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CENTRAL HINDI TRAINING INSTITUTE
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Intensive Training Courses for Hindi Typing/Stenography

Under the auspices of Central Hindi Training Institute 40 and 80 working days training programme of Hindi typing and Hindi Shorthand respectively is being organized for the employees of various Ministries, Undertakings, Corporations, Autonomous Bodies and Nationalised Banks, etc. The purpose of this course is to be trained the employees in typing & shorthand as soon as possible so that they could be efficient in Hindi typing & Hindi stenography.

2. There are four Up-Sansthans in Kolkata, Mumbai, Banglore & Hyderabad, Under the Central Hindi Training Institute, New Delhi. Training programmes of full time Hindi Typing and Hindi Stenography are also being organized in above cited four Up Sansthans other than New Delhi. Annual programme of these courses issues in the month of October-November every year.
3. As per demand of computer training, Sansthan imparts the training of word processing in Hindi on computer to the trainees so that they could work on computer in Hindi after the training.
4. full time regular classes of training programme go on daily from 9.30 a.m to 6.00 p.m. There is no any fee for the course. After the completion of course, the examination is being conducted by the examination wing of Hindi Teaching Scheme.

Eligibility for admission in these courses and detailed information about the course are given in annexure I & II.

Eligibility for admission

(A) Hindi Typing

1. Hindi typing training is obligatory for all Lower Division Clerks, English Typists, Computer Operators, Data Entry Operators, Postal Assistants/Office Assistants, Telecom Assistants etc.
2. UDCs, Assistants, Hindi Translators and all categories of the officers can also be nominated on a voluntary basis.
3. Those employees who have passed their middle (8th class) examination with Hindi or any other equivalent examination such as Praveen of Hindi Teaching Scheme etc. are eligible for this training.

(B) Hindi Stenography

1. This training is compulsory for all categories of English Stenographers, Personnel Assistants, Private Secretaries etc.
2. Subject to availability of seats, lower division clerks/typists, who have passed the Hindi typing test of the Hindi Teaching Scheme shall also be admitted if the concerned office certifies that their training is in the public interest.
3. Those employees who have passed their matric examination with Hindi or any other equivalent examination such as Pragya of Hindi Teaching Scheme etc. are eligible for this training.

The confirmation letters, in respect of the nominated employees for the above courses, are issued on a first come first serve basis and availability of seats. All the concerned offices are advised to relieve their employees for admission only after receiving the confirmation letter from the concerned Sansthan/Up Sansthan. Sansthan expects that only such employees should be nominated to whom they could relieve positively. In any circumstance, no trainee is allowed to leave the course during the training period.

Note: Limited hostel facility is available for the trainees only in New Delhi on payment of prescribed charges.

Detailed informations related to courses

Five sessions of Hindi typing and two sessions of Hindi Stenography are being organized by the Central Hindi Training Institute, New Delhi. Three sessions of Hindi typing and one session of Hindi stenography are being organized by the Up-Sansthans situated outside of New Delhi in every calender year. Sansthan issues annual training programme of aforesaid courses in the month of October-November every year.

Study material

Study material shall be supplied free of costs to the trainees.

Duration of Course

Hindi Typing – 40 full working days.

Hindi Stenograpjy – 80 full working days

The examination of the trainees will be conducted by the examination wing of Hindi Teaching Scheme on the last day of the session.

Examination Fee

The examination fee of Rs. 50/- per trainee for each course will have to be remitted in respect of the employees of the **Corporation/Autonomous Bodies/Undertakings/Nationalised Banks etc. The Bank Draft of examination fee should be in favour of “Deputy Director (Examination) Hindi Teaching Scheme, New Delhi. The examination fee once paid shall neither be refunded nor adjusted for the next examination in any circumstance.**

Incentives

The trainees who have been passed these examination and fulfil the other 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 Deptt. Of Official Language, Ministry of Home Affairs. These incentives are granted and paid by the concerned offices.