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संख्या/No : 13/1/2016 - उ.नि.(मध्योत्तर)/ 5962-6761

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भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

हिंदी शिक्षण योजना (मध्योत्तर), हिंदी टंकण/आशुलिपि प्रशिक्षण

HINDI TEACHING SCHEME (NORTH-CENTRAL), HINDI TYPING/STENOGRAPHY TRAINING

पूर्वी खंड/East Block-7, लेवल/Level-6,

आर.के. पुरम/R.K. Puram.

नई दिल्ली/New Delhi-110066

दिनांक/Dated . 01-12-2015

To

All Liaison Officer (Hindi),

Director/Joint Director/Manager (O.L.), Administrative Officer

All Ministry/Attached Offices and Sub-ordinate Offices/Undertaking/Nationalized banks etc
New Delhi.

Sub: Long term training of Hindi Word Processing/Hindi Typing and Hindi Stenography – To organise new classes from February, 2016.

Sir/Madam,

Next session of Long term training of Hindi Word Processing/Hindi Typing and Hindi Stenography will be started from February, 2016 at New Delhi centers under the Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, New Delhi. Trainees will be enrolled in classes on 8-9 February, 2016 (obligatory category) and 10 February, 2016 (voluntary category). Regular classes will be started from 15 February, 2015. Please send the nomination of staff for the training to this office till 29-01-2016 on prescribed format, which is given on annexure 'B'

BRIEF INFORMATION ON TRAINING

HINDI STENOGRAPHY

Name of course	Duration	Examination	Eligibility	Qualification in Hindi
Hindi Stenography	(15 February, 2016 to January, 2017) 01 Year, 01 hours daily	Second or Third week of January.	Such officers/staff will be eligible for this course, who has not taken the training in Hindi Stenography Obligatory: This training is obligatory for all categories of English Stenographer, Personal Assistant and Private Secretary. Voluntary: Lower Division Clerks/Typists*	Matriculation with Hindi or any other equivalent examination such as PRAGYA by Hindi Teaching Scheme.

* Such Lower Division Clerks/Typists, who have already passed the Hindi Typing test can be nominated for training in Hindi Stenography, if there are vacant seats in the Hindi Stenography classes and they can be enrolled provided the concerned office certify that the services of the trained employees will be utilised for Hindi Stenography in their office work. Such employees are not entitled to any monetary incentive admissible under Hindi Teaching Scheme.

HINDI WORD PROCESSING/Hindi Typing

Name of course	Duration	Examination	Eligibility	Qualification in Hindi
Hindi Word Processing/Hindi Typing	15 February, 2016 to July, 2016 06 Months (01 hours daily)	Second or Third week of January.	<p>Only Such officers/staff will be enrolled for Hindi Word Processing/Typing training, who have not taken the training in Hindi Typing/Word Processing.</p> <p>Obligatory: This training is obligatory for all categories of English Typists/Lower Division Clerks, Postal Assistant and Office Assistant in Department of Post, Telecom Assistant in Department of Telecommunication, Tax Assistant in Department of Income Tax, Customs and Excise. Computer Operators/ Data Entry Operators etc in various Ministry/ Department/Offices. In addition, Such group 'C' employees will be included which have different designations and pay scale. This training is also obligatory for such employees, who come in Group C from Group D and have educational qualification for Group C Class.</p> <p>Voluntary: 1. Presently Hindi Typing training is not obligatory for Assistant, Upper Division Clerks and Hindi Translators, so such employees can be nominated for training in Hindi Typing on voluntary basis. If there are vacant seats in the Hindi Typing classes they can be enrolled. Such employees are entitled for all monetary incentive admissible under Hindi Teaching Scheme, i.e. Personal Pay, Cash prize etc. after the passing of Hindi Typing/Word Processing examination. 2. All such officers, for whom Hindi Typing/Word Processing is not obligatory, but useful, can be nominated for training in Hindi Typing on voluntary basis. If there are vacant seats in the Hindi Typing classes, they can be enrolled but presently such officer are not entitled to any monetary incentive i.e. Personal Pay, Cash prize and lump sum prize etc. after the training of Hindi Typing/Word Processing.</p>	Middle (8 th) with Hindi or any other equivalent examination such as PRAVEEN by Hindi Teaching Scheme.

BASIS OF SELECTION

- * In the case of such employees, for whom the training is obligatory, if they have same range of cadre/services priority for enrollment will be given depending on their age, it means preference will be given to older candidates. This condition will be applicable only for individually present employees and up to fill to seats.
- * Such employees, who have one year or less remaining for his retirement cannot be enrolled for training.

FINANCIAL INCENTIVE

- * Personal pay, equal to the amount of one increment for a period of 12 months is granted to the non-gazetted employees of the Central Government on passing the Hindi Typing/Word Processing and Hindi Stenography examination. The stenographers, whose mother tongue is not Hindi, are granted personal pay equal to the amount of two increments on passing the Hindi stenography examination.
- * Actual conveyance charges for travelling in a public conveyance may be payable for training class, if distance is more than 1.6 KM.
- * The following cash awards are granted according to eligibility for securing good marks in Hindi Typing/Word Processing and Hindi Stenography examination, payment will be made by the concerned office.

HINDI STENOGRAPHY

1	On securing 95 % marks or more	2400/-
2	On securing 92 % marks or more but less than 95 %	1600/-
3	On securing 88 % marks or more but less than 92 %	800/-

HINDI TYPING/WORD PROCESSING

1	On securing 97 % marks or more	2400/-
2	On securing 95 % marks or more but less than 97 %	1600/-
3	On securing 90 % marks or more but less than 95 %	800/-

EXAMINATION FEE

- * Central Government Undertakings, Banks, Corporations etc have to pay examination fee of Rs. 100 for Hindi Typing/Hindi Word Processing and Hindi Stenography. Examination fee will be paid in favor of Deputy Director (Exam), Hindi Teaching Scheme, New Delhi payable at New Delhi by Draft.

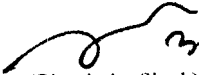
Procedure for nomination and Prescribed Format

- * Detailed information of training centers is available on annexure 'A'.
- * Nomination of employees for this training should be sent to this office till 29-01-2016 on prescribed format, which is given on annexure 'B'
- * Nominations must be in the prescribed format and name of nominating officer, full address of office, telephone number and e-mail ID must be indicated in letter so that there should be no difficulty in correspondence. Remaining number of employees for training must be indicate.
- * A copy of nomination should also be sent to related center's Assistant Director in-charge.
- * Trainees must contact the Assistant Director (T/S) for enrollment in Hindi Typing/Hindi Word Processing and Hindi Stenography classes on 8-9 February, 2016 (obligatory category) and 10 February, 2016 (voluntary category).
- * In addition to this letter, no separate confirmation letter will be sent for enrollment for nominated employees. So, as per programs and description, which is given on this letter, nominated employees will report on the scheduled date and time himself at concern center.
- * Employees who will report, written information will be provided by assistant director-in-charge (T/s), which would be submitted by concerned employees for information to office, so that appropriate action may be taken by the office for those employees who are not enrolled.
- * If any officer/employee do not get enrolment on the nearby training center of his office due to unavailability of seat can be sent to admission at any other listed center, where seat are available.

PARTICULAR

- * It is requested to administrative heads to all ministries, Departments, Undertakings, Banks, Corporations, to circulate this circular in all attached offices/units/branches earlier.
- * It is the responsibility of the administrative head of the office concerned to ensure that more and more personnel to be nominated for the training and ensured nominated staff, enrolled in class, to attend classes regularly and present in examination, so as to ensure full utilization of government resources which are available for training and to achieve the set targets of training in order.

Yours faithfully,



39/11/12

(Bhupinder Singh)

Deputy Director (N.C.)

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LIST OF TRAINING CENTERS

Sl.No.	Name and address of training centers	Name and telephone number of Assistant Director	Office/Building, Where the employees will be given preference	Medium of training
1	Ram Krishna Puram East Block-2, Level-1 Ram Krishna Puram New Delhi-110066	Shri Charanjeet verma 26186035	Ram Krishna Puram and nearby located all offices	On computer
2	Dak Bhavan Room No.109-B First Floor, Dak Bhavan Parliament Street, New Delhi	Sushri Poonam 23036516	Dak Bhavan, Patel Bhavan, Nirvachan Sadan, Sanchar Bhavan, Connaught Palace, Parliament Street and nearby located all offices	On computer
3	Union Public Service Commission Guest House Bhavan, Ground Floor, Dholpur House, Shahjahan Road, New Delhi	Shri Mahendra Kumar 23098591/4711	UPSC, Loknayak Bhavan, Nirman Bhavan, Mausam Bhavan, Bharat Paryavas Kendra, Akbar Road Hutments, CGO Complex and nearby located all offices	On computer
4	B-Block Room Number-107, B-Block Hutments (behind south block) New Delhi-110001	Shri Jaiveer 23014875	Sena Bhavan, All offices located in South Block, North Block, President house and all offices located at nearby Hutments	On computer
5	Yojna Bhavan Room Number-519-A Parliament Street, Yojna Bhavan New Delhi	Sushri Asha 23042529	Yojna Bhavan, Akashvani Bhavan, RBI and nearby located all offices	On computer
6	Udyog Bhavan Part-time Training Center Room Number-540 Udyog Bhavan New Delhi	Part-time Instructor	Udyog Bhavan,	Manual Typewriter

Name and designation of nominating officer

Name and full address of office and including telephone number

E-mail ID