

SYLLABUS
JUNIOR HINDI TRANSLATION OFFICER

- Implementation of Rajbhasha Hindi - Knowledge of Administrative, Rules, Procedures, etc.
- Rajbhasha Niyamvali, Official Language Act, Policies, Provisions, Incentives, Imparting of Hindi training, Committees, Inspection, Chronology of Hindi as an official language in India, Annual targets for Hindi implementation, etc.
- Use/implementation of Rajbhasha Hindi in the Academic/Higher Technical Educational Institutions
- English/Hindi language: Sentence correction and completion; reading comprehension and inferences, Grammar, etc.
- Use of Hindi in Official correspondence
- Noting/drafting
- Essay writing in Hindi for testing writing skills
- Translation of Scientific/Technical/Administrative/General Material from Hindi to English & Vice Versa
- Translation skills and ability to write as well as comprehend the two languages correctly, precisely and effectively.
- General English, Quantitative Aptitude, Analytical Reasoning & General Knowledge / Current Affair.