

परिशिष्ट-2

स्क्रीनिंग/प्रारम्भिक परीक्षा का पाठ्यक्रम (सभी पदों हेतु)

Syllabus of Screening/Preliminary Examination (for all post)
General Knowledge (objective Type)

Time Allowed 03 Hours

MM: 200

- (i) General Science
- (ii) Current Affairs (National & International)
- (iii) Indian History & World History
- (iv) Indian Geography & World Geography
- (v) Legal Glossary
- (vi) Legal History
- (vii) Knowledge of Uttarakhand (History, Geography, Economy & Polity Based)
- (viii) Constitution of India
- (ix) Computer Science & its Applications

परिशिष्ट-3

मुख्य परीक्षा का पाठ्यक्रम तथा परीक्षा योजना
Syllabus and Scheme of Main Examination

पदनाम- सहायक समीक्षा अधिकारी (Assistant Review Officer)

मुख्य परीक्षा का पाठ्यक्रम तथा परीक्षा योजना

Paper I- English Language

Time Allowed: 03 Hours

MM: 200

- i. Word, Phrases, Synonyms, Opposites
- ii. Essay
- iii. Precis Writing
- iv. Grammar
- v. Translation from English to Hindi
- vi. Letter Writing (formal)
- vii. Summary Writing

Paper II- Hindi Language

Time Allowed : 03 Hours

MM: 200

- i. Word, Phrases, Synonyms, Opposites
- ii. Essay
- iii. Precis Writing
- iv. Grammar
- v. Translation from Hindi to English
- vi. Letter Writing (formal)
- vii. Summary Writing

Paper - III

Basic Knowledge of Computer Operation - Practical Examination (Qualifying Nature)

Time- 1 Hours

Max. Marks- 100

Minimum Qualifying Marks- 40

Microsoft Windows Operating system and Microsoft Office; The paper shall be set from the given syllabus broadly taking one question from each i.e. - (1) Windows and internet. (2) M.S. - Word. (3) M.S. - Excel and (4) M.S. - Power Point.

Note -1 - Each question shall have one action to be performed on the system each having 25 marks.

Note -2 - Printout of the output shall be taken and given for evaluation.

Paper IV- English Typing (Qualifying Nature)

Type writing with minimum speed of 9000 key-depression per hour in English.

नोट: कम्प्यूटर पर 10 मिनट में न्यूनतम 1500 की-डिप्रेशन की गति की अंग्रेजी टंकण परीक्षा ली जायेगी।

पदनाम- टाईपिस्ट (Typist)

मुख्य परीक्षा का पाठ्यक्रम तथा परीक्षा योजना

Paper I- English Language

Time Allowed: 03 Hours

MM: 200

- (i) Word, Phrases, Synonyms, Opposites
- (ii) Essay
- (iii) Precis Writing
- (iv) Grammar
- (v) Translation from English to Hindi
- (vi) Letter Writing (formal)
- (vii) Summary Writing

Paper II- Hindi Language

Time Allowed : 03 Hours

MM: 200

- (i) Word, Phrases, Synonyms, Opposites
- (ii) Essay
- (iii) Precis Writing
- (iv) Grammar
- (v) Translation from Hindi to English
- (vi) Letter Writing (formal)
- (vii) Summary Writing

Paper III- Computer (Practical/Qualifying Nature)

The Speed of 9000 key depression per hours Compulsory in English will be judged by conducting a speed test on the E.D.P. Machine (s) by the competent Authority.

नोट: कम्प्यूटर पर 10 मिनट में न्यूनतम 1500 की-डिप्रेशन की गति की अंग्रेजी टंकण परीक्षा ली जायेगी।

पदनाम- अनुवादक (Translators)

मुख्य परीक्षा का पाठ्यक्रम तथा परीक्षा योजना

Paper I : Language

Time- 3 Hours

Max. Marks- 200

English (Max. Marks- 100)

(Part -1)

Attempt all questions.

1. Comprehension of a prose passage of about 250 words.
(The passage for comprehension should test the candidate's knowledge of English language as well as his/her understanding of the organization of facts and thoughts into language. So questions should focus both on the ideas contained in the passage and on language components - 04 questions of 03 marks each on content, 04 questions of 02 marks each on language: antonyms, synonyms, meaning of words etc.) **20 Marks**
2. Summary with a title of a prose passage of about 200 words. **08+02 = 10 Marks**
3. Elaboration of a maxim or an idea or a statement (out of 04 options) into 100 words. **15 Marks**
4. Correction of errors in given sentences. **10 Marks**
5. Transformation of sentences. **10 Marks**
6. Use of five (out of seven) idioms, phrases and phrasal verbs into sentences so as to make their meanings clear. **10 Marks**
7. Use of five (out of seven) Latin and French words / expressions commonly used in English into sentences so as to make their meanings clear. **10 Marks**
8. (A) identifying parts of speech in given sentence/sentences. **05 Marks**
(B) Converting the identified part of speech into another part of speech by using them in sentences. **05 Marks**
9. One-word substitution. **05 Marks**

(Part -2)

हिन्दी भाषा

सभी प्रश्न अनिवार्य हैं :-

अधिकतम अंक- 100

1. अपठित गद्यांश से दो-दो अंक के पांच रेखांकित अंशों के विषय में अर्थ/स्पष्टीकरण/व्याख्या पूछे जाय। **10 अंक**
2. संक्षेपण - दिए गये गद्यांश को एक तिहाई शब्दों में लिखा जाना। **10 अंक**
3. विस्तारीकरण - किसी वाक्य/वाक्यांश का लगभग 250 शब्दों में विस्तारीकरण। **10 अंक**
4. व्याकरण का ज्ञान - (1) ध्वनि वर्गीकरण (स्वर, व्यंजन का वर्गीकरण) **05 अंक**
5. शब्द रचना - उपसर्ग, प्रत्यय तथा परसर्ग। **05 अंक**
शब्द भेद (1) संज्ञा, सर्वनाम, विशेषण, क्रिया आदि। **20 अंक**
(2) तत्सम, तद्भव, देशज, विदेशी एवं संकर आदि।
6. पर्यायवाची शब्द (पांच शब्दों के एक-एक पर्यायवाची पूछे जायेंगे)। **05 अंक**

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| 7. विलोम शब्द (पांच शब्दों के एक-एक विलोम शब्द पूछे जायेंगे)। | 05 अंक |
| 8. अनेकार्थी शब्द (तीन शब्द दो-दो अंक के पूछे जायेंगे)। | 06 अंक |
| 9. संधि और समास (दो-दो अंक के दो शब्द पूछे जायेंगे)। | 04 अंक |
| 10. वर्तनी विषयक अशुद्धियां (पांच अशुद्ध शब्दों के शुद्ध रूप)। | 05 अंक |
| 11. वाक्यांश के लिए एक शब्द (पांच वाक्यांश के एक-एक शब्द)। | 05 अंक |
| 12. लोकोक्ति (कुल पाँच) एवं मुहावरों (कुल पाँच) का अर्थ सहित वाक्यों में प्रयोग। | 10 अंक |

Paper II – Translation and Drafting

Time- 3 Hours

Max. Marks- 200

This paper will consist of seven questions and all questions shall be compulsory.

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|--|-----------------|
| 1. Translation : English into Hindi | 50 Marks |
| 2. Translation : Hindi into English | 50 Marks |
| 3. Noting and Drafting in Hindi and English. | 20 Marks |
| (a) English . | 10 Marks } |
| (b) Hindi . | 10 Marks } |

Aspects of Drafting

- | | |
|---|-----------------|
| (a) A letter to the Registrar General of Hon'ble High Court/ Hon'ble Supreme Court related to P.I.L.. | |
| (b) A letter to the S.S.P/D.M. pertaining to Law and Order. | |
| (c) Complaint to the public authorities. | |
| (d) Letter to the editor of news paper on the problems of corruption, Law and Order, rising prices, public grievances, etc. | |
| (e) And similar matters. | |
| 4. Precis writing of a given passage in one third words. | 20 Marks |
| 5. Essay in English.
Topics- such as :
Literary.
Social and Economic.
Communication and information.
Education.
Environment.
Political system and Human rights.
Science and Technology.
Current Issues, etc. | 20 Marks |
| 6. Legal words and their meanings | 20 Marks |
| 7. Legal maxims and their meanings.
For example : Habeas corpus
: Audi alteram partem
: Adhoc.
Ipso facto.
Ejusdem Generis
Status quo.
quid pro quo.
Ultra vires, etc., | 20 Marks |

Paper - III

Computer Operation - Practical Examination (Qualifying Nature)

Time- 1 Hours

Max. Marks- 100

Minimum Qualifying Marks- 40

Microsoft Windows Operating system and Microsoft Office; The paper shall be set from the given syllabus broadly taking one question from each i.e. - (1) Windows and internet. (2) M.S. - Word. (3) M.S. - Access. (4) M.S. - Excel and (5) M.S. - Power Point.

Note -1 - Each question shall have one action to be performed on the system each having 20 marks.

Note -2 - Printout of the output shall be taken and given for evaluation.

पदनाम— असिस्टेंट लाइब्रेरियन (Assistant Librarian)

मुख्य परीक्षा का पाठ्यक्रम तथा परीक्षा योजना

Paper I- (Theory) Compulsory

Time Allowed : 03 Hours

MM: 200

- (i) The Library and Community (Organisation)
- (ii) Government and Management of Libraries (Administration)
- (iii) Classification of cataloguing
- (iv) Bibliography (Physical, Analytical, Descriptive and Subjective) and Book selection
- (v) Reference and Information services

Paper II- (Theory) Optional (One of the three)

Time Allowed: 03 Hours

MM: 200

- (i) Academic or National Libraries
OR
- (ii) Special Libraries and Information Centre's.
OR
- (iii) Advanced Practical Administration of Public Library Service

Paper - III Computer Operation - Practical Examination (Qualifying Nature)

Time- 1 Hours

Max. Marks- 100

Minimum Qualifying Marks- 40

Microsoft Windows Operating system and Microsoft Office; The paper shall be set from the given syllabus broadly taking one question from each i.e. - (1) Windows and internet. (2) M.S. - word. (3) M.S. - Access. (4) M.S. - Excel and (5) M.S. - Power Point.

Note -1 - Each question shall have one action to be performed on the system each having 20 marks.

Note -2,- Printout of the output shall be taken and given for evaluation.