

Certificate in Translation (CIT)

(2016 -17)

Term End Examination

June, 2017

CIT-03: Translation of Official Documents

Time -3 hours

Full Marks -100

Answer all questions. Figures on the right hand margin indicate marks.

[Both Sections (A&B) carry equal marks]

Section-A (Theory)

1. **Answer any two of the following questions in about 500 words** **[15x2=30]**
 - (a) Describe the guidelines laid down for translation of Official Documents.
 - (b) What are the rules pertaining to the official language of the Indian union and the State of Odisha?
 - (c) Lay down the Major Obstacles in Machine Translation.

2. **Answer any two of the following questions within 250 words:** **[10x2=20]**
 - (a) What are the basic ethics of translating official documents?
 - (b) Briefly discuss the scope of 'Administrative Terminology'.
 - (c) What is Machine Translation? Discuss its relevance and necessity in our time.

Section-B (Practice Component)

3. **Translate the following texts into Odia**
 - (a) **Leave Rules** **[5]**

Special Casual leave for participation by Government officials in sport events and tournaments of National or International importance

In view of the important part played by sports in the national life of the country and in order to enable the Government servants who have acquired proficiency in sports so as to be invited to participate in events of national/international importance may not be placed at a disadvantage by such participation, the Government of India have decided to grant special casual leave for a period not exceeding 30 days in any one calendar year. The period of absence in excess of 30 days should be treated as ordinary casual leave or regular leave of the kind due/ admissible under the relevant rules applicable to such officials.

Special Casual leave may be combined with ordinary casual leave or with regular leave as the Government official may desire, but combination of both casual leave and regular leave with Special casual leave is not allowed at one time.

(b) Word Magic

[10x2=20]

1. The teacher asked, “What do you mean by the term ‘ultras’?”
2. ‘Habeas Corpus’ is a legal term.
3. The press termed Modi’s New York visit a triumph.
4. Today is the first day of the second term of the year.
5. A mid-term by-election is inevitable.
6. The policy is near the end of its term.
7. Always think over for long term plans and avoid such short-term solutions.
8. We will not accept these terms. The other party will never agree with this on any terms whatsoever.
9. The question of financing the enterprise was not within our terms of reference.
10. Try to be on friendly terms with everyone.

(c) Press Release

[25]

NATIONAL STUDENT HELPLINE (NSH)

Forest Park, Bhubaneswar

PRESS RELEASE

Date-

The National Student Helpline (NSH) is India’s leading and a bold private initiative to provide relevant, transparent and untainted information and service to the students and parents.

The aim is to spread awareness among the students and all stakeholders in the field of education. It aims to empower, and provide them all the help and support they need; and to work as eyes and ears for all of them, viz., the parents, teachers, educational service providers, administrators, regulators, law-makers and the society at large. It aims to supplement the government’s efforts in creating awareness among the student community about various government initiatives and facilities; and guide them for easy and quick redressal of their difficulties and grievances at various levels.

Besides, NSH also provides an interactive platform for the students to discuss, share views, ask questions in the matter of academic interest and career prospects, various government & non-government scholarships etcetera.

VISION:

The National Student Helpline (NSH) endeavors to empower every student, parents and all stakeholders such as the guardians, teachers, education service providers, educational administrators, lawmakers and the society at large, with relevant and transparent information so

that they know what they must know and demand the best from the system; and to work as eyes and ears for all.

MISSION:

- To deploy a ‘Students’ Grievance-Redressal Mechanism’ with world-class features to address the grievances of the student community;
- To strive to create widespread awareness among the student masses, parents, and all stakeholders in the education sector about the governmental and private initiatives in the field of education;
- To initiate and encourage constructive debate and discussion and out of the box thinking among the stake holders;

PURPOSE

- To make the students aware and empower them to help and support the students and parents;
- To help the students know what they should know to make their learning process/ experience, smooth and career prospects/ opportunities easier to achieve;
- To act as the eyes and ears for all stake holders including educational administrators and entrepreneurs, law-makers and the society at large.

WHY NSH

The students are the most vulnerable section of our society. Parents, teachers, academic administrators, regulators and law-makers play a vital role in determining and shaping their future. The students don’t know what they are being offered to read, what certificate they hold, which course to go for, what career to choose from and so on. Coupled with it is the ignorance. Lack of clean and transparent information on the part of the student leads to an uninformed, inappropriate decision in the matter of pursuing studies and choosing a career.

HOW CAN NSH HELP AND SUPPORT

For all your educational needs, queries, complains, grievances, the National Student Helpline will guide you through appropriate procedures, guide you to the appropriate authorities and place before them your problems so that you don’t feel helpless.

NSH complements others’ endeavor in this regard including government’s efforts in this area; we are not here to replace them but to complement.

NSH has a students’ grievance redressal system and deploys a world-class help-desk software wherein help can be sought and support given to any requester in a documented manner through

various support channels viz., e-mail, web-site, live-chat, phone, twitter, facebook, postal or courier services.

With the deployment of a world-class help-desk software for queries or grievances, help or support, a student or parent can click on the ‘support’ portal and go to any link viz., facebook or twitter icon in the Help & Support section at the right hand top corner of the home page in the web-site. The student may also opt for getting the information by ‘Post or Courier’ mode.

Once you click on the ‘support’ portal, it will guide you to sign up; and having signed in, you will have access to the complete features of the portal.

NSH provides help and support to the student community with the following tools:

Web-site: www.nationalstudenthelpline.in

Weekly education news updates: Delivered directly to the subscribers’ inbox

Social media: www.facebook.com/nshhelp
www.twitter.com/nshhelp

Helpline no. 88950 88951 (at present SMS and WhatsApp only)

We provide clean and transparent information in various fields viz., Admissions, Scholarships, open and distance learning (ODL)/ Massive Open Online Courses (MOOC), Skill India and various Entrance tests etcetera.

‘Student-Bandhu’: It is a discussion Forum for the students to interact among themselves on various issues.

Ask the experts: The students and parents can get expert advice on education and career through this portal.

Discussion Forum: In this portal all those who are concerned with the field of education can discuss on various issues.

Chief Executive Officer
National Students’ Helpline