

SYLLABUS FOR THE WRITTEN TEST – Phase I

Name of the Post: Assistant Section Officer (Hindi Translator)

There will be 3 sections in the written test with 100 questions that account for a total of 100 marks. The subject-wise details are given below:

Section	Subject	No of Questions	Max Marks	Exam Duration
1	General English	40	40	90 minutes
2	General Hindi	40	40	
5	Computer Proficiency	20	20	
	Total	100	100	

1. ENGLISH LANGUAGE:

Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One-word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

2. HINDI LANGUAGE:

Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Articles, Tenses, Spellings, Vocabulary, Comprehension. Phrases/Muhavare. Grammar, Plural Forms.

3. COMPUTER PROFICIENCY:

Computer Basics: Organization of a computer, Central Processing Unit (CPU), Input/ output devices, Computer memory, Memory organization, Back- up devices, PORTs, Windows Explorer and Keyboard shortcuts.

Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account.



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DIRECTOR