

SCHEME AND SYLLABUS OF EXAMINATION FOR THE PURPOSE OF FILLING UP THE POST OF MEDICAL STORES INSPECTOR UNDER THE SIKKIM STATE SUBORDINATE ALLIED AND HEALTHCARE SERVICE.

The examination will consist of 2 papers :-

PAPERS	SUBJECT	FULL MARKS	TIME ALLOWED
PAPER - I	GENERAL ENGLISH & GENERAL KNOWLEDGE	80 MCQ & CONVENTIONAL	02 : 00 HOURS
PAPER - II	MAIN PAPER	120 MCQ & CONVENTIONAL	03 : 00 HOURS
TOTAL 200 MARKS			

Paper - I & Paper - II will be objective type (OMR) and Conventional Mode.

1. PAPER - I : (a) GENERAL ENGLISH (MCQ/ CONVENTIONAL MODE)

The question will be designed to test the candidate's understanding and command of the English language. The pattern of questions would be broadly as follows:-

1. Comprehension of given passage
2. Grammar
3. Usages and vocabulary
4. Essay writing
5. Reporting writing

(b) GENERAL KNOWLEDGE :-

- i. Current events of local, national and international importance
- ii. National level schemes & projects undertaken by government of India/ State Government.

PAPER - II : MAIN PAPER (MCQ/ CONVENTIONAL MODE)

III. SYLLABUS FOR WRITTEN EXAMINATION FOR MEDICAL STORES INSPECTOR :-

DRUG STORE AND BUSINESS MANAGEMENT

1. Material Management

- A) Steps of material management cycle.
- B) Techniques of material management
- C) Importance and scope of material management
- D) Materials and management cycle
- E) Techniques applicable to material management

2. Inventory control techniques

Demand estimation & forecasting techniques:

3. Procurement procedures

Procurement policy

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1. **Introduction-Trade, Industry and commerce, functions and sub division of commerce, introduction to elements of economics and management.**
 - (A) Functions and subdivisions of commerce.
 - (B) Introduction to elements of economics
 - (C) Managements.

2. **Forms of business organization.**
 - (A) Wholesale trade
 - (B) Retail trade.

3. **Channels of distribution for pharmaceuticals and drug.**

4. **Drug house management-**
 - (A) Selection of site, space, space layout and legal requirement.
 - (B) Selection of site
 - (C) Space layout
 - (D) Legal requirements
 - (E) Importance of suppliers
 - (F) Selection of suppliers
 - (G) Credit information
 - (H) Tenders
 - (I) Contracts
 - (J) Price determination
 - (K) Codification
 - (L) Handling of drug stores and hospital supplies.
 - (M) Importance and objectives of purchasing, selection of suppliers, credit information, contracts and price determination and legal requirements thereto.
 - (N) Codification, handling of drug stores and other hospital supplies.

5. **Inventory Control-**
 - a) Objects and importance
 - b) Modern requirement like ABC, CED analysis, the lead time
 - c) Inventory carrying cost, safety stock,
 - d) Minimum and maximum stock levels
 - e) Economic order quantity
 - f) Scarp and surplus disposal.


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6. Sales, promotion, market research, salesmanship, qualities of a salesman.

- a) Salesmanship
- b) Qualities of salesman
- c) Advertising
- d) Window display
- e) Market research

7. Recruitment, training evaluation and compensation of the pharmacist.

- a) Recruitment
- b) Training
- c) Evaluation
- d) Compensation

FINANCIAL MANAGEMENT

- a) Essential features and techniques of financial management and the new concept in relation to the hospitals.
- b) Concept of financial management, hospital economics and their applications in hospitals.

ACCOUNTANCY

1. Introduction of the accounting concepts and conventions, double entry and book deeping, different kinds of accounts

- A) Accounting concepts
- B) Accounting conventions
- C) Double entry book keeping
- D) Different types of accounts

2. Cash book

3. General ledger and trial balance

- A) Journal
- B) Ledger
- C) Trial balance

4. Simple techniques of analyzing financial statements

- A) Trading account
- B) Profit and loss account
- C) Balance sheet

5. Introduction of budgeting

- A) Budgetary control
- B) Classification of budgets.

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HOSPITAL PHARMACY

03

1. An introduction to hospital pharmacy
2. Drug distribution systems in hospitals: Outdoor patients
3. Drug distribution systems in hospitals for indoor patients
4. Central sterile services
5. Hospital manufacturing: economic and demand consideration
6. Sterile manufacturing
7. Non sterile manufacturing
8. Procurement of stores and testing of raw materials
9. Nomenclature and uses of surgical instruments and hospital equipments
10. Pharmacy and therapeutic committee. (PTC)
11. Drug information and drug information Billiton
12. Surgical dressing and surgical supplies
13. Computer applications and hospital pharmacy.


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