

Syllabus

Hindi Officer			
S.No.	Part	Test Description	Marks
Part-1			
1.	General Hindi	(i) <u>Grammar</u> :-Varnamala, Sangya (Noun), Sarvanam (Pronoun), Kriya (Verb), Visheshan (Adjective), Sandhi, Samas, Vachya. etc.	10
		(ii) <u>Vocabulary</u> : - Synonyms, Antonyms, Phrases/Idioms, Proverbs, Fill in the blanks, and error detection etc.	10
		(iii) <u>Comprehension</u> : - Understanding and interpretation of Hindi Passages, Matching the equivalent technical / administrative terms across both languages.	10
		(iv) <u>Writing Skill</u> : - Essay writing in Hindi and testing Noting/Drafting in Hindi, Brief notes on any given topic.	10
Part-2			
2.	General English	(i) <u>Grammar</u> : - Noun, Pronoun, Verb, Adjectives, Prepositions, Tenses, Sentences structure etc.	10
		(ii) <u>Vocabulary</u> : - Synonyms, Antonyms, Phrases/Idioms, Proverbs, Fill in the blanks, and error detection etc.	05
		(iii) <u>Comprehension</u> : - Understanding and interpretation of English Passages.	10
		(iv) <u>Writing Skill</u> : - Essay writing in English and testing Noting/Drafting in English	05
Part-3			
3.	Rajbhasha Policy of Union of India	(i) Official language Act, 1963	10
		(ii) Provisions and Policy of OL Rule, 1976	10
		(iii) Terminology from Hindi to English and vice-versa	05
		(iv) Basic knowledge of computer and Hindi software	05
Total Marks			100

Junior Hindi Translator			
S.No.	Part	Test Description	Marks
Part-1			
1.	General Hindi	(i) <u>Grammar</u> :- Varnamala, Sangya (Noun) ,Sarvanam (Pronoun), Kriya (Verb), Visheshan (Adjective), Sandhi, Samas, Vachya. etc.	05
		(ii) <u>Vocabulary</u> : - Synonyms, Antonyms, Phrases/Idioms, Proverbs, Fill in the blanks, and error detection etc.	05
		(iii) <u>Comprehension</u> : - Understanding and interpretation of Hindi Passages.	10
		(iv) <u>Writing Skill</u> : - Essay writing in Hindi and testing Noting/Drafting in Hindi	10
Part-2			
2.	General English	(i) <u>Grammar</u> : - Noun, Pronoun, Verb, Adjectives, Prepositions, Tenses, Sentences structure.	05
		(ii) <u>Vocabulary</u> : - Synonyms, Antonyms, Phrases/Idioms, Proverbs, Fill in the blanks, and error detection.	05
		(iii) <u>Comprehension</u> : - Understanding and interpretation of English Passages.	10
		(iv) <u>Writing Skill</u> : - Essay writing in English and testing Noting/Drafting in English	10
Part-3			
3.	Skill Test	(i) Basic Computer Knowledge	10
		(ii) Typing Skill	10
		(iii) Two passages for translation from Hindi to English & vice-versa.	20
Total Marks			100