

क्रमांक 19016/1/2017/केहिप्रसं/हिटपपा/ 364 To 2363

भारत सरकार  
GOVT. OF INDIA  
गृह मंत्रालय  
MINISTRY OF HOME AFFAIRS  
(राजभाषा विभाग)  
(DEPARTMENT OF OFFICIAL LANGUAGE)  
केंद्रीय हिंदी प्रशिक्षण संस्थान  
CENTRAL HINDI TRAINING INSTITUTE  
हिंदी शब्द संसाधन पत्राचार पाठ्यक्रम स्कंध  
Hindi Word Processing Correspondence Course Wing

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011.

2-A, Prithvirajroad, New Delhi-110011.

दिनांक / Date : 11-05-2017

To

All Liaison Officers (Hindi)  
Director / Joint Director/Manager (O.L.)/ Administrative Officer  
All Ministries / Attached & Subordinate Offices /Public Sector Undertakings  
Nationalized Banks etc.

Subject :Hindi Word Processing (Hindi Typewriting) Training through correspondence course-  
54<sup>th</sup> Session (1<sup>st</sup> August, 2017 to January, 2018) regarding.

Sir/Madam,

54th Hindi Word Processing (Hindi Typewriting) training through correspondence course  
will be starting from 01 August, 2017. The details of Hindi Word Processing training are given  
below:-

Brief Information about Training

Name of the programme	Period	Examination	Eligibility	Hindi Qualification
Hindi Word Processing (Hindi Typewriting)	1 <sup>st</sup> August, 2017 to January, 2018	2 <sup>nd</sup> or 3 <sup>rd</sup> week of January, 2018	Only those Officers/ Employees will be admitted to the correspondence course of Hindi Word Processing (Hindi Typewriting) who have not undergone the said training so far. <u>Mandatory for:</u> Hindi Word Processing (Hindi Typewriting) training is mandatory for Lower Division Clerks/English typists, Postal Assistants & Office Assistants in the Department of Posts, Mail Sorter Assistants & Office Assistants of RMS (Rail Mail Services), Telecom Assistants of the Department of Telecommunication, Tax Assistants in the Department of Income Tax and Custom & Excise, Computer Operators/Data Entry Operators of various Ministries/ Departments/ Offices. This includes those group 'c' employees who carry out similar type of work and whose designations and Pay Scales are	Middle pass With Hindi Subject or Any other equivalent Examination like Praveen examination of Hindi Teaching Scheme.

			<p>different .</p> <p>1. Keeping in View the transportation problems of such employees, whose office / place of Duty is situated at a distance of 8 Kms or more from the regular/part time Hindi Word Processing (Hindi Typewriting) Training Centres, can also be nominated for this training.</p> <p>2. Such Employees can also be nominated for this course who could not get admission in regular or part time training centres due to limited number of seats or for some other reasons.</p> <p>3. Those Stenographers who wants to undergo Only Hindi Word Processing (HindiTypewriting) training and it is not possible for their offices to spare them for regular training classes, they can also be nominated for <u>Hindi Word Processing through Correspondence Course.</u></p> <p><u>Volunteer basis</u></p> <p>1. Hindi Word Processing (HindiTypewriting) is not mandatory for U.D.Cs, Assistants and Hindi Translators. Therefore, they can also be nominated to this course on voluntary basis. On passing the HindiWord Processing examination. these employees will be entitled for all financial benefits/financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc. .</p> <p>2. Officers of all categories, for whom this training is not obligatory but useful, can also be nominated for this course but at present they will not be entitled for financial benefits/ financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc.</p> <p><b>NOTE:</b> Note: Such candidates will not be admitted for training who are going to retirement within a year from the commencement of the training.</p>	
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**Financial Incentive**

1. Central Government Employees are awarded Personal Pay equivalent to their one increment for the period of 12 months on passing the prescribed final examination of HindiWord Processing (HindiTypewriting) and fulfilling the conditions laid down by the Department of Official Language, Ministry of Home Affairs.

2. Officers/Employees are given cash awards as per the following table on passing the Hindi Word Processing (Hindi Typewriting) examination and fulfilling the prescribed conditions. This amount is paid by the offices of the trainees.

1. On scoring 97% or more marks	2400
2. On Scoring 95% or more marks but less than 97%	1600
3. On Scoring 90% or more marks but less than 95%	800

Note: Those candidates, who pass Hindi Word Processing /Typewriting examination with their own efforts, will be given Cash award in addition to Lump sum award even if they score 5% less marks than those mentioned in above table.

1. As per order issued by the Department of Official Language, Ministry of Home Affairs, vide their O.M. No. 14020/2/77-OL (D) dated 31-12-1979, candidate undergoing this training course will be treated as a private candidate. Therefore, on passing this course, the candidates will be entitled for Lump sum award of Rs. 1600/- in addition to other financial incentives. {O.M. No. 21034/66/2019-O.L. (Training) dated 29-07-2011

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)

Examination Fee

A fee of Rs.100/- per trainee, will be charged from the employees of Central Govt Undertakings, Banks, Corporations for Hindi Word Processing [Typewriting] examination. This amount can be deposited online at [www.onlinesbi.com](http://www.onlinesbi.com) by following some steps. [Instructions enclosed]

Procedure of Enrollment and Proforma

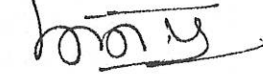
- Details of the officers/employees nominated for the above training may be filled up as per the proforma given in the Annexure 'I' and the same may be forwarded to Deputy Director, Hindi Word Processing (Hindi Typewriting) Correspondence Course, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 2-A, Prithavi Raj Road, New Delhi - 110011 latest by 30th June 2017.
- A copy of examination form is enclosed with this circular. Filled up examination form by the nominated employees may please be send upto 30<sup>th</sup> June 2017 Alongwith nomination form itself.
- The nomination of the candidates shall be forwarded as per the Annexure 'II' only and the name of nominating officer, full address of the nominating office, including PIN code, Telephone No. and E-mail shall be mentioned clearly so that any problem in correspondence can be avoided. The Figure of yet to be trained employees may also be clearly mentioned.

Note:

- Photocopy of examination form will be accepted with Photographs.
- Administrative heads of all the Ministries / Departments, Undertakings Banks, Corporations are requested to promptly circulate this letter in their all Subordinate/ Attached offices/ units / Branches.
- It is the responsibility of the administrative head of the concerned office that maximum number of officers/Employees are nominated for the training, practiced kits (lessons) by nominated employee should send for evolution to this office.

- Nominated trainee will participate in the Personal Contact Programme for sorting out the personal learning difficulties and appears in the examination so that the available government resources are optimally utilized and target of training is achieved within the prescribed time frame. The Officers/Employees participating in this programme are treated as on duty.
- Any query regarding training can be obtained through E-mail also.

Yours faithfully,



(Poonam Oswal)  
Deputy Director  
Chti 1037

Contact Address

Poonam Oswal  
Deputy Director  
Hindi Typewriting Correspondence Course Wing,  
Central Hindi Training Institute,  
Department of Official Language,  
2-A, Prithvi Raj Road,  
New Delhi -110011.  
Tel: 011-23018196  
E-mail: [chti1037@nic.in](mailto:chti1037@nic.in)

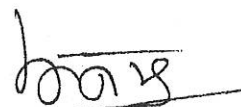
Prithviraj Jaiswal  
Assistant Director  
Hindi Typewriting Correspondence Course Wing,  
Central Hindi Training Institute, Department of  
Official Language,  
2-A, Prithviraj Road,  
New Delhi -110011.  
Telefax: 011-23793256  
E-mail: [chti1048@nic.in](mailto:chti1048@nic.in)

Endorsement No.-19016/1/2016/ HTPP/ CHTI/ 364 To 2363 Dated : 11-05-2017

Copy to:

1. Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
2. Joint Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
3. CAG, New Delhi.
4. UPSC, New Delhi.
5. Election Commission, New Delhi.
6. CVC, New Delhi.
7. SSC, New Delhi.
8. Rajyasabha /Loksabha Secretariat, New Delhi.
9. Central Hindi Directorate, New Delhi.
10. Secretary, Parliament Committee on Official Language, 11, Teen Mufti Lane, New Delhi.
11. Director, Central Hindi Training Institute, New Delhi.
12. Director, Policy & Co-ordination, Deptt. of Official Language, MHA, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
13. Technical Director, NIC, Deptt. of Official Language, MHA, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
14. Deputy Secretary (Training), Deptt. of Official Language, MHA, New Delhi.
15. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.

16. Secretary, Banking Division, Ministry of Finance, New Delhi.
17. Director Official Language, Railway Board, Rail Bhawan, New Delhi.
18. Deputy Director (Implementation), Deptt. of Official Language, MHA, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
19. Joint Director Hindi Teaching Scheme, (Headquarters), New Delhi.
20. All Deputy Directors/Incharge Hindi Teaching Scheme, New Delhi/Kolkata/Mumbai/Chennai/Guwahati/Bangluru/Hydrabad
21. Deputy Director (Typing/Stenography), HTS, RK Puram, New Delhi.
22. Deputy Director (Exams), New Delhi.
23. All TOLIC chairmen.
24. Director, Official Language, Dak Bhawan, New Delhi.
25. Assistant Director, Research & Analysis Cell (T/S), Central Hindi Training Institute, 7th floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-11003, nodal officer for website update.
26. 50 additional copies.



(Poonam Oswal)  
Deputy Director  
Chti 1037

**Note:** There is no provision for Hindi Stenography through correspondence course in Central Hindi Training Institute and no private agency has been authorized by the Department of Official Language to impart Hindi Stenography training. Therefore, do not correspond in this regard.

**Central Hindi Training Institute**  
**Department of Official Language, Ministry of Home Affairs, New Delhi**  
**Hindi Word Processing (HindiTypewriting)**  
**Training through correspondence course**

**Application Form**

**Session: August, 2017 to January, 2018**

1. Name (in Hindi)  
(in English)
2. Name of Mother/Father/Husband  
(In Hindi)  
(In English)
3. Designation
4. Full Address of Office
5. Telephone No.
6. Availability of Unicode font (mangal)  
in your Computer, Yes or No
7. E-mail
8. Date of Birth
9. Mother Tongue
10. Details of Hindi Examination passed
11. Typing Speed in English
12. Name of nominating Officer  
&Address  
Telephone No. (Compulsory)  
Mobile No.  
Fax No. (Compulsory)  
E-mail (Compulsory)

**I declare that :**

- (I) I have not passed HindiWord Processing (HindiTypewriting) Training examination from any recognized institute.
- (II) There is no probability of proceeding on long leave by me during the training. I will put special efforts to makeover my typing practice in case I have to proceed on leave due to unforeseen/ inevitable circumstances.

**Date :**

**Place :**

**Signature of candidate**

**Name of nominating officer/liaison**

**officer & signature (With office stamp)**

Annexure-II

List of candidates nominated in the Correspondence Course of Hindi Word Processing (Typewriting) conducted by Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs

Sl. No	Name of Employee	Date of Birth	Designation	Full address	Office
1	2	3	4	5	

Does the employee knows English Typing	Level of Hindi knowledge (which examination has passed)	No of Computers available for practice	No of Computers with Unicode font (mangal) & inscript keyboard	Number of employees Yet to be trained
6	7	8	9	

Date :

Place :

Name & Signature of Administrative/liaison Officer  
(Hindi)

With Office Stamp

Telephone No :

Email Id :

परीक्षा शुल्क भारतीय स्टेट बैंक की website [www.onlinesbi.com](http://www.onlinesbi.com) पर निम्नलिखित स्टैप्स अपनाते हुए ऑनलाइन जमा करवाया जा सकता है। ऑनलाइन द्वारा भुगतान की गई राशि की पावती रसीद की फोटोप्रति उप निदेशक(परीक्षा), हिंदी शिक्षण योजना, नई दिल्ली कार्यालय में भेजना अनिवार्य है।

टंकण एवं आशुलिपि परीक्षाओं के लिए ऑनलाइन फीस जमा करने के स्टैप्स

1. सबसे पहले State Bank of India की website [www.onlinesbi.com](http://www.onlinesbi.com) में State Bank Collect नामक उपशीर्षक पर जाएँ।

या

State Bank of India की website [www.onlinesbi.com](http://www.onlinesbi.com) पर मुख्य शीर्षक State Bank of India पर क्लिक करने पर State Bank Collect नामक उपशीर्षक पर क्लिक करें एवं सभी शर्तों को स्वीकार करते हुए Proceed करें।



2. State Bank Collect पेज पर State of Corporate/Institution में All India Select करें तत्पश्चात् Type of Corporate/Institution में Govt. Department Select करें एवं GO को क्लिक करें।



3. Govt. Department Name में HINDI TEACHING SCHEME, DEPT. OF OFFICIAL LANGUAGE MHA को SUBMIT करें।



4. Select Payment Category में Hindi Teaching Scheme Select करें। Select करते ही एक फार्म खुल जाएगा।



5. इस फार्म को भरने के पश्चात् Submit करें। Submit करने के बाद अपने भरे हुए विवरण को Confirm कर Payment करें।

6. Payment करने के बाद Receipt के प्रिंट की फोटोप्रति उप निदेशक (परीक्षा) का कार्यालय, हिंदी शिक्षण योजना, पूर्वी खंड-7, तल-6, रामकृष्णपुरम, नई दिल्ली-110066 को भेजें।



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हिंदी शिक्षण योजना (परीक्षा स्कंध)  
HINDI TEACHING SCHEME (EXAMINATION WING)

राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली  
DEPARTMENT OF OFFICIAL LANGUAGE, M.H.A., NEW DELHI

जनवरी/....., 2013  
JAN/....., 2013

अंतिम तिथि : 30 सितम्बर/30 मार्च  
Last date : 30 September/30 March

टंकण Type Writing
आवेदन-पत्र APPLICATION FORM

हिंदी शब्द संसाधन  
Hindi Word Processing  
हिंदी टाइपिंग पत्राचार पाठ्यक्रम स्कंध  
Hindi Typing Correspondence Wing  
पंजीकरण सं./Registration No.

संबंधित कोष्ठक पर ✓ निशान लगाएं  
Put ✓ mark on the box applicable

मैनुअल Manual	पत्राचार Correspondence	कम्प्यूटर Computer
नियमित Regular	गहन Intensive	प्राइवेट Private

अनुक्रमांक Roll No. ....
परीक्षा केंद्र EXAMINATION CENTRE.....

1. पूरा नाम (हिंदी में)  
Full Name (in English Capital Letters)
2. पिता/पति का नाम (हिंदी में)  
Father's/Husband's Name (in English Capital Letters)
3. कार्यालय का नाम तथा पूरा पता (हिंदी में)  
Name and full address of the Office (in Hindi)

दिनांक.....  
Date.....

आवेदक के हस्ताक्षर  
Applicant's Signature

-10

प्रमाण-पत्र  
CERTIFICATE

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी.....हिंदी शिक्षण योजना/केंद्रीय हिंदी प्रशिक्षण संस्थान के नियमित/प्राइवेट/गहन पाठ्यक्रम के प्रशिक्षार्थी हैं। ये परीक्षा में सम्मिलित होने के पात्र हैं।

परीक्षा शुल्क रूपए.....बैंक ड्राफ्ट संख्या.....दिनांक.....द्वारा उपनिदेशक (परीक्षा), हिंदी शिक्षण योजना, नई दिल्ली के नाम संलग्न है।

नोट : परीक्षा शुल्क सरकारी उपक्रमों/निगमों/निकायों और बैंकों के कर्मचारियों के लिए अनिवार्य है।

Certifier that Shri/Smt./Kum. ....is Regular/Private/Intensive Course Trainee of Hindi Teaching Scheme/Central Hindi Training Institute. He/She is eligible to appear in the examination.

Examination fee Rs. ....vide Bank Draft No. ....Dated.....in favour of Dy. Director (Exam), H.T.S., New Delhi is enclosed.

Note :— Examination fee is compulsory for the employees of Govt. Undertakings/Corporations/Autonomous Bodies and Banks.

हस्ताक्षर

Signature.....

सहायक निदेशक (ट/आ)/अंशकालिक अनुदेशक  
Asstt. Director (T/S)/Part Time Instructor

(नियमित/गहन/प्राइवेट/अल्पकालिक/दीर्घकालिक)  
(Regular/Intensive/Private/Short Term/Long Term)

सक्षम अधिकारी [मोहर सहित पूरा पता] (प्राइवेट) के लिए .....  
Competent Authority [Seal and address] (Private).....

उपनिदेशक/सर्वकार्य प्रभारी अधिकारी के कार्यालय  
का पूरा पता (मोहर सहित)  
Deputy Director/Officer in Overall Charge  
(Seal and full address of the Office)

तारीख.....20

Date.....20

नोट :—आवेदन-पत्र संबंधित क्षेत्रीय उपनिदेशक के माध्यम से भेजें।

Note :—Application should be duly forwarded through Regional Dy. Director concerned.

हिंदी शिक्षण-संघ (परीक्षा-संघ)  
HINDI TEACHING SCHEME (EXAMINATION WING)

एचभास विभाग, गृह मंत्रालय, नई दिल्ली  
DEPARTMENT OF OFFICIAL LANGUAGE, M.H.A., NEW DELHI

जनवरी/जुलाई, 2018.....  
JAN/JULY, 2018.....

टेकन Type Writing
प्रवेश-पत्र Admission Card

हिंदी शब्द संसाधन  
Hindi Word Processing  
(हिंदी टाइपिंग) पत्राचार पाठ्यक्रम स्कंध  
Hindi Typing Correspondence Wing  
पंजीकरण सं./Registration No.

संबंधित कोष्ठक पर ✓ निशान लगाएं  
Put ✓ mark on the box applicable

मैनुअल Man	पत्राचार Correspondence	कम्प्यूटर Computer
नियमित Regular	गहन Intensive	प्राइवेट Private

अर्ज/रोल नं. Roll No. ....	
परीक्षा केंद्र EXAMINATION CENTRE.....	
पहचान पत्र सं. I Card No. ....	फोटो Photo

1. पूरा नाम (हिंदी में)  
Full Name (in English Capital Letters)
2. पिता/पति का नाम (हिंदी में)  
Father's/Husband's Name (in English Capital Letters)
3. कार्यालय का नाम तथा पूरा पता (हिंदी में)  
Name and full address of the Office (in Hindi)

आवेदक के हस्ताक्षर  
Applicant's Signature.....

उप निदेशक (परीक्षा)  
Dy. Director (Exam.)

नोट :- मांगने पर परीक्षार्थी को प्रवेश-पत्र केंद्र अधीक्षक/प्राधिकृत व्यक्ति को दिखाना है।

Note :- Examinee must show this admission card on demand to the Centre Supdt./Authorised person.

परीक्षार्थियों के लिए निर्देश  
INSTRUCTIONS FOR THE EXAMINEES

1. परीक्षा आरंभ होने से 15 मिनट पूर्व परीक्षार्थी को परीक्षा भवन में उपस्थित होना अनिवार्य है ।  
The examinee should be present in the examination hall 15 minutes before the commencement of the examination
2. प्रत्येक परीक्षार्थी को अपनी नोट-बुक, कलम/पेंसिल, रबर, सफेद फ्ल्यूड आदि साथ लाना है ।  
Each examinee should bring his/her own note book, pen/pencil, eraser, white fluid etc.
3. ट्रांस्क्रिप्शन के दौरान शब्दकोष के प्रयोग की अनुमति है । अतः जो परीक्षार्थी शब्दकोष का प्रयोग करना चाहें वे अपना शब्दकोष लाएं ।  
During the period of the transcription the use of dictionary is allowed. Therefore those who want to consult a dictionary should bring their own.
4. यदि कोई परीक्षार्थी परीक्षा में अनुचित साधनों का उपयोग करते हुए पाया गया तो उसके विरुद्ध नियमानुसार सख्त कार्यवाही की जाएगी ।  
If any examinee is found resorting to adoption of unfair means during the examination, strict action will be taken against him/her as per Rules..