Revised pay scales, allowances, and benefits for civil servants.

c) **FR/SR:**

1. Fundamental Rules (FR): Basic rules governing the service conditions of civil servants, including appointment, promotion, and retirement.
2. Supplementary Rules (SR): Additional rules and regulations supplementing the Fundamental Rules, covering specific aspects of service conditions.

2) **General Knowledge:**

1. Current Affairs - National and International
2. General Policy
3. Indian National Movement
4. Sports
5. Important Days
6. Indian History
7. Books and Authors
8. Awards and Honours

9. Capitals of India
10. Indian Economy
11. Abbreviations
12. Budget and Five-Year Plans
13. Countries and Capitals
14. International and National Organisations
15. Science and Technology
16. Science - Inventions & Discoveries.

3) Quantitative Aptitude & Reasoning:

1. Number Systems.
2. Computation of Whole Numbers.
3. Decimals and Fractions.
4. Relationship between Numbers.
5. Fundamental arithmetic operations.
6. Percentages, Ratios and Proportions.
7. Averages, Interest, Profit and Loss, Discount.
8. Use of Tables and Graphs.
9. Mensuration.
10. Time and Distance, Ratio and Time, Time and Work.

4) Computer Knowledge:

Basics of Computer Knowledge, Computer parts and functions, Understanding emails and MS Office.

Computer Fundamentals: Basic concepts of computer hardware, software, and operating systems.

MS Office: Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.

Internet and Email: Basic knowledge of internet usage, email communication, and browsing.

Basic Programming: Introduction to programming concepts and simple coding exercises.

Data Management: Techniques for managing and organizing data using computer applications.