

## GROUP-A

## 1. Fill in the blanks choosing the correct answer given against each of the following questions:

[1x10=10]

- (i) Completeness and accuracy of the translated text have to be authenticated by the appropriate authority if the translator is \_\_\_\_\_  
 a) *freelance*, b) *consultant*, c) *uncertified translator*, d) *certified translator*
- (ii) The abbreviations, certifications, and distinctions made by the translator are added to the document \_\_\_\_\_  
 a) *to the end* b) *in the middle* c) *in the beginning*, d) *as and where needed*
- (iii) Every paper received or created in an office or by an individual that has judicial value is known as a \_\_\_\_\_  
 a) *Document* b) *letter* c) *affidavit*, d) *judicial paper*
- (iv) Use of English in official documents has created a big communication gap between the administration and \_\_\_\_\_  
 a) *Sportmen* b) *General public*, c) *farmers* d) *ministers*
- (v) People from rural and tribal areas do not know how to present their \_\_\_\_\_ to the appropriate authorities.  
 a) *wishes* b) *problems*, c) *joy* d) *manners*
- (vi) The District Collectors get trained at an institute before joining their jobs where they learn the major language of the state; still they do not always master the ability to conduct all official activities in the \_\_\_\_\_  
 a) *standard language* b) *vernacular language* c) *formal language* d) *local language*
- (vii) People are unable to fight for their rights in the court of law because they \_\_\_\_\_ the language of law and the language used in the court.  
 a) *know* b) *understand* c) *do not understand*, d) *neglect*
- (viii) Government of India has enacted that \_\_\_\_\_ will be the official language of the central government offices.  
 a) *Odia* b) *English* c) *Hindi* d) *Any Indian language*
- (ix) \_\_\_\_\_ translation implies that the translator is given freedom of expression while translating from an original source language to a target language.  
 a) *certified* b) *Free* c) *word-to-word* d) *bound*
- (x) \_\_\_\_\_ Translation is useful in advertisements, administrative terminology and road signals etc.  
 a) *Free* b) *certified* c) *Word-to-word* d) *Transcreation*

### Group-B

2. Answer any four of the following questions within 50 words.

[5x4=20]

- (a) What are the basic ethics of translation of official documents?
- (b) How is a certified translator different from the un-certified translator?
- (c) What do you know about Insertion of notes and abbreviations in translation of official documents?
- (d) What is the scope in the field of translation of official documents from English to Odia?
- (e) How can omissions of rows and columns be handled by the translator?
- (f) What is the difference between full text translation and extract translation?

### Group-C

3. Answer any two of the following questions within 200 words:

[10x2=20]

- (a) What do you mean by an official document? Give a few examples of different types of official documents.
- (b) What do you mean by Administrative Terminology? Give its definition.
- (c) What is the need for standardization of Administrative Terminology in Odia?
- (d) Give an overall idea about Machine Translation in the context of Translation of English into Indian Languages.

### GROUP-D (Practice Component)

4. Translate the following texts into Odia:

(a) Inter-Office Note:

[10]

This is to bring to the notice of all concerned that while tenders are floated the Bill of quantities should be got checked up by the Chief Executive Officer so that defects/omissions/errors in specifications and the items of works, are timely obviated . If this rule is not adhered to carefully, it may invite complications at the stage of checking up the tender schedules and processing the tenders. In case any such defects/errors in the issue of tender schedules are noticed in future, it will go to the personal responsibility of the officer responsible for such negligence. Strict compliance is expected in respect of all concerned in this regard. While ensuring this, the tender notices should be so floated that there should be sufficient time left so as to check up the tender schedules in the office of the CEO. Issuance of corrigendum due to shortage of time for approval of the tender schedules should be avoided.

**(b) Demi-official letter**

**[10]**

D.O. No. \_\_\_\_\_ dated \_\_\_\_\_

Bhubaneswar, the \_\_\_\_\_, 2018

ABC

Director (Adm.)

Government of Odisha

Ministry of \_\_\_\_\_

Dear Shri/ My dear,

Please refer to your D.O. letter No. \_\_\_\_\_ dated \_\_\_\_\_ regarding \_\_\_\_\_.

I am sending herewith a copy of the draft rule relating to \_\_\_\_\_. I shall be grateful if you kindly go through it and let me have your comments as soon as possible. It is proposed to convene an inter-departmental meeting early next month to finalize the rules.

With regards,

Yours sincerely

ABC

Shri \_\_\_\_\_

**(c) Administrative Phrases (Noting and endorsement of Orders)**

**[2x5=10]**

1. PUC for kind perusal
2. Our discussion may be recalled
3. Notes above for kind perusal
4. Notes above explain the position fully
5. Put up after my return from tour

**(d) Legal Provisions for Official Language**

**[20x1=20]**

**Rules pertaining to the official language of the Indian Union**

1. For effective implementation of the Official Language, the country is divided into 3 regions:
  - a) Region (A), i.e., Bihar, Chhattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttaranchal and Uttar Pradesh, and the Union Territories of Delhi and Andaman and Nicobar Islands,
  - b) Region (B), i.e., Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh.
  - c) Rest of the country other than Regions (A) and (B) are placed under Region (C).
2. As per the Official Languages Rules:
  - (a) All Communications to the offices of State Governments and the Administration of the Union Territories or persons residing in various States under Regions (A) and (B) shall be made in Hindi.

**[PTO]**

- (b) Communications to the offices of the remaining States and Union Territories as well as persons residing therein, i.e., in Region (C) may be made in English.
- (c) Correspondence with Central Government offices located in all regions shall be made in Hindi.
- (d) All communications received in Hindi, irrespective of their source, shall be replied to in Hindi.
- (e) In case a person responsible for drafting a letter does not have sufficient knowledge of Hindi, the draft prepared by him in English will be translated into Hindi and the letter will be issued in Hindi.
- (f) Both Hindi and English are used for:-
  - (i) Resolutions, general orders, rules, administrative and other representations, notifications and press communiqués;
  - (ii) Administrative and other reports and official papers laid before a House of Parliament; and
  - (iii) Contracts and agreements executed as well as licenses, permits, notices and form of tenders etcetera.

#### **Some facts and Rules pertaining to the official language of Odisha State**

1. The Orissa State Legislative Assembly has adopted Odia as the language for Official purposes of the State vide 'The Orissa Official Language Act, 1954.'
2. English language continues to be used in addition to Odia in the State Legislature vide Orissa Act No.18 of 1963.
3. Although Odia is used as the language for official purposes, the international form of Indian numerals are used in stead of Odia numbers as per the provisions of Act No. 12 of 1985.
4. Government work started to be done in Odia in the Heads of Departments and their subordinate offices from April 1984 and that in the State Secretariat from April 1985. However, Office of the Registrar, Odisha High Court, Offices of the Justices and their sub-ordinate offices have been kept out of the provisions of this notification. Besides, it does not affect the use of English in the following activities as well:
  - (a) Correspondence with Government of India and other States;
  - (b) Work procedures of any court or Tribunal;
  - (c) Judicial and Quasi-Judicial work procedures and all matters related to or arising out of it;
  - (d) All works related to technical subjects;
  - (e) Accounting and all related matters;
  - (f) Correspondence with all non-governmental persons, firms, companies and offices those who send their letters in English;
  - (g) Traffic Symbols;
  - (h) All other matters that need English to be used as per law.

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