

## Syllabus of Examination for Recruitment of Hindi Translator

### Part A (General)

#### Mental ability, reasoning and mathematical skills

Analogy, series completion, coding-decoding, blood relations, logical venn diagrams, alphabetical test, number ranking and time sequence test, mathematical operations, arithmetical reasoning, data interpretation, data sufficiency, cubes and dice, construction of sequences and triangles.

Mathematics based on tenth standard of CBSE.

#### Computer awareness

Components of a computer system, specifications of a computer system, input & output devices, installation of printers and other input-output devices, introduction to internet and internet applications, MS Windows, MS-Word, MS-Excel, MS Power Point, MS-Access, Computer Networking, Computer shortcut keys, virus and virus protection and operating systems types.

#### English Language Proficiency

English language based on tenth standard of CBSE.

  
19/4/22  
Sr AD

**Part B (Post specific and qualification based)**

1.	हिन्दी व्याकरण (Hindi Grammer)
2.	अंग्रेजी व्याकरण (English Grammer)
3.	अंग्रेजी से हिंदी पैराग्राफ का अनुवाद Translation of paragraph from English to Hindi
4.	हिंदी से अंग्रेजी पैराग्राफ का अनुवाद Translation of paragraph from Hindi to English
5.	हिंदी निबंध (250 शब्द) Hindi Essay
6.	हिंदी शब्दावली (Hindi Glossary)
7.	अर्ध सरकारी पत्र (Hindi Semi-official letter)
8.	हिंदी कार्यालय आदेश (Hindi Office Order)
9.	स्थितियों रूपान्तरण/प्रारूप/मसौदा (Situation conversion/draft)
10.	अंतरविभागीय टिप्पणी (Internal Departmental Noting)
11.	संकल्प (Resolution)
12.	परिपत्र (Circular)
13.	प्रेस विज्ञप्ति (Press Advertisement)
14.	टिप्पणी (Noting)
15.	कार्यालय आदेश (Office Order)
16.	कार्यालय ज्ञापन (Office Memorandum)
17.	सरकारी पत्र (Official Letter)
18.	अवकाश पत्र (Leave letter/application)
19.	राजभाषा अभियान की जानकारी (Knowledge of Official Language Act)
20.	कंप्यूटर अनुप्रयोग (Computer Application)

  
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