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File No. 30/3/2020-dd(exams)/ 311-411

Government of India

Ministry of Home Affairs, Department of Official Language

Hindi Teaching Scheme

O/o Deputy Director (Exams)

East Block-7, Level-6, R.K. Puram

New Delhi - 110066

Dated : 1/3/2021

To,

Director/Joint Director/ Deputy Directors/Overall Officer-in-charge,  
Hindi Teaching Scheme/Correspondence Wing, Central Hindi Training Institute/  
Central Hindi Directorate, Chairman of all the Town Official Language Committees(TOLICs)

**Subject :-Time Table of Hindi Word Processing/Typing & Hindi Stenography Examination-  
July 2021 and uploading of details of trainees in PRANALI regarding...**

Sir/Madam,

The examinations under the Department of Official Language are being conducted by the Examination Wing in the month of July 2021. Examination centers are established across the country for conducting these examinations. The result for regular/private/correspondence and supplementary trainees appearing in these examinations is declared within one month from the completion of examination.

In connection with the examination to be conducted for Hindi Word Processing/Typing & Hindi Stenography during July 2021, it is informed that all Regional Joint Director/ Deputy Directors will undertake the following tasks in PRANALI regarding smooth conduction of proposed examination under the supervision/guidelines of the Department of Official Language so that the transparency in training system is maintained and effective monitoring of the same can be ensured .

1. The details of the trainees of various training programmes will be filled/uploaded in the PRANALI by the Assistant Director and the same will be sent to the examination wing after the verification by concerned Regional Joint Director/Deputy Director/Deputy Director (T/S)/Correspondence. Now manual form of any trainee will not be accepted by the Examination Wing. The examination will be conducted only for those trainees whose training programme details are filled/uploaded in the PRANALI .
2. All the Regional Joint Director/ Deputy Directors/ Deputy Director (T/S)/Correspondence will ensure by personal monitoring that all the data in the PRANALI is filled in/uploaded by each Assistant Director (T/S) is complete and correct.
3. The last date for trainees registration in the PRANALI for the session February-July has been fixed as on 17<sup>th</sup> April 2021. The verified data is to be sent to Deputy Director (Exams) by 30<sup>th</sup> April 2021 for its acceptance. After verification of data, all the Regional Joint Director/ Deputy Director/ Deputy Director (T/S)/Correspondence are to ensure that the Deputy Director (Exams) has been immediately informed of the same by E-mail.
4. It is mandatory for every trainee to secure minimum 25 or more marks in each paper to pass the examination as per the rule. A trainee is required to achieve minimum speed of 30 WPM (9000 KDPH) to pass the second paper (Speed Test). Any trainee paper will be declared as supplementary

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5. The details of Correspondence course trainees are to be uploaded in the PRANALI by the Assistant Director (T/S) latest by 17<sup>th</sup> April 2021 and the same shall be sent to Deputy Director (Exams) by 30<sup>th</sup> April 2021 after verification by Deputy Director (T/S) Correspondence.
6. Any trainee who failed any one paper of Hindi Word Processing/Typing Test conducted during January 2021 Typing special exam is not required to upload his details in the PRANALI for appearing in the supplementary examination to be conducted during 30<sup>th</sup> April 2021. He will appear in the examination on the bases of his earlier registration number.
7. The details of the trainees for Hindi Word Processing (Typing/Stenography) of 5 days short-term course (validation course) will be uploaded by the concerned Assistant Director which will be verified by Regional Joint Director/ Deputy Director/ Deputy Director (T/S)/Correspondence and Deputy Director (Exams) will be informed of the same by E-mail.
8. The Examinees who were declared supplementary in the examination conducted during January 2021 and those who will not appear in supplementary examination to be conducted during July 2021, they will have to appear as a private candidate for both the papers in the coming examinations.
9. Action will be taken through Regional Joint Director/Deputy Director/ Deputy Director (T/S)/ Correspondence for change of examination center of a trainee and the same is to be intimated to Examination Wing through E-mail. No fresh admit card will be issued for change of center. A trainee has to apply for change of examination center prior to 15 days from the date of examination to complete the above process. No application for change of center will be considered after that.
10. The admit cards will be issued only after the fee details of the trainees are uploaded in the PRANALI by the Assistant Director and acceptance by Deputy Director (Exams). The bank draft of examination fee will be payable to Deputy Director (Examinations), Hindi Teaching Scheme, New Delhi. No fee is payable by the Central Govt. employees for Hindi Word Processing Typing/Stenography examination. An examination fee of Rs. 100/- is payable by all the personnel of Public Undertakings/corporations, nationalized banks/bodies etc. owned or controlled by Government of India.
11. Registration of the private trainees will be uploaded in PRANALI by Regional Joint Director/ Deputy Director/Deputy Director (T/S)/Correspondence). Regional Joint Director/ Deputy Directors/Deputy Director (T/S)/Correspondence) must ensure to send the information latest by 17<sup>th</sup> April 2021 & the same shall be sent to Deputy Director (Exam) by 30<sup>th</sup> April 2021 after verification by Regional Joint Director/ Deputy Director / Deputy Director (T/S)/ Correspondence.



Examination fee can also be deposited online on SBI's website [www.onlinesbi.com](http://www.onlinesbi.com) by taking the following steps.

Steps for depositing the fee online :-

1. First open the SBI's website [www.onlinesbi.com](http://www.onlinesbi.com) and click on sub title **State Bank Collect** and then **agree** to all the terms & condition, then **proceed** further.
2. On page **State Bank Collect**, select **All India** in **State of Corporate/Institution** and then select **Govt. Department** in **Type of Corporate/Institution** and click on **GO**.
3. In the **Govt. Department Name**, submit on **HINDI TEACHING SCHEME, DEPT. OF OFFICIAL LANGUAGE MHA**.
4. Select **Hindi Teaching Scheme** in **Select Payment Category**. One form will be opened immediately after this selection.
5. Fill up this form and click on **Submit** button. After this submission, please **confirm** your filled in detail and then make the **payment**.
6. After making the payment, print its receipt, take a photocopy of this receipt and send it to the O/o Deputy Director (Exams), Hindi Teaching Scheme, East Block-7, Level-6, R.K. Puram, New Delhi-110066.

**(It is mandatory to send the acknowledgement receipt of the payment made through online mode, to Deputy Director (Exams), Hindi Teaching Scheme, New Delhi).**

12. Any entry cannot be consider after last date as examination wing has decided. All the Regional Joint Director/ Deputy Director/ Deputy Director (T/S)/Correspondence can make the admit card available to the concerned trainees after taking the print out of the same from the PRANALI, as per the schedule.
13. The Assistant Directors will fill up all the information pertaining to the Center Superintendent on the PRANALI. It is mandatory to provide the name of Center Superintendent, his/her designation, E-mail ID, Mobile No., Telephone No. of the office, full postal address of the office and full postal address of the examination center. The Assistant Director will ensure that center superintendent is a **Gazetted Officer** and he/she is **posted in the same city**, and there is no possibility of his/her being on **transfer/leave** during examination period. Officers of Undertakings/Corporations may also be appointed as center superintendent provided he/she is equivalent to Gazetted Officer.
14. The Assistant Director should also upload the details of center superintendent on the PRANALI and must be forwarded to Deputy Director (Exams) by all the Regional Joint Director/ Deputy Director/ Deputy Director (T/S)/Correspondence so that further timely action pertaining to examinations (appointment letter of center superintendent, questions-papers and examination material) can be taken.

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15. Bank draft of examination fee of Rs. 10/- payable in favour of **Deputy Director (Exams.), Hindi Teaching Scheme, New Delhi** is to be sent by all the personnel (appearing for supplementary examination) of Undertakings/corporations, nationalized banks/bodies etc. owned or controlled by Government of India. Only after uploading the details of examination fee on the PRANALI, the admit card will be issued to the concerned personnel.
16. All the Regional Joint Director/ Deputy Directors/Officer in overall charge, are requested to send the details of expenditure pertaining to conduct the examination (building rent, wherever required) including honorarium and contingency/miscellaneous expenses etc. In addition to this, they are also requested to send details of **bank account number, IFSC Code, name of Bank/Branch of the concerned center superintendent** by 10<sup>th</sup> April 2021 positively so that advance amount can be drawn.
17. The payment of the bills pertaining to examination will be made in the bank account of the center superintendent only through the E-Payment. Therefore, it is mandatory to send the details of center superintendent's account number, name of bank/branch, IFSC Code, mobile number and E-mail ID along with the bills so that the payment procedure prescribed by Govt. of India can be adhered to. A photocopy of the cancelled cheque may also be sent for smooth transaction.

**Time table of T1 Regular, P2 Private, T2 Correspondence, T3 Short-term and Supplementary Examination to be conducted during July 2021.**

**Time-table of Hindi Word Processing / Typing test & Supplementary-1**

Date of examination	Day	Batch No.	Time
12.07.2021	Monday	I	1000 hrs. to 1200 hrs.
12.07.2021	Monday	II	1400 hrs. to 1600 hrs.
13.07.2021	Tuesday	III	1000 hrs. to 1200 hrs.
13.07.2021	Tuesday	IV	1400 hrs. to 1600 hrs.
14.07.2021	Wednesday	V	1000 hrs. to 1200 hrs.
14.07.2021	Wednesday	VI	1400 hrs. to 1600 hrs.
15.07.2021	Thursday	VII	1000 hrs. to 1200 hrs.
15.07.2021	Thursday	VIII	1400 hrs. to 1600 hrs.
16.07.2021	Friday	IX	1000 hrs. to 1200 hrs.
16.07.2021	Friday	X	1400 hrs. to 1600 hrs.
19.07.2021	Monday	XI	1000 hrs. to 1200 hrs.
19.07.2021	Monday	XII	1400 hrs. to 1600 hrs.

**Time-table of Hindi Typing Examination (Supplementary-II)**

Date of examination	Day	Batch No.	Time
20.07.2021	Tuesday	According to candidate number.	

Yours sincerely

*KBajaj*  
*26/21/2021*  
( Kamlesh Bajaj )

Deputy Director (Exam)

Code – cht1118

Note :- All the concerned offices are requested to send their E-mail ID so that this office may correspond through E-mail in future.



**Annexure -1**

**Contact :-**

**Postal address of Regional Offices and their E-mail IDs**

Joint Director/ Deputy Director (North-Central)  
Hindi Teaching Scheme,  
East Block-7, Level-6  
R.K. Puram, New Delhi-110066  
[ddhts-nc-dol@nic.in](mailto:ddhts-nc-dol@nic.in)

For the offices located at Delhi, Haryana, Punjab, Rajasthan, Himachal Pradesh, Jammu Kashmir, Madhya Pradesh, Uttar Pradesh, Chhattishgarh, Uttrakhand (Uttaranchal), Union Territory of Chandigarh. and Laddakh

Joint Director/Deputy Director (South)  
Hindi Teaching Scheme,  
E-3, C Block, Rajaji Bhawan ,  
Besant Nagar, Chennai-600090  
[ddhts-south-dol@nic.in](mailto:ddhts-south-dol@nic.in)

For the offices located at Tamil Nadu, Andhra Pradesh, Kerala, Telengana and the Union Territory of Pudducheri

Joint Director/Deputy Director (East),  
Hindi Teaching Scheme,  
18<sup>th</sup> Floor, Nizam Palace Complex, 234/4,  
Acharaya Jagdish Chander Bose Road, Kolkata-700020  
[ddhts-east-dol@nic.in](mailto:ddhts-east-dol@nic.in)

For the offices located at West Bengal, Odisha, Bihar, Jharkhand and Union Territory Andaman & Nicobar

Joint Director/Deputy Director (West),  
Teaching Scheme, Kendriya Sadan, C Wing, 6<sup>th</sup> Floor,  
Daman C.B.D. Belapur, Navi Mumbai-400614  
[ddhts-west-dol@nic.in](mailto:ddhts-west-dol@nic.in)

For the offices located at Maharashtra, Hindi Gujrat, Karnataka, Goa, Union Territory of Diu & Dadra Nagar Haveli

Joint Director/Deputy Director (North-East),  
Hindi Teaching Scheme,  
Eastern Frontier Railway Headquarters,  
Maligoan, Guwahati-II (Assam).  
[htsgy@gmail.com](mailto:htsgy@gmail.com)  
[ddhts-ne-dol@nic.in](mailto:ddhts-ne-dol@nic.in)

For the offices located at Assam, Arunachal Pradesh, Manipur, Mizoram, Meghalaya, Nagaland, Sikkim and Tripura

Joint Director/Deputy Director (Typing/Stenography)  
Hindi Teaching Scheme,  
East Block-7, Level-6  
R.K. Puram, New Delhi-110066  
[chti1041@nic.in](mailto:chti1041@nic.in)

For the offices located at Delhi, Haryana, Punjab, Rajasthan, Himachal Pradesh, Jammu Kashmir, Madhya Pradesh, Uttar Pradesh, Chhattishgarh, Uttrakhand (Uttaranchal), Union Territory of Chandigarh

Joint Director/Deputy Director (Typing Correspondence Wing)  
Central Hindi Training Institute,  
Deptt. of Official Language, Ministry of Home Affairs,  
2A, Prithvi Raj Road, New Delhi-110011  
[chti1037@nic.in](mailto:chti1037@nic.in)

All India Level.