

Selection Criteria and Scheme of Examination for the direct recruitment for the post of Junior Translator Officer (Group C), Pay Level – 5.

1. General Descriptions:

- I. The selection process shall consist of following Papers:
 - A. Objective Type Test (Paper – I)
 - B. Descriptive Type Test (Paper – II)
 - C. Skill Test – Typing Test
- II. The Objective type test (Paper – I) shall be conducted first which will be of qualifying nature.
- III. The minimum qualifying marks to be secured in Paper I shall be 40% for UR, 35% for OBC (NC) & EWS and 30% for others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for the Skill test.
- IV. The typing test shall be qualifying in nature. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD (Cerebral palsy and VH) candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English and Hindi Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
 - a) By referring to the marks in Section B of the descriptive type written test.
 - b) By referring to the marks in Section C of typing test.
 - c) By referring to the marks in Section A of the objective type written test.
 - d) Date of birth i.e. the candidate older in age gets preference.
 - e) By referring to the alphabetical order of the names taking first name into consideration

2. Scheme of Examination and Syllabus:

The examination will consist of two papers, Paper – I (Objective type test) of 100 marks and Paper – II (Descriptive type test) of 100 marks.

2.1 The Scheme of Examination for Paper – I (Objective type test) is given below:

Part	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 mark
A	General Hindi	50	50	1.5 hours	As per Government of India's Rule	1. 40% for UR
B	General English	50	50			2. 35% for OBC(NC) & EWS 3. 30% for others

2.2 The Scheme of Examination for Paper-II (Descriptive type test) is given below:

Part	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 mark
A	Translation	5 Questions X 10 Marks = 50 Marks	1.5 hours	As per Government of India's Rule	1. 50% for UR 2. 45% for OBC(NC) & EWS 3. 35% for others
B	Essay	2 Questions X 25 Marks = 50 Marks			

Section A: Indicative Syllabus of Paper – I (Objective Type Test): 100 Marks

I. Part A – General Hindi (50 Marks)

हिंदी के प्रश्न निम्नलिखित क्षेत्रों से होंगे -

- प्रयायवाची/विलोम शब्द पर आधारित प्रश्न
- वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
- वाक्य शुद्धि संशोधन पर आधारित प्रश्न
- मुहावरे/लोकक्तियों पर आधारित प्रश्न
- अनेकार्थ शब्द पर आधारित प्रश्न
- वर्तनी की त्रुटि

II. Part B – General English (50 Marks)

The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spelling/Detecting Misspelt words, Idioms & Phrases, One word substitution, Active/Passive Voice, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Comprehension Passage and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

Section B: Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

I. Part A – Translation (50 Marks)

This section will contain to test the candidates' translation skill and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualification prescribed.

II. Part B – Office Procedure, Service Rules & University Administration (50 Marks)

This section will contain essay each in Hindi and English to test the candidates' skill and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

Section C: Skill Test (Typing & Computer Proficiency Test):

The Institute will hold typing test in the following manner
Hindi typing speed @30 w.p.m.