



IITPKD/R/NF/01/2025/01

30th May 2025

Recruitment for the post of Junior Hindi Assistant Gr.I (Post Code: 25101) notified vide Advt. No.: IITPKD/R/NF/01/2025 dated March 13, 2025.

The selection process, indicative syllabus and date of examination for the post of Junior Hindi Assistant Gr.I (Post Code: 25101) advertised vide Advt. No.: IITPKD/R/NF/01/2025 dated March 13, 2025.

The selection process shall consist of the following:

Syllabus:

Subject		Maximum Marks	Duration
Level I	<p>Section A - MCQ (in English Language) (25 marks) General knowledge, Constitution of India, RTI Act and Current Affairs</p> <p>Section B - Grammar and Language Usage (25 marks) Vyakaran: Sangya (Nouns), Sarvanaam (Pronouns), Kriya (Verbs), Visheshan (Adjectives), Kaal (Tenses), Vaakya Shuddhi (Sentence Correction), Muhavare & Lokoktiyan, (Idioms and Proverbs), Paryayvachi / Vilom Shabd (Synonyms / Antonyms)</p> <p>Question Types: Fill in the blanks (10 marks), Error detection (5 marks) and correct usage (10 marks)</p> <p>Section C: Translation and Comprehension (25 marks) Translation: English to Hindi (10 marks) Hindi to English (10 marks) Comprehension: One Hindi passage followed by objective/short answer questions (5 marks)</p> <p>Section D: General Knowledge & Functional Hindi (25 marks) Rajbhasha Adhiniyam & Hindi Policy (10 marks) Official Language Act, 1963 Constitutional provisions related to Hindi Usage of Hindi in official work</p> <p>General Hindi Literature & Awareness (5 marks)</p>	100	2 hrs

	Basic awareness of important Hindi authors/works Contribution of Hindi to Indian heritage Functional and Practical Hindi (10 marks) Use of Hindi in day-to-day office communication Email, notices, reports, file noting vocabulary		
Level II	Hindi Essay Writing: Any one from the three given topic - 20 marks Official Hindi (Rajbhasha) and Drafting - 30 marks Use of correct Official Hindi Terminology : (15 marks) Administrative and Government terminology Translation of official phrases Drafting Official Letter and Note in Hindi: (15 marks) Official Letters (e.g., complaint, request, leave) Circulars, Memos Noting & Drafting (official format)	50	1 hr

Tentative Schedule of Examination: 06-Jun-2025

The details of venue, time and other instructions shall be shared along with the hall ticket that will be issued to the shortlisted candidates over email in due course.

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Registrar