

**DETAILED SYLLABUS OF PART A**

<b>Particulars</b>	<b>Syllabus - General (Part A)</b>
General Knowledge	<ul style="list-style-type: none"><li>• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States &amp; Union Territories / International Organizations.</li><li>• General Science: Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology</li><li>• Sports &amp; Games</li><li>• Important Events/ Movements / Leaders / Places / Years</li><li>• Writers - Authors - Biography - Autobiography</li><li>• Abbreviations</li></ul>
General English	<ul style="list-style-type: none"><li>• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms &amp; Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural</li></ul>

**DETAILED SYLLABUS OF PART B (Discipline related)**

<ul style="list-style-type: none"><li>• Constitutional Provisions, Official Language Resolution</li><li>• Official Language Act</li><li>• Official Language Rules</li><li>• Annual Programme of OL Implementation</li><li>• Various Committees of Hindi Implementation</li><li>• Administrative Terminology</li><li>• Translation (Theory)</li><li>• Hindi Software</li><li>• Grammar - Error recognition, Sentence completion, Tense, Appropriate words, Prepositions, Synonyms, Antonyms, Singular &amp; Plural, Gender, One word substitution, etc.</li><li>• Idioms and Phrases</li></ul>
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**UNDERTAKING**

**(To be submitted along with certificates)**

I.....presently serving as  
..... in (Govt. Dept/Name of Organization)  
.....declare that I have  
intimated my employer in writing that I am submitting application for selection to the  
post of..... in HCSL.

Details of my present employer are as under: -

**Name of the Reporting Officer:**

**Designation :**

**Mobile Number :**

**Email ID :**

I have no objection in HCSL contacting my employer for confirming the above. In case any  
objection if any received from the employer, I will have no claim for selection to the post.

Signature: .....

Name of Candidate: .....

Place: .....

Date: .....

**UNDERTAKING**

Ref. Vacancy Notification No. HCSL/HR/RECTT/PERMA/1/2024 dated 14.02.2024

I am aware that as per DoPT OM No. 36034/27/84-Estt (SCT) dated 02.05.1985, those ex-servicemen, who have obtained re-employment in any Government job on civil side availing of the benefits given to ex-serviceman are not entitled for such benefits on further re-employment. I declare that I have not been re-employed in Government on civil side after availing the benefits for ex-servicemen.

I also declare that as per DoPT OM Nos. 36034/6/90-Estt (SCT) dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014, I am eligible to avail of the benefit of reservation as ex-serviceman for this post. In case I am selected, I undertake to submit to HCSL the date-wise details of application for various vacancies for which I have applied for before joining the initial civil employment.

Name of Candidate :.....

Signature of Candidate : .....

Date: .....