

**ALI YAVAR JUNG NATIONAL INSTITUTE OF SPEECH AND HEARING
DISABILITIES (DIVYANGJAN) MUMBAI-400050**

**GUIDELINES FOR WRITTEN TEST
AS A PART OF RECRUITMENT FOR VARIOUS GROUP 'A', 'B' & 'C' POSTS
AT AYJNISHD(D), MUMBAI AND ITS REGIONAL CENTRES
(Employment News: 12-18 July 2025)**

Dear Applicant,

The following guidelines are provided for your information:

1. Venue of the Written Test: (To be notified separately)

2. Duration: 3 hours

3. Language of the Question Paper: (i) English for Technical, (ii) English & Hindi for Administrative Posts

4. Question Paper Pattern:

Total Marks: 100

Multiple Choice Questions (MCQs)

100 questions × 1 mark each = 100 marks

5. Nature of Questions:

- a. Direct / indirect / a combination of both
- b. Knowledge-based / understanding-based / application-based or a combination of all three

6. Language of Answering: English or Hindi

7. Instructions:

- a. Each question will have only one correct answer.
- b. No negative marking.
- c. Use a tick mark (✓) exactly against your choice to indicate your answer for each MCQ.
- d. Overwriting or highlighting is not permitted while answering MCQs.
- e. Marking more than one option / marking no options for a question will be treated as invalid.
- f. Do not disclose your name, organization name, or any personal / professional details on the answer sheet.
- g. No religious or any other symbols / signs should be drawn on the answer sheet.
- h. A minimum of 50% marks is required to qualify the examination.

8. Tentative Scope / Syllabus:

POST: ELECTRONIC TECHNICIAN

Tentative Coverage:

- Basic Electronics (Fundamental Electric Laws, Electronic Components, Basic Circuit Theory, Electrical Devices and Power Components, PCB Basics)

- Tools & Equipment
- Common Electronic Devices used for Hearing Assessment, Hearing Aid and Cochlear Implant, Equipments used for speech assessments
- Troubleshooting Skills
- Safety Knowledge
- Any other content relevant to the job scope of an Electronics Technician at AYJNISHD(D)

POST: AUDIOLOGIST & SPEECH-LANGUAGE PATHOLOGIST

- Tentative Coverage:
Content within the subject areas of Audiology and Speech-Language Pathology at the *graduate level*.

POST: LECTURER (AUDIO / SPEECH PATHOLOGY)

- Tentative Coverage:
Content within the subject areas of Audiology and Speech-Language Pathology at the *post-graduate level*.

POST: ESA (MASS MEDIA)

Tentative Coverage:

- Fundamentals of Mass Communication
- Journalism and Reporting
- Public Relations and Outreach
- Digital Media and Social Media Management
- Advertising and Promotional Communication
- Extension and Development Communication
- Language and Writing Skills
- Basic Computer and Multimedia Skills
- Current Affairs and General Knowledge
- Analytical and Problem-Solving Ability
- Any other content related to supporting institute activities in prevention, early identification, and rehabilitation of persons with disabilities through centre-based and community-based rehabilitation programs.

POSTS: HEAD CLERK/ OFFICE SUPERINTENDENT-CUM-ACCOUNTANT(OSA)/ ACCOUNTANT

Tentative Coverage: General

- Office Administration Skills
- Supervisory and Leadership Skills
- Record, Accounting & Financial Management
- Communication Skills
- Computer Proficiency
- Organizational Skills
- Analytical and Problem-Solving Ability
- Knowledge of Office Procedures and Policies
- Financial/Clerical Knowledge

Tentative Coverage: Specific

1. General Administration & Office Procedures
 - Central Government office procedures

- Filing system (Part-I & Part-II), e-office, noting & drafting
 - Record management and retention schedules
 - Dak receipt, diary, dispatch, and tracking
 - Maintenance of registers and office correspondence etiquette
 - Knowledge of RTI Act (basic provisions)
 - Service Book maintenance
2. Establishment & Personnel Matters
- CCS (Conduct) Rules
 - CCS (Leave) Rules
 - CCS (CCA) Rules — basic understanding
 - Recruitment rules and reservation guidelines
 - Joining/relieving procedures
 - Preparation of seniority lists, increments, and promotions
 - Maintenance of attendance, service records, and personal files
3. Accounts, Audit & Financial Rules
- General Financial Rules (GFR), 2017
 - Fundamental Rules (FR) & Supplementary Rules (SR) — basic provisions
 - Delegation of Financial Powers Rules (DFPR)
 - Public Financial Management System (PFMS) — basic concepts
 - Types of bills, vouchers, and accounting process
 - Preparation of budget, expenditure monitoring, and reconciliation
 - Audit procedures, observations, and compliance
 - Cash book maintenance, stock register, and asset management
4. Computer Knowledge
- MS Word, Excel, PowerPoint
 - Email, official communication practices
 - Basics of working with government portals (e-office, PFMS, GeM — conceptual knowledge)
 - Typing and formatting skills
5. General English / Drafting
- Drafting of official letters, notes, office orders, memoranda
 - Correction of sentences, grammar, and comprehension
 - Precise writing
6. General Knowledge & Reasoning (Basic)
- Current affairs related to Government policies
 - Analytical and logical reasoning
 - Basic arithmetic

Suman Kumar
Director 09/12/25