

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

SCHEME OF EXAMINATION FOR THE POST OF TRANSLATOR

The Examination Scheme for recruitment to the post of Translator in the Rajya Sabha Secretariat shall consist of the following stages -

- Stage I. Preliminary Examination**
Stage II. Main Examination
Stage III. Computer Proficiency Test

2. PRELIMINARY EXAMINATION

The Preliminary Examination shall consist of only one paper having Objective-type Multiple-choice based questions. The details of the paper are as under:

Paper	Part	Subject	Questions	Marks	Duration
Objective Type	Part A	General English	75	75	2 ½ Hours
	Part B	General Hindi	75	75	
	Part C	General Intelligence	25	25	
	Part D	General Awareness	25	25	
	Total			200	

Note:

- (i) There shall be a **negative marking** for every wrong answer. A total of 1/4th of the marks assigned to a question, i.e. 0.25, will be deducted for every wrong answer.
- (ii) On the basis of marks obtained in the Preliminary Examination, candidates shall be short-listed for the next stage of the recruitment process, i.e., Main Examination.
- (iii) The marks secured by the candidates in the Preliminary Examination **shall be** counted towards preparation of the final Merit List.

3. MAIN EXAMINATION

The Main Examination shall consist of only one paper, the details of which are as under:

Paper	Part	Subject	Marks	Duration
Descriptive Type	A	(i) Translation (English to Hindi)	75	3 Hours
		(ii) Translation (Hindi to English)	75	
	B	(i) Paragraph and Précis writing in English	50	
		(ii) Paragraph and Précis writing in Hindi	50	
	Total			

4. COMPUTER PROFICIENCY TEST

The candidates shortlisted for this stage shall be required to undergo a Computer Proficiency Test (CPT) comprising of the following three modules -

Sr. No.	Module	Description	Time (in minutes)
(i)	Word Processing Test	Candidates shall be required to type a passage in Hindi at a typing speed of 21 w.p.m. (6300 key depressions per hour), with not more than 5% error hits/mistakes.	10
(ii)	Test in Spread Sheets on Microsoft Excel	Candidates shall be required to prepare a spreadsheet as per the exercise(s) given.	15
(iii)	Test in Power Point on Microsoft Power Point	Candidates shall be required to prepare presentation slides as per the exercise(s) given.	15

Note: The CPT shall be of **qualifying nature** only. However, if a candidate does not appear in CPT or fails to qualify the CPT, he/she will not be considered for further selection process.

5. MINIMUM QUALIFYING MARKS

Category-wise minimum qualifying percentage of marks in the Preliminary and the Main Examination are as follows:

UR/EWS	OBC	SC/ST
40%	35%	30%

6. MERIT LIST

Merit list shall be prepared based on the overall marks obtained in the Preliminary Examination (200 Marks) and the Main Examination (250 Marks). Candidates eliminated at any stage of recruitment process shall not be included in the final Merit List.

7. POST-APPOINTMENT MANDATORY CONDITION OF QUALIFYING A TYPING TEST IN ENGLISH DURING PROBATION

As per the Recruitment Rules of this post, candidates recommended for appointment to the post of Translator in the Rajya Sabha Secretariat are required to adhere to the following condition of qualifying a Typing Test in English during their probation:-

"Candidate(s) appointed to the post shall have to qualify typing test in English language at the typing speed of 26.7 words per minute (8000 key depression per hour) during probation, failing which their services shall be terminated, in case they not hold lien on any post or reverted back to the substantive post held by them earlier, as the case may be."
