

Govt. of India
Ministry of Home Affairs
(Department of Official Language)
Central Hindi Training Institute
New Delhi

Correspondence Courses for Hindi Prabodh, Praveen and Pragya

The correspondence course (through English medium) for Hindi Prabodh, Praveen and Pragya Courses starts every year from July, under the auspices of the Central Hindi Training Institute, New Delhi. The Courses are being organized in compliance with the Government of India's official Language policy to provide in-service training in Hindi to all such personnel of the Government of India and Central Govt. Undertakings, Corporations, Nationalised Banks, Financial Institutions, Apex Banks and Autonomous Organisations etc. for whom it is compulsory and who are eligible to join the Hindi Prabodh/Praveen/ Pragya classes under the Hindi Teaching Scheme of the Ministry of Home Affairs but could not receive this training so far due to non-availability of Hindi training facilities at their places of posting or due to some other reasons.

2. For admission to these courses the terms and conditions of eligibility, detailed information regarding correspondence courses and prescribed proforma for application are given in ANNEXURE- I, II and III respectively. Applications made in the prescribed proforma, duly filled up in English or Hindi, will only be considered for admission. The applications of the eligible employees/officers may be received by the **Dy. Director (Sansthan) Central Hindi Training Institute, 2-A Prasthvi Raj Road, New Delhi-110011 between 1st May to 20th June** every year. The eligibility of trainees may kindly be ensured before forwarding the applications for admission to this office.

ANNEXURE-I

ELIGIBILITY FOR ADMISSION AND AGE LIMIT.

ELIGIBILITY

Hindi Language training is obligatory for all such employees/officers of all The Ministries/Departments, their Attached and Subordinate offices and Also Corporations, Companies, Public Sector Undertakings, Nationalised Banks, Financial Institutions, Apex Banks and Autonomous Organizations etc. owned or controlled by the Government of India, whose Knowledge of Hindi

is below the prescribed level. There are three courses Under this training, viz., **PRABODH, PRAVEEN AND PRGAYA**. Prabodh is an elementary course, equivalent to Primary level as regards to knowledge of Hindi is concern. Praveen is an intermediary course is equivalent to Middle level. Pragya is the final course equivalent to High School level. While forwarding the applications of the Candidates, certain general principles may be kept in view regarding their Eligibility. Main features of eligibility are as here under:-

PRABODH

The employees/officers whose knowledge of Hindi is below Primary level and whose mother tongue is Tamil, Telugu, Kannada, Malayalam Mizo, Manipuri or English, are eligible for admission to Prabodh Course .

PRAVEEN

The trainees who have passed prabodh Examination or the employees/Officers whose knowledge of Hindi is below middle level and whose motherTongue is Marathi, Gujarati, Bengali, Assamese or oriya, Nepali, Konkani, Bodo, Senthali are eligible for Admission to Praveen Course or those who have passed matriculation with Hindi as a subject, as a second or Third Language from the Non – Hindi speaking states and secured less than 33% marks in Hindi subject are also eligible for praveen course.

PRAGYA

The trainees who have passed Praveen course or the employees / officers Whose knowledge of Hindi is below High School level and whose mother Tongue is Urdu, Sindhi, Kashmiri, Dogri, Punjabi or Pasto, can seek admission to PRAGYA COURSE.

2. The Central Govt. employees/officers who have passed Hindi as a subject in Matriculation examination as a second or third language or who have studied Hindi as a combined Subject with any other Language upto matriculation level from any non-Hindi speaking state, Even if they have secured 33% or more marks in Hindi, shall not be Considered to have acquired working knowledge of Hindi. Hence, training in Hindi upto Pragya standard is compulsory for them.

AGE LIMIT: There is no age limit for admission to these courses.

- Note : 1. Group “D” employees are not eligible for admission to these courses.**
2. The employees who are not required to do any ministerial work or not required to write Notes on files or deal with correspondence, (e.g. staff car drivers, engine Drivers, record sorters, electricians, fitters, gestetner operators, postmen, telephone operators etc.), qualifying Prabodh examination is sufficient for them.
 3. The employees/officers who are generally not required to do any ministerial work themselves but have to be conversant with Hindi in order to be able to do correspondence and prepare reports etc. in Hindi (e.g. doctors, scientists, supervisory staff in workshops and laboratories etc.), qualifying in Praveen Examination is sufficient for them.
 4. The Central Government employees/officers who have to do ministerial work, record notes or deal with correspondence are required to qualify in the Pragya examination.

ANNEXURE-II

DETAILED INFORMATION REGARDING CORRESPONDENCE COURSES

COURSES

The medium of instruction for prabodh, Praveen and Pragya courses through Correspondence is English, However, for prabodh Course, lesson Kits, have also been prepared in Kannada, Malayalam, Tamil and Telugu in addition to English.

STUDY MATERIAL

All those employees who are admitted to these courses will be supplied study Material in eight instalments from August to March consisting study Lessons and response sheets. The candidates will have to study the lessons and Attempt the exercises in the response sheets which shall be returned for evaluation to the Correspondence Wing. The entire study material shall be supplied free of cost to the candidates admitted to these courses. The sponsoring authorities are requested to kindly ensure that the employees

sponsored for the training send their solved response sheets with in 15 days for evaluation to this Institute regularly.

DURATION OF COURSES

The duration of each course is one year.

SUBMISSION OF EXAMINATION FORMS

The examination forms will be sent to the trainees alongwith the first Kit in the month of August. The last date for receipt of the examination forms, duly filled up both in Hindi and in English by the trainees, for the examinations to be held in May every year shall be of 15th November. **The rest lessons/kits will be only sent to those trainees whose examination forms are received within the stipulated date.**

EXAMINATION FEE

The following examination fee will have to be remitted in respect of the employees of the Corporations/Undertakings and Banks etc. alongwith the examination forms by means of a **DEMAND DRAFT** in favour of the **Deputy Director (Examination), Hindi Teaching Scheme, payable at New Delhi.** The Central Government Employees are not required to remit any examination fee. The examination forms alongwith the bank Draft should reach this office by 15th November.

The examination fee payable by the Corporations/Undertakings/ Banks/Companies etc. for each of their employees is as follows :-

- | | | |
|----|---------|----------------------|
| 1. | Prabodh | Rs. 40/- per trainee |
| 2. | Praveen | Rs. 40/- Per trainee |
| 3. | Pragya | Rs. 50/- Per trainee |

The examination fee once paid shall neither be refunded nor adjusted for the Next examination in any case. The examination fee is to be paid alongwith the Examination forms only and not with the admission form

EXAMINATION

- (a) The Examination for all the above courses will be held in the month of May, in accordance with the time schedule issued by the Examination Wing of the Hindi Teaching Scheme.

- (b) There will be two question paper of 100 marks each for written examinations for each of the three courses i.e. Prabodh, Praveen and Pragya.
- (c) In order to qualify in the Examination, a candidate must secure a minimum of 30 marks in each paper but the aggregate in paper – I & II should not be less than 40 percent.

INTERNAL ASSESSMENT

- (A) Besides, 100 marks are earmarked for internal assessment which shall be awarded on the basis of the evaluation of the candidate's performance from the Response Sheets submitted by them for evaluation to this Wing.
- (B) Marks secured in the internal assessment will not be added to the total marks obtained by the trainees in written papers. However, the candidates securing less than 40 marks in internal assessment will not be declared successful in the examination.

The sponsoring authorities are requested to ensure that the employees seeking admission to correspondence courses do appear in the examination. It has been observed that a number of candidates enrolled for these courses but don't send their solved Response Sheets regularly or do not appear for the examinations. Which results in the wastage of Government money, time and labour . Therefore it may also be ensured that all the enrolled candidates appear in the examination.

Candidates, who do not take or get through the examinations held in the month of May, may appear/reappear in the subsequent examinations under the Hindi Teaching Scheme, to be held in the month of November same year or May next year, but in that case they will be treated as **“Private Candidates”** and as such, **they will have to appear in viva-voice also for their internal assessment at the end of the examination.**

The marks obtained by them earlier in the evaluated response sheets shall not be treated as their marks for internal assessment in subsequent examinations.

PERSONAL CONTACT PROGRAMME

- (a) In order to overcome the drawback of absence of Direct teaching, personal contact programmes are arranged at different places twice a year and the duration of this programme is about one week. These

programmes are arranged in those centers/cities where the number of students is sufficient. During these programmes class room lectures are arranged wherein lessons sent through correspondence are recapitulated. Besides this, the students are provided individual guidance. Their problems and difficulties are personally attended to. Intimation regarding the dates and places of these programmes is communicated to the sponsoring authorities from time to time by Regional Dy. Directors of Hindi Teaching Scheme. (Prabodh-2days, Praveen-2days and Pragya one day).

- (b) The employees participating in the personal contact programmes are treated on duty like the trainees appearing in the examinations under the Hindi Teaching Scheme and as such the expenditure incurred on their T.A/D.A. is borne by the Department concerned.

INCENTIVE

The candidates who pass these examinations and fulfil the conditions are entitled for financial incentives such as cash awards, personal pay etc. in accordance with the instructions issued in this regard from time to time by the Ministry of Home Affairs/Deptt. of Official Language. These incentives are granted by concerned Ministry, Department and Organization.

HOW TO APPLY

For admission to these courses, the applications in the prescribed proforma (ANNEXURE-III) duly forwarded by the controlling officer may be sent to the Deputy Director (Sansthan), Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, Govt. of India, 2-A, Prithviraj Road, New Delhi-110011.

LAST DATE

The Last date for receipt of applications in this office is 20th June

ANNEXURE-III

**PROFORMA FOR ADMISSION TO PRABODH, PRAVEEN AND
PRAGYA COURSES**

- (1) Name of the Course :
- (2) Name of the applicant :
(In block letters)
- (3) Fathers's /Husband's Name :
- (4) Designation of the applicant :
- (5) Complete Postal address of office
including Distt./State and Pin :
Code (Not in abbreviations)
- (6) Nationality :
- (7) Date of birth :
- (8) Mother tongue :
- (9) Academic Qualifications :
- (10) Standard/Class up to which
Hindi has been studied :
- (11) Name and Designation of the
Controlling officer with full
office address in block letters
and Telephone No. :

(Signature of the applicant)

CERTIFICATE OF THE CONTROLLING AUTHORITY

(Please ensure fulfillment of eligibility conditions before signing the certificate)

Certified that Sh./Smt./Km. _____ working as
_____ in _____
has been found eligible for training and is permitted to be enrolled for
_____ Course through correspondence to be conducted by the Central
Hindi Training Institute in the year _____.

Place: _____
Date: _____

Signature _____
Name and Designation of the _____
Competent/Controlling Officer
With office seal.