



**Exam Pattern, Date, Venue & Important Instructions to Candidates**

Post: Assistant Section Officer (Hindi Translator)

Venue: NITTTTR Chennai

Date of Exam: 22<sup>nd</sup> December 2024 (Sunday)

Particulars	Phase I	Phase II																
Exam mode	Offline Written Test (OMR Based Test)	Offline Written Test																
Exam type	Objective type – Multiple Choice Questions	Descriptive Type																
Exam duration	2.00 pm – 3.30 pm (90 Minutes)	04.00 pm – 05.00 pm (60 Minutes)																
Language of paper	English	English																
Number of questions	<table border="1"> <thead> <tr> <th>Subject</th> <th>No. of Questions</th> </tr> </thead> <tbody> <tr> <td>General English</td> <td>40</td> </tr> <tr> <td>General Hindi</td> <td>40</td> </tr> <tr> <td>Computer Proficiency</td> <td>20</td> </tr> <tr> <td>Total</td> <td>100</td> </tr> </tbody> </table>	Subject	No. of Questions	General English	40	General Hindi	40	Computer Proficiency	20	Total	100	<table border="1"> <thead> <tr> <th>Subject</th> <th>No. of Questions</th> </tr> </thead> <tbody> <tr> <td>Descriptive Type</td> <td>100</td> </tr> <tr> <td>Total</td> <td>100</td> </tr> </tbody> </table>	Subject	No. of Questions	Descriptive Type	100	Total	100
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Selection Criteria	OBC - 1 post - 1:10 (Merit based Top rankers)	<p>Top rankers with two waitlisted candidates will be identified as per the number of post as given below:</p> <table border="1"> <tbody> <tr> <td rowspan="3">OBC – 1Post</td> <td rowspan="3">-</td> <td>Rank 1 (Selected List)</td> </tr> <tr> <td>Rank 2 (Waitlisted)</td> </tr> <tr> <td>Rank 3 (Waitlisted)</td> </tr> <tr> <td colspan="3">Top Ranker should be one among the Top 10 in the Phase I</td> </tr> </tbody> </table>	OBC – 1Post	-	Rank 1 (Selected List)	Rank 2 (Waitlisted)	Rank 3 (Waitlisted)	Top Ranker should be one among the Top 10 in the Phase I										
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**Note: (Important Instructions to the Candidates)**

- All the shortlisted candidates will be allowed to appear for Both Phase I and Phase II Written exam.
- In Phase I Written exam, merit based top 10 positions will be selected in their category.
- Final Selection list will be identified from the top rankers in Written exam of Phase II with two waitlisted candidates as per the number of post in respective category
- Top ranker in Phase II will be selected for the appointment provided the top ranker should be one among the Top 10 in Phase I.
- Hall tickets can be downloaded from the Institute website.
- NITTTR Chennai reserves the right to cancel the exam at any time without prior notice or without assigning any reason for administrative purpose or if the number of absentees are more than 50% of the shortlisted candidates
- In case where more than one candidates have secured equal aggregate marks, tie will be resolved by applying the following methods as similar to Staff Selection Commission, one after another, till the tie is resolved:
  - ❖ Date of Birth i.e the candidate older in age gets first preference.
  - ❖ Alphabetical order of the first name shall be given second preference.
- The candidates are advised to keep visiting our NITTTR website <https://www.nitttrc.ac.in/> for the latest updates.

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**DIRECTOR**



**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	
3	Computer Proficiency	20	20	
	<b>Total</b>	<b>100</b>	<b>100</b>	

**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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**SYLLABUS FOR THE WRITTEN TEST – PHASE II**

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

**Duration: 60 Minutes**

**Maximum Marks: 100 Marks**

**The exam shall be of descriptive type, containing four questions each carrying 25 marks.**

1. One Passage for Hindi to English Translation.
2. One Passage for English to Hindi Translation.
3. Essay writing in English
4. Essay writing in Hindi



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