

Tier II : Detailed syllabus for the post of Hindi Translator

Language Proficiency Test

General English

(Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.)

General Hindi

व्याकरण : मुहावरे , कहावते, विलोम शब्द , समानार्थी शब्द , वाक्य शुद्धि
संदेश लेखन , अनुच्छेद लेखन (किसी विषय पर)

Computer Literacy

(Characteristics of Computers, Computer

Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, information Kiosks)

राजभाषा नियमों / अधिनियमों की जानकारी

Translation from Hindi to English; and -English to Hindi

Official translation

Literacy translation