

Syllabus for the Post of Junior Hindi Translator (JHT)
(Preliminary MCQs Based Written Examination)

Examination Scheme

Test Component	Number of Questions	Maximum Marks
General Hindi Language and Literature	40	40
General English Language and Translation Skills	40	40
Official Language, Drafting, General Awareness and Computer Knowledge	20	20
Total	100	100

Nature of Examination

- Objective Type Multiple Choice Questions (MCQs)

Standard of Examination

- Master Degree of Hindi/ English level

Medium of Examination

- English and Hindi

Detailed Syllabus

Section I: General Hindi Language and Literature: 40 Marks

Topic	Subtopics
Hindi Grammar	Sandhi, Samas, Kriya, Visheshan, Vakya Shuddhi, Ling, Vachan, Kaal
Hindi Vocabulary	Paryayvachi Shabd, Vilom Shabd, Muhavare, Lokoktiyan, Anekarthi Shabd
Comprehension and Language Usage	Hindi comprehension passages, Sentence formation, One word substitution, Usage of correct words
Hindi Literature Basics	Basic knowledge of Hindi literature, Literary forms, Prominent Hindi writers and works
Official Hindi	Rajbhasha Hindi usage, Administrative terminology, Official Hindi communication
Translation Skills	Translation of simple and administrative sentences from Hindi to English and vice versa

Section II: General English Language and Translation Skills: 40 Marks

Topic	Subtopics
English Grammar	Articles, Tenses, Verbs, Prepositions, Sentence structure, Error detection

English Vocabulary	Synonyms, Antonyms, Idioms and phrases, One word substitution, Correct usage of words
Comprehension Skills	Reading comprehension, Unseen passages, Sentence completion
Translation Techniques	Translation principles, Hindi to English translation, English to Hindi translation
Drafting and Correspondence	Official drafting, Office correspondence, Note-sheet and letter drafting
Proof Reading and Editing	Language editing, Proof reading techniques, Official communication standards

Section III: Official Language, General Awareness and Computer Knowledge: 20 Marks

Topic	Subtopics
Official Language Policy	Constitutional provisions related to Rajbhasha, Official Language Act, Official Language Rules
Administrative Terminology	Government office terminology, Parliamentary terminology, Administrative expressions
General Awareness	Current affairs, Government schemes, National and international events
Computer Fundamentals	MS Office, Unicode Hindi typing, Email and Internet usage, Digital documentation