



HINDUSTAN PETROLEUM CORPORATION LIMITED

Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.

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SYLLABUS FOR COMPUTER BASED TEST **OFFICIAL LANGUAGE IMPLEMENTATION**

1. Hindi Language (Rajbhasha)

Hindi Grammar:

- * व्याकरण (Grammar)
- * वर्तनी (Spelling)
- * संधि (Conjunctions)
- * समास (Compounds)
- * क्रिया (Verb)
- * लिंग (Gender)
- * वचन (Number)
- * विशेषण (Adjective)
- * सर्वनाम (Pronoun)
- * पर्यायवाची शब्द (Synonyms)
- * विलोम शब्द (Antonyms)
- * मुहावरे एवं लोकोक्तियाँ (Idioms and Proverbs)
- * वाक्य शुद्धि (Sentence correction)

History of Hindi Language and Literature:

- * Evolution of Hindi language (Aphransh, Awahatta, Arambhik Hindi, Braj, Awadhi, Khari-boli).
- * Evolution of Nagari Lipi and its standardization.
- * Major periods of Hindi literature (Adikal, Bhaktikal, Ritikal, Adhunik Kal) and their prominent poets/writers and works.

2. Official Language Policy (Rajbhasha Niti):

- * Constitutional Provisions related to Official Language (Part 5-6, Article 120 & 210, Part-17, Articles 343-351).
- * Official Language Act, 1963.
- * Official Language Rules, 1976.
- * Annual Official Language Programme.
- * Various Government Committees and schemes for the promotion of Hindi. (Parliamentary Committee, Central Official Language implementation Committee, Town Official Language implementation committee, Central Hindi Samiti)

3. English Language

Grammar:

- * Error spotting.
- * Fill in the blanks (verbs, prepositions, articles, etc.).
- * Sentence correction and completion.
- * Tenses.

- * Subject-Verb Agreement.
- * Active/Passive Voice.
- * Direct/Indirect Speech.

Vocabulary:

- * Synonyms.
- * Antonyms.
- * One-word substitutions.
- * Idioms & Phrases.

Comprehension:

- * Reading comprehension passages.

Sentence Structure & Rearrangement.

4. Knowledge of Hindi software and tools used in official work.

NOTE: The syllabus/topics mentioned are indicative in nature. Candidates are expected to possess significant knowledge/proficiency pertaining to the relevant subjects and their qualifying degree.