SYLLABUS AND SCHEME OF EXAMINATION

The "Translator and Translator-Cum-Proof Reader (For SUVAS Cell) Recruitment Examination, 2024" shall be conducted in 03 (three) stages i.e. Written Test, Computer Proficiency Test and Interview. The recruitment process shall be common for both the above said posts.

If the number of applicants is on the higher side, the High Court reserves the right to shortlist the candidates through screening or preliminary test. The Scheme of Examination shall be as follows:-

Stage of Examination	Particulars	Maximum Marks	Minimum Qualifying Marks	Duration
Written Test	General English (Objective Type)	30	-	45 minutes
	General Hindi (Objective Type)	30	-	
	General Awareness and Legal Knowledge (Objective Type)	20	-	
	Total	80	32	
	Next 15 minutes shall be utilized for collecting OMR Sheets and distributing question paper and answer sheet of Translation.			
	Translation (English to Hindi)	60	-	2 Hours
	Translation (Hindi to English)	60	-	
	Total	120	48	
	Grand Total	**200**	**80**	**3 Hours**
Computer Proficiency Test	Computer Typing Test with minimum speed of 20 words per minute in Hindi.	5	-	
	Word processing Test on MS Word	10	-	
	Test in Spread Sheets on MS Excel	10	-	
	Internet Proficiency	5	-	
	Total	**30**	**12**	**½ Hour**
Interview	Test of proficiency in Urdu/ Maithili/ Santhali (Only for the candidates having proficiency in these languages)	5	-	½ Hour
	Interview	20	06	
	Total	**25**	**06**	

WRITTEN TEST

Five (05) times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted from those who have got minimum qualifying marks in Written Test for appearing at the next stage i.e. Computer Proficiency Test. However, the candidates who have obtained marks equal to the marks obtained by the last shortlisted candidate of their respective categories, will also be shortlisted for the next stage even if the total number of candidates called for Computer Proficiency Test exceeds the five times criteria.

Syllabus for the "Translator and Translator-Cum-Proof Reader (For SUVAS Cell) Recruitment Examination, 2024" shall be as follows:-

1. **General English:-** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree (graduation) level and will ordinarily cover the following topics:-

   a) Grammar:- Article, Tense, Active-Passive Voice, Direct-Indirect Speech (Narration), Preposition, Conjunction
   b) Comprehension
   c) Vocabulary/ Spelling Test
   d) Synonyms and Antonyms
   e) One word substitution
   f) Sentence Completion and Structure
   g) Common Errors
   h) Idioms & Phrases.

2. **General Hindi** (सामान्य हिंदी):- The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree (graduation) level and will ordinarily cover the following topics:-

   a) व्याकरण:- शब्द रूपांतरण, लिंग, वचन, कारक, काल, वाच्य, संधि, समास, उपसर्ग, प्रत्यय
   b) अपठित गद्यांश
   c) शुद्ध वर्तनी
   d) समानार्थी एवं विलोम शब्द
   e) अनेक शब्दों के लिए एक शब्द
   f) मुहावरे एवं लोकोक्तियाँ

3. **General Awareness and Legal Knowledge:-** Questions in this component will be aimed at testing the candidates' general awareness and legal knowledge. Questions will be of degree (graduation) level and designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected from any educated person. The test will include questions relating to-

   a) India and its neighbouring countries especially pertaining to History, Culture, Geography, Polity, Economy, General Policy and Scientific Research.
   b) Current Affairs, Books and Authors, Sports, Important Schemes, Important Days, People in News, current events of national importance, awareness towards General Science, Environment applicable in day to day life and awareness of knowledge of social importance.

c) Bihar especially pertaining to its History, Culture, Geography, Economy Polity and general awareness.

d) Legal Knowledge

Note:–

i. Except the questions of General English and General Hindi, the questions of General Awareness and Legal Knowledge shall be both in English and Hindi languages. However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

ii. There shall not be negative marking for incorrect answers in the objective test.

iii. Those candidates who fail to obtain minimum qualifying marks in the objective test, their answer booklet of descriptive test shall not be evaluated.

4. **Descriptive Test:-** The descriptive test will target to test candidates' translation skills and their ability to write as well as comprehend the two languages (English and Hindi) correctly, precisely and effectively. The level of the paper will be consistent with the educational qualification prescribed i.e. graduation level. The test shall include the following:-

a) **Translation (English to Hindi):-** This section will include two passages for translation carrying 30 marks each.

b) **Translation (Hindi to English):-** This section will also include two passages for translation carrying 30 marks each.

COMPUTER PROFICIENCY TEST

Three (03) times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted from those who have got minimum qualifying marks in Computer Proficiency Test for appearing at the next stage i.e. Interview. However, the candidates who have obtained marks equal to the marks obtained by the last shortlisted candidate of their respective categories, will also be shortlisted for the next stage even if the total number of candidates called for Interview exceeds the three times criteria.

The Computer Proficiency Test will comprise of the following:-

a) **Computer Typing Test with minimum speed of 20 words per minute in Hindi (5 marks)**

b) **Word processing Test on MS Word (10 marks):-** This test will target to test the basic typing skill in English of the candidates as well as their basic knowledge of MS Word.

c) **Test in Spread Sheets on MS Excel (10 marks)**:- This test will target to check the basic understanding of MS Excel.

d) **Internet Proficiency (05 marks)**:- This test will target to test the basic understanding of internet usage.