



CHERIFY
CARE FOUNDATION
Transforming Lives With Care
CIN: U88900WB2025NPL276188

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Sonachura , Nandigram, Purba Medinipur,
WB 721646 IN

Reference No: CCF/WB/01-240225

Date: 24/02/2025

Syllabus of Online Examination for Various Post

As per the recruitment notice dated **20th February 2025**, Reference No: **CCF/WB/01-200225**, the **Cherify Care Foundation** will conduct an **online examination** for various posts starting from **3rd April 2025**. Candidates are advised to prepare as per the syllabus mentioned below:

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General Syllabus for All Posts

All candidates, regardless of the applied post, must have **Basic Computer Knowledge**, including:

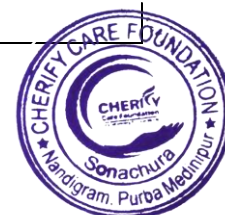
- Fundamentals of Computers
- MS Office (Word, Excel, PowerPoint)
- Internet & Email Basics

Post-Wise Examination Syllabus is start from next page. For any queries you can mail us: info@cherify.org or you can visit us at our registered address by google map. Just type *Cherify Care Foundation* in any browser like chrome and get direction. Also you can call or WhatsApp us for need by the above contact number.





Online Examination Syllabus for Gramin Sebak Full Marks: 50 Time: 45 Minutes 25 questions × 2 marks	
1. General Knowledge & Current Affairs (10 Marks)	<ul style="list-style-type: none">- Recent national and international events- Indian geography and states- Important government schemes related to rural development- Indian history and culture- Indian economy basics
2. Mathematics (16 Marks)	<ul style="list-style-type: none">- Percentage, Profit & Loss- Simple and Compound Interest- Ratio and Proportion- Time, Speed & Distance- Basic Arithmetic (Addition, Subtraction, Multiplication, Division)
3. English Language (14 Marks)	<ul style="list-style-type: none">- Basic grammar (Tenses, Prepositions, Articles)- Synonyms & Antonyms- Sentence Correction- Reading Comprehension- Word Meaning
4. Reasoning Ability (10 Marks)	<ul style="list-style-type: none">- Number Series- Coding-Decoding- Blood Relations- Direction Sense Test- Simple Puzzles





Online Examination Syllabus for Block Coordinator Full Marks: 100 Time: 60 Minutes 50 questions × 2 marks	
1. General Knowledge & Current Affairs (20 Marks)	<ul style="list-style-type: none">- Recent national and international events- Indian geography, states, and districts- Indian history and culture- Important government schemes related to rural development, health, and education- Indian economy and sustainable development
2. English Language & Communication (16 Marks)	<ul style="list-style-type: none">- Basic grammar (Tenses, Prepositions, Articles, Sentence Structure)- Synonyms & Antonyms- Reading Comprehension- Sentence Correction- Report Writing & Email Communication
3. Logical Reasoning & Analytical Ability (14 Marks)	<ul style="list-style-type: none">- Number Series- Coding-Decoding- Blood Relations- Direction Sense Test- Logical Puzzles and Decision Making





4. Quantitative Aptitude (16 Marks)	<ul style="list-style-type: none">- Percentage, Profit & Loss- Simple and Compound Interest- Ratio and Proportion- Time, Speed & Distance- Data Interpretation (Bar Graphs, Pie Charts, Tables)
5. Rural Development & Governance (20 Marks)	<ul style="list-style-type: none">- Panchayati Raj System and Rural Administration- Government Policies on Education, Health, and Social Welfare- Flagship Programs like MGNREGA, PMAY, Digital India, and Swachh Bharat- Role of NGOs and Foundations in Rural Development
6. Computer Knowledge & Digital Literacy (14 Marks)	<ul style="list-style-type: none">- Basics of Computer Applications (MS Office, Internet, Email)- Digital Transactions and Online Payments- Use of Mobile Apps for Governance and Rural Development- Data Management and Reporting Tools





Online Examination Syllabus for District Coordinator Full Marks: 100 Time: 60 Minutes 50 questions × 2 marks	
1. General Knowledge & Current Affairs (Marks)	<ul style="list-style-type: none">- Recent national and international events- Indian geography, states, and districts- Indian history and culture- Important government schemes related to rural development, health, and education- Indian economy and sustainable development
2. English Language & Communication (16 Marks)	<ul style="list-style-type: none">- Grammar (Tenses, Prepositions, Articles, Sentence Correction)- Synonyms & Antonyms- Reading Comprehension- Report Writing & Email Communication- Drafting Proposals and Official Letters
3. Logical Reasoning & Analytical Ability (14 Marks)	<ul style="list-style-type: none">- Number Series and Coding-Decoding- Blood Relations and Direction Sense- Logical Puzzles and Decision Making- Statement & Conclusion- Data Sufficiency
4. Quantitative Aptitude (16 Marks)	<ul style="list-style-type: none">- Percentage, Profit & Loss- Simple and Compound Interest





	<ul style="list-style-type: none">- Ratio and Proportion- Time, Speed & Distance- Data Interpretation (Bar Graphs, Pie Charts, Tables)
5.Rural Development & Governance (20 Marks)	<ul style="list-style-type: none">- Panchayati Raj System and Rural Administration- Government Policies on Education, Health, and Social Welfare- Flagship Programs like MGNREGA, PMAY, Digital India, and Swachh Bharat- Role of NGOs and Foundations in Rural Development
6.Computer Knowledge & Digital Literacy (14 Marks)	<ul style="list-style-type: none">- Basics of Computer Applications (MS Office, Internet, Email)- Digital Transactions and Online Payments- Use of Mobile Apps for Governance and Rural Development- Data Management and Reporting Tools





Online Examination Syllabus for General Physician Full Marks: 100 Time: 60 Minutes 50 questions × 2 marks	
1. General Medicine & Clinical Knowledge (30 Marks)	<ul style="list-style-type: none">- Diagnosis & Management of Common Diseases- Emergency & Critical Care Management- Infectious Diseases & Antimicrobial Therapy- Cardiovascular, Respiratory, and Neurological Disorders- Endocrinology & Metabolic Disorders
2. Community Medicine & Public Health (20 Marks)	<ul style="list-style-type: none">- Epidemiology & Disease Prevention- National Health Programs (NHM, RCH, Ayushman Bharat, etc.)- Maternal & Child Health, Immunization Programs- Environmental Health & Sanitation- Health Statistics & Biostatistics
3. Surgery & Emergency Medicine (16 Marks)	<ul style="list-style-type: none">- Trauma Management & Basic Life Support (BLS)- Pre-Operative & Post-Operative Care- Common Surgical Procedures- Wound Management & Infection Control- Basic Orthopedic & Neurological Emergencies
4. Pharmacology & Therapeutics (10 Marks)	<ul style="list-style-type: none">- Rational Use of Medicines & Drug Interactions



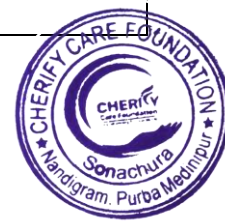


	<ul style="list-style-type: none">- Essential Drugs & WHO Guidelines- Pain Management & Anesthesia Basics- Prescription Writing & Dosage Calculations- Antibiotic Stewardship
5. Medical Ethics & Healthcare Management (14 Marks)	<ul style="list-style-type: none">- Doctor-Patient Relationship & Medical Ethics- Laws Related to Medical Practice (MCI/NMC Guidelines)- Hospital & Healthcare Administration- Telemedicine & Digital Health- Medical Documentation & Record-Keeping
6. Basic Computer Knowledge & Digital Health (10 Marks)	<ul style="list-style-type: none">- Electronic Medical Records (EMR) & Health Information Systems- Telemedicine Guidelines & Online Consultation Practices- Patient Data Privacy- Use of AI & Technology in Healthcare- Digital Prescriptions & E-Health Initiatives





Online Examination Syllabus for Assistant (Nurse) Full Marks: 50 Time: 45 Minutes 25 questions × 2 marks	
1. Fundamentals of Nursing (10 Marks)	<ul style="list-style-type: none">- Basic Nursing Procedures & Patient Care- Infection Control & Aseptic Techniques- First Aid & Emergency Care- Vital Signs Monitoring (BP, Pulse, Temperature, Respiration)- Personal Hygiene & Bedside Care
2. Medical-Surgical Nursing (10 Marks)	<ul style="list-style-type: none">- Common Medical Conditions & Their Nursing Management- Pre-Operative & Post-Operative Care- Wound Dressing & Infection Prevention- IV Therapy & Fluid Management- Pain Management & Palliative Care
3. Community Health & Public Health Nursing (10 Marks)	<ul style="list-style-type: none">- National Health Programs (NHM, Immunization, Maternal & Child Health)- Communicable & Non-Communicable Diseases- Health Promotion & Disease Prevention- Nutrition & Dietetics- Environmental Sanitation & Hygiene
4. Pharmacology & Medication Management (6 Marks)	<ul style="list-style-type: none">- Dosage Calculations & Drug Administration





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	<ul style="list-style-type: none">- Commonly Used Medications in Nursing- Adverse Drug Reactions & Drug Safety- Pain Relief & Anesthesia Basics
5. Medical Ethics & Patient Rights (10 Marks)	<ul style="list-style-type: none">- Nursing Code of Ethics & Professional Conduct- Patient Confidentiality & Consent- Legal Aspects of Nursing- Communication & Interpersonal Skills in Patient Care
6. Basic Computer Knowledge & Digital Health (4 Marks)	<ul style="list-style-type: none">- Electronic Health Records (EHR) & Digital Documentation- Telemedicine & Online Patient Consultation Support- Patient Data Privacy- Basic Computer Applications (MS Office, Email, Internet)





Online Examination Syllabus for Observer Full Marks: 50 Time: 45 Minutes 25 questions × 2 marks	
1. Basics of Healthcare & Public Health (10 Marks)	<ul style="list-style-type: none">- Importance of Free Health Camps in Community Healthcare- National Health Programs (NHM, Ayushman Bharat, Immunization)- Role of NGOs & Government in Public Health- Basic Medical Terminology
2. Observation & Reporting Skills (10 Marks)	<ul style="list-style-type: none">- Techniques for Effective Observation- Identifying Key Performance Indicators (KPIs) in Health Camps- Documenting Patient Flow & Medical Services Provided- Identifying Challenges & Areas for Improvement
3. Data Collection & Analysis (10 Marks)	<ul style="list-style-type: none">- Basics of Data Collection Methods (Surveys, Forms, Digital Tools)- Interpreting Health Data & Trends- Using Spreadsheets for Basic Data Management- Importance of Accuracy in Data Reporting- Identifying Gaps in Healthcare Services
4. Communication & Coordination (10 Marks)	<ul style="list-style-type: none">- Effective Communication with Medical Staff & Volunteers





	<ul style="list-style-type: none"> - Handling Public Queries & Patient Interaction - Conflict Resolution & Problem-Solving in Health Camps - Coordination with Local Authorities & Organizations - Writing Clear & Concise Reports
5. Basic Computer & Digital Reporting (10 Marks)	<ul style="list-style-type: none"> - Using MS Office (Word, Excel) for Report Writing - Email & Online Documentation - Basics of Digital Health Records - Data Privacy - Mobile Apps & Online Tools for Data Collection

Online Examination Syllabus for Receptionist Full Marks: 50 Time: 45 Minutes 25 questions × 2 marks	
1. General Communication Skills (16 Marks)	<ul style="list-style-type: none"> - Effective Verbal & Non-Verbal Communication - Professional Telephone Etiquette - Handling Inquiries & Providing Information - Active Listening & Customer Service Skills - Conflict Resolution & Dealing with Difficult Situations
2. Office Management & Administration (14 Marks)	<ul style="list-style-type: none"> - Managing Appointments & Scheduling - Record Keeping & Filing Systems





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	<ul style="list-style-type: none">- Visitor Management & Security Protocols- Handling Office Supplies & Inventory- Coordination with Different Departments
3. Basic Computer & Digital Literacy (10 Marks)	<ul style="list-style-type: none">- MS Office (Word, Excel, Outlook)- Email Communication & Internet Usage- Data Entry & Report Preparation- Digital Documentation & File Management- Data Privacy Basics
4. Professionalism & Work Ethics (10 Marks)	<ul style="list-style-type: none">- Workplace Etiquette & Dress Code- Time Management & Organizational Skills- Maintaining Confidentiality & Privacy Policies- Teamwork & Collaboration in the Workplace- Adapting to Workplace Challenges

Issued by:

Paik
27/02/25

Sudarshan Paik
Director
Cherify Care Foundation



Copy forward for information, taking necessary action & providing wide circulation through office notice board to the:

1. Management Board of Members
2. Advisory Board of Members
3. Website: www.cherify.org