

INFORMATION REGARDING HINDI TYPEWRITING
CORRESPONDENCE COURSE

Introduction :

Correspondence course in Hindi Typewriting has been started by the Central Hindi Training Institute 2-A, Prithviraj Road, New Delhi-11, Since 1991 for those working as Lower Division Clerks/English Typists of Ministries/Depts./Attached & Subordinate offices of Central Govt. and its Undertakings/Corporations/Banks for Whom in service training in Hindi Typewriting is compulsory and who are working at far off places, where there is no regular arrangement for training in Hindi typewriting.

1. Session :

Two sessions of Hindi Typing Correspondence Course are conducted in a year:

- (1) February to July
- (2) August to January

2. Time for nomination/submission of application form :

<u>Session</u>	<u>Nomination Period</u>
(1) February to July	1st Dec to 25th January
(2) August to January	1st June to 25th July

3. Address for Nomination :

Deputy Director
Hindi Typing Correspondence Unit,
Central Hindi Training Institute,
D/o Official Language, M/o Home Affairs,
2--A Prithviraj Road, New Delhi --110011
Telephone No : 011 -- 23018196
Fax No. : 011 -- 23017203

4.ELIGIBILITY :

The course is meant for such Lower Division Clerks/English typists of the Ministries/Departments and their attached, subordinate offices Corporations, Companies, Public Sector Undertakings, Nationalized Banks etc. owned or controlled by the Government of India who do not know Hindi Typewriting and for whom in service training in Hindi Typewriting is obligatory and are working at places where there are no arrangements for training in Hindi typewriting under the Hindi Teaching Scheme.

2. Only those employees can be nominated to this course who are already trained in English Typewriting and whose knowledge of Hindi is up to Praveen or Middle (class viii) level.

3. Keeping in View the transport problems of such employees, whose office/place of Duty is at a distance of 8 kms or more from regular/part time Hindi Typewriting Training Centers situated in the city can also be nominated for this training.

4. Such Employees who could not get admission in regular or part time training centers due to availability of limited no. of seats or some other reasons, can also be nominated to this Correspondence course in Hindi Typewriting.

(5) Those offices who are unable to send their Stenographers in regular training classes & want to train their Stenographers in Hindi Typing only can also nominate their Stenographer's in Hindi Typewriting Correspondence Course.

(6) U.D.Cs, Assistants and Hindi Translators can also be nominated to this course on voluntary basis. Assistants and U.D.Cs. will also include such Group "C" employees who are doing similar work but not supervisory work and having different designations such as Selection Grade Auditors or Auditors in the Audit Department of other offices. Similarly the term Hindi Translators will also include Group C Government employees engaged in actual translation work and not in supervisory work and having different designations such as junior/senior Hindi Translators, Section officers, selection Grade Auditors or Auditors in Audit Department engaged in translation work, Hindi Assistant in Department of Railways.

(7) Gazetted Officers who are willing to learn Hindi Typewriting but can not avail the facilities of regular training due to the nature of their work, can also be admitted to this course but they will not be entitled to get any financial and other incentives on passing the Hindi Typewriting test.

5. ADMISSION PROCEDURE :

1. Competent Officer should send the nominations duly filled in by the eligible employees in the prescribed Performa (Annexure-I) between 1 Dec to 25th Jan for the session which commences from February and between 1st June to 25th July for the session which commences from August .

2. All the departments should furnish complete information in the prescribed Performa given at Annexure-II .

6. EXAMINATIONS :

1. At the end of each session, Examination is conducted in the month of July & January for the session commencing from Feb to July & August to January respectively. The Exam is conducted by the Dy. Director (Exam), Hindi Teaching Scheme, Deptt. of Official Language, Ministry of Home Affairs, East Block-7, Level-6, R.K.Puram, New Delhi-110066.

2. An examination fee of Rs. 40/- (Rupees Forty only) for each trainee is payable for the employees of Corporations, Undertakings, Statutory bodies, Banks etc. Examination fee will be paid by means of bank draft drawn in favour of Deputy Director (Exam), Hindi Teaching Scheme, payable at New Delhi.

3. It is compulsory to send the demand draft of Examination fees along with the duly filled Examination form.

4. Employees appearing in the Typing Examinations will be treated as on duty on the day of exam & T.A./D.A. for attending the Examination will be given by their Respective Departments as per rule.

7. PERSONAL CONTACT PROGRAMME :

To clarify the doubts/problems of the trainees, a Personal Contact Programme is organised by the officials at all the pre-proposed & Regular centers before the exams of each session. Information regarding the dates and place of the Personal Contact Programme is given to all the offices concerned by the Typewriting Correspondence Unit in due course. Participation in the Personal Contact Programme is compulsory for all the trainees. The Officers/Employees participating in this programme are treated as on duty.

8. Incentives

On passing the typewriting exam of Hindi Teaching Scheme the eligible employees will be entitled to get the following awards :

1. Lump-Sum Award:

Candidates receiving training under this Correspondence Course are deemed to be receiving this training privately. Therefore after passing the Hindi Typewriting Exam on successful completion of training the employees will be eligible to get lump-sum award of Rs.400/-

(Ministry of Home Affairs, Deptt. of Official Language O.M. No. 18/3/94--HTS (Hq.) Dated 16th Feb. 1995).

2. Personal Pay :

Besides the lump-sum award, the Employees are also eligible to get a Personal Pay, equal in amount to one increment for a period of 12 months, on passing the Hindi Typewriting Exams.

(Ministry of Home Affairs, Deptt of Official Language O.M. No. 18/3/94 HTS (Hq) Dated 14 February 1995)

3. Cash Awards :

In addition to the lump-sum award and Personal Pay, an employee who passes the exam securing 90% and above marks will also be entitled to get cash prizes as mentioned below :

On securing 97% or more marks Rs. 600 /-each

On securing 95% or more marks Rs. 400/- each
but less than 97% marks

On securing 90% or more marks Rs. 200/- each
but less than 95% marks

(Ministry of Home Affairs, Deptt of Official Language O.M. Dated 14 May 1969 No. 15--5-69 Hindi (1) O.M.dated 12.7.89 No. 12011/4-87- OL (D) & O.M.dated 14 Feb.1995 No.18/3/94 HTS (Hq).

U.D.Cs, Assistants and Hindi Translators who undergo training on voluntary basis will also be eligible for all facilities and financial incentives as per rule like the L.D.C's after qualifying the typewriting examination.

(Department of Official Language O.M. No.120016/2/78-O.L.(D) Dated 10.1.79)

Remark : Cash awards paid to the employees on passing the examination will be exempted from Income tax.

(Ministry of Home Affairs O.M. No 24/16/67-ITAI Dated 31/3/67)

TRAINING IN HINDI TYPEWRITING THROUGH CORRESPONDENCE COURSE
(SESSION: AUGUST TO JANUARY / FEBRUARY TO JULY)

APPLICATION FORM

1. Name (In Hindi) :
(In English) :
2. Father's/Mother's/ (In Hindi) :
Husband's name (In English) :
3. Designation :
4. Full Address of Office :
5. Telephone No :
6. Date of Birth :
7. Mother Tongue :
8. Level of knowledge in Hindi :
(Exams Passed in Hindi)
9. Speed in English Typewriting
10. Training (i) Through manual Typewriter :
Or (ii) Through Computer
11. Number of Hindi Typewriters
/Computers etc. :
12. Name, Address & Telephone No. of the Sponsoring Authority

I declare that:

- (1) I have neither received any training in Hindi Typewriting nor passed any Government recognized exam.
- (2) I am not likely to proceed on long leave during the entire training period. In case of proceeding on leave due to unavoidable circumstances, I shall make up the deficiency in practice by special efforts.

SIGNATURE OF TRAINEE

Signature of the Liaison Officer
(Hindi/Administrative Officer) with Official Seal

List of Employees for admission to Hindi Typewriting Correspondence
Course Organised By
Central Hindi Training Institute, Deptt. Of Official Language

Sl. No	Name of Employee	Date of Birth	Designation	Complete Office Address
1.	2.	3.	4.	5.

Wether the Employee is having Knowledge of English typing	Write the Level of Hindi knowledge Name & Details of the Examination Passed in Hindi	Full address For Correspondence with the Trainee	No. of Hindi Typewriters/ Computers available for practice	Remarks
6.	7.	8.	9.	10.

Administrative Officer/Liaison Officer
(Hindi)
Signature with the Stamp of Administrative
Officer's Office
& Telephone No.