

**TERM END EXAMINATION - JUNE, 2019**  
**Certificate in Translation (CIT)**

**Translation of Official Documents**

**Time - 3 Hours**

**Full Marks - 100**

*[Answer all questions as directed. Figures on the right hand margin indicate Marks]*

**Group – 'A'**

- 1. Fill in the blanks with the appropriate answer:** [ 1×10 =10]
- (a) Completeness and accuracy of the translated text have to be authenticated by the appropriate authority if the translator is a \_\_\_\_\_.
- (b) Increasing importance of English worldwide in the field of science and technology and other fields, has posed a threat to the \_\_\_\_\_ of regional languages and dialects. (existence)
- (c) A common man can conduct his own transactions with the government departments, banks and other offices if he is allowed to do so in \_\_\_\_\_ (his vernacular language.)
- (d) English words that have gained international importance are translated into regional languages by \_\_\_\_\_.
- (e) 'Guaranteed' and 'codifier' are translated into Odia as \_\_\_\_\_ and \_\_\_\_\_.
- (f) Correct spelling in Odia for the month-names of January and February is \_\_\_\_\_ and \_\_\_\_\_.
- (g) Civil Court and Civil Society in Odia are known as \_\_\_\_\_ and \_\_\_\_\_.
- (h) Ornamental language, Classical literary or poetic method of expression are \_\_\_\_\_ in Official Language.
- (i) Use of vindictive or harsh words is \_\_\_\_\_ in official documents.
- (j) Use of complex and compound sentences and round about method has been \_\_\_\_\_ in official documents.

**Group – 'B'**

- 2. Answer any four of the following questions within 50-100 words** [5×4=20]
- (a) What is the importance of translating official documents in India?
- (b) Define official document. How is it different from literature?
- (c) What is the difference between full text translation and extract translation?
- (d) How can omissions of rows and columns be handled by the translator?
- (e) Why is the signature of the translator important below each translation?
- (f) What do you mean by 'Administrative Terminology'?

**Group – 'C'**

- 3. Answer any two of the following questions within 200 words** [10×2=20]
- a) What are the basic ethics of translation of official documents? What is the importance of translating official documents?
- b) What are the rules for translation of official documents?
- c) What are the legal provisions given in the Indian Constitution regarding Official Language?
- d) Discuss the difference of meaning of the word 'interest' when it is used in literature, banks and legal matters.

**Group- 'D'**

**4. Translate these Administrative terms into Odia as directed** **[2x10=20]**

- a) 'Administer' in medical science & law
- b) 'Transaction' in general administration and banking sector
- c) 'sense' in literature, medical science and law
- d) 'draw' in literature, sports, and banking
- e) 'Underground' in literature and law
- f) PUC for perusal
- g) Notes above for kind peru
- h) Notes from preceding page
- i) Attention is invited to the letter at flag-'A'
- j) It may safely presumed that

**5. Translate the following paragraphs into Odia:** **[10x3=30]**

**(a) Legal status of Odia as the official language of the State of Odisha and provisions therein:**

- (1) The Odisha Official Language Act, 1954 was enacted by the Odisha State Legislative Assembly.
  - (2) Odisha Act No.18 of 1963 provides that English may continue to be used, in addition to Odia in the State Legislature.
  - (3) Act No. 12 of 1985 provides that although Odia shall be used as the language for official purposes the Odia numbers shall not be used and the international form of Indian numerals shall be used.
  - (4) By means of a notification of the General Administration dated 29 March, 1985 work started to be done in Odia in the State Secretariat from April 1985.
  - (5) 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:
    - (6) Correspondence with Government of India and other States;
    - (7) Work procedures of any court or Tribunal;
    - (8) Judicial and Quasi-Judicial work procedures and all matters related to or arising out of it;
- [193 words]

**(b)**

**Memorandum / Offer of Appointment**

Indian Oil Corporation  
Tinsukia, Assam

No. \_\_\_\_\_

Dated, the \_\_\_\_ Sept. 2018

**Memorandum**

**Subject- Offer of Appointment**

With reference to the test/ interview held on \_\_\_\_\_ the Corporation is pleased to offer you the post of \_\_\_\_\_ in the scale of pay Rs. \_\_\_\_\_ on following terms and conditions:

**P.T.O**

- 1) You should be declared physically fit for the job by a Medical Officer not below the status of Civil Surgeon;
- 2) Your character and antecedents should be found satisfactory on verification.
- 3) Your starting pay will be Rs.\_\_\_\_\_ per month in the above-referred scale of pay. In addition you will receive Dearness Allowance and other allowances, if any, according to the rules of the Corporation in force, as amended from time to time.
- 4) Your services will be liable to be transferred to any place in India in the services of the Corporation at the discretion of the management.
- 5) The Management reserves the right to terminate your appointment at its absolute discretion after giving you one month's notice or on payment of one month's wages in lieu of notice without assigning any reason.
- 6) If willing to accept the offer, you should report for duty to the undersigned not later than\_\_\_\_\_.

ABC

Chief Executive Officer (Adm.)

To \_\_\_\_\_  
Shri \_\_\_\_\_

[210 words]

(c) **LETTER TO THE EDITOR:**

University Enclave  
New Delhi

**To  
The Editor**

**The Hindu, New Delhi**

**4 August 2017**

Sir,

**Subject: Education beyond Classroom Teaching.**

Most schools seem to believe that classroom education is the only stepping-stone to success. In the process, they overlook other talents and skills of students like music, painting and sports and qualities of head and heart such as courage, chivalry, personality, wit and friendship. Instead of pushing and prodding the children like beasts of burden and leaving them dazed and flabbergasted, the schools should aim for the overall development of children.

The main problem is our inability to live peacefully with others and our selfish mentality. The schools should teach the students the age-old values of brotherhood, tolerance, team spirit, satisfaction. Co-curricular activities have a vital role to play in this regard, thus the schools should pay extra attention to it while designing the curriculum. The interests of the students should be taken into consideration to develop their skills. The education imparted should be practical and relevant to their life.

Through the columns of your newspaper, I request you to create awareness among the public and the concerned authorities so that the education system may be revamped and children start enjoying their studies and their school and college life.

Yours sincerely,  
Signature  
Dr. Amit Verma

[217 words]