

Frequently Asked Questions

- 01. Are the officials exempted from Hindi training on the basis of their age?**

None of the officials is exempted from Hindi training on the basis of age. ([OM No.11016/10/87/-O.L.\(D\), dated 23-09-1987](#))

- 02. My mother tongue is Bangla. Can I seek admission in Prabodh course?**

No, according to the classification on the basis of mother tongue Bangla speaking officials are eligible for Praveen course.

([OM No.14034/3/87/- O.L.\(D\), dated 07-09-1987](#)) and ([OM No.12012/1/89/- O.L.\(D\), dated 23-02-1989](#))

- 03. Who is liable to pay travel expenses of the officials attending training classes conducted by Hindi Teaching Scheme?**

Travel expenses of the officials who are attending training classes conducted by Hindi Teaching Scheme, are reimbursed by their own office. ([OM No. 11016/16/88/-O.L.\(D\), dated 20-04-1989](#))

- 04. Is Hindi language training is mandatory for all officials who get into Group 'C' from Group 'D'?**

For officials who have upgraded into Group 'C' from Group 'D' with essential education qualifications prescribed for Group 'C', Hindi language training is mandatory as per their eligibility.

([OM No.114034/30/2009/-O.L.\(Trg\), dated 06-01-2010](#))

- 05. What is the period of the personal pay after completing Hindi language training conducted by Hindi Teaching Scheme?**

The individual who completes Hindi language training conducted by Hindi Teaching Scheme is eligible for 12 months personal pay equivalent to one increment. No dearness allowance is paid on this

increment. ([OM No.12016/2/78/- O.L.\(D\), dated 10-01-79](#) and [OM No.12014/2/76/- O.L.\(D\), dated 02-09-76](#))

06. **My mother tongue is Oriya. Am I eligible for incentive on passing Prabodh examination?**

No, Oriya-speaking officials start their training from Praveen. Moreover, officials who voluntary undergo training will not be given any incentives. ([OM No.14034/3/87/- O.L.\(D\), dated 07-09-1987](#))

([OM No.12012/1/89/- O.L.\(D\), dated 23-02-1989](#))

07. **Are the officials, for whom Prabodh course is prescribed as the final course, entitled for personal pay for one year?**

Yes, the non-gazetted officials for whom Prabodh course is prescribed as the final course are entitled for personal pay equivalent to one increment only if they pass the exam with 55% or more marks. Gazetted officers are not entitled for personal pay on passing Prabodh exam.(OM No.12016/2/78/- O.L.(D), dated 10-01-79)

(OM No.12014/2/76/- O.L.(D), dated 02-09-76)

08. **Are the gazetted officers for whom Praveen course is prescribed as the final course and passing this course with 55% or more marks, entitled for personal pay?**

No, It is mandatory for gazetted officers to pass the Praveen exam with 60% marks or more for getting personal pay.

(OM No.12016/2/78/- O.L.(D), dated 10-01-79)

(OM No.12014/2/76/- O.L.(D), dated 02-09-76)

09. **After passing Hindi Teaching Scheme exams, the Central Govt. employees are paid personal pay, cash awards or incentives. Is income tax payable on these awards?**

Cash award and lump-sum cash award, which are given to Central Govt. employees on passing Hindi Teaching Scheme exams, are

exempted from income tax.

[\(OM No. 24/18/87-IT/A1 Dated 31/03/87\)](#)

10. **Is compensatory leave given to the trainees who appear for Hindi examination conducted by Hindi Teaching Scheme held on Saturday/Sunday?**

Yes, compensatory leave is given to the trainees, who appear for the examination held on Saturday/Sunday.

11. **We have appointed a few employees in our office on contract/ adhoc basis. Is Hindi training mandatory for such officials?**

No, as per rule, the contract/adhoc officials cannot be given Hindi training. [\(OM No. 12011/12/82-OL\(D\) Dated 08/02/1984\)](#)

12. **What is the duration for short term full time intensive Hindi language training programs?**

The period for short term full time intensive Hindi language training programs is as follows: -

- a) Prabodh 25 working days
- b) Praveen 20 working days
- c) Pragya 15 working days
- d) Parangat 20 working days

[\(OM regarding Prabodh/Praveen/Pragya course- regarding\)](#)

[\(OM 12012/03/2015-OL\(Policy\) dated 22/04/2015\)](#)

13. **How many short term full time intensive Hindi Language training programs are conducted in a year by the institute?**

The institute conducts three sessions of short term full time intensive Hindi language training programs in a year.

14. **Is there any hostel arrangement for the trainees nominated for short term full time intensive Hindi Language training programs?**

The trainees nominated for short term full time intensive Hindi Language training programs are provided with hostel facility only in Delhi on the basis of first come first served basis.

15. **What is the duration for Hindi language correspondence course and when does the session start?**

Duration for the Hindi language correspondence course is one year. The session starts from July and exams are held in May. ([O.M.](#))

16. **Is it mandatory to send filled up answer-sheets, received during Hindi language correspondence course?**

Yes, it is mandatory to send filled up answer sheets for internal assessment of the candidates who are pursuing Prabodh, Praveen or Pragya course through correspondence. ([O.M.](#))

17. **How to resolve the difficulties faced while learning Hindi language through correspondence?**

In order to resolve the difficulties of the candidates learning Hindi language through correspondence course, personal contact programs are conducted across the country. ([O.M.](#))

18. **Where is the personal contact programs conducted for Hindi correspondence courses?**

On the basis of number of trainees and demand of offices, personal contact program can be conducted in respective office premises.

([O.M.](#))

19. **Is it mandatory for the candidates to pass in internal assessment of correspondence course?**

Yes, it is mandatory for the candidates of correspondence courses to pass in internal assessment in which marks are given on the basis of response sheets sent by the candidates. ([O.M.](#))

Are the officials participating in personal contact program of

correspondence courses treated on duty?

20. Yes, the officials will be treated as on duty and their TA/ DA will be reimbursed by their respective offices.

21. **I could not send Response Sheets of Pragya correspondence course but I passed both the papers. What will be my result? Will I be declared pass, if I send the response sheets later?**

No, if a candidate does not send or sends the response sheets late, he will be declared failed in paper-3. But he need not re-appear for written exam. Instead he has to appear for viva-voce, the 3rd paper since response sheets received late are not evaluated.

[\(OM No 15/02/2016/DD\(Exam\)/1022 dated 09/05/2016\)](#)

What are the incentives for officials who receive Hindi language training through correspondence?

22. The officials who receive Hindi language training through correspondence are treated as private candidates. Hence, as per rule, after passing Hindi Prabodh, Praveen and Pragya examination they are eligible for cash award and personal pay. In addition to this, they are also eligible for lump-sum award.

[\(OM No 21034/66/2010-OL\(Trg\)dated 29/07/2011\)](#)

Who can participate in five days full time intensive workshops conducted by Central Hindi Training Institute?

23. The officials who possess 'working knowledge' of Hindi are eligible to participate in these workshops.

For which officials 'Orientation' programs are conducted?

24. Joint/Deputy/Assistant Director (OL), Hindi Officer, Deputy/Assistant Manager (OL) who are responsible for implementing Official Language Policy/ translation of the Government of India are eligible to participate in these programs. (See OM 12 AE)

What do you mean by the program 'Training for Trainers' conducted by Central Hindi Training Institute?

25. The faculty members of various Indian Government training institutions, who are imparting training in English and other regional languages but facing difficulties in imparting training in Hindi, are eligible for these training programs.

Is there any advanced training course conducted by Central Hindi Training Institute/ Hindi Teaching Scheme for the officials who possess 'working knowledge' of Hindi?

26. Yes, practice based 'Paarangat' course is conducted/ designed for the officials who possess 'working knowledge' of Hindi.

[\(OM 12012/03/2015-OL\(Policy\) dated 22/04/2015\)](#)

What is the minimum qualification required for admission in Paarangat course?

27. The officials who have passed 'Pragya' exam conducted by Central Hindi Training Institute/Hindi Teaching Scheme or possess 'working knowledge' can enrol in "Paarangat' course.

[\(OM 12012/03/2015-OL\(Policy\) dated 22/04/2015\)](#)

Can officials who have passed matric exam with Hindi as a subject or in Hindi medium, enrol in 'Paarangat' course?

28. Yes officials, who have passed matric exam with Hindi as a subject or in Hindi medium, can enrol in 'Paarangat' course.

[\(OM 12012/03/2015-OL\(Policy\) dated 22/04/2015\)](#)

Is Paarangat training available through correspondence?

29. No, the 'Paarangat' course is a practice-based course and hence its training is not available through correspondence.

Where are the five-days: (validation courses) short term training

programs being conducted?

30. These programs are conducted according to the demands of the various offices in their respective office premises.

[\(OM 7/7/2016-HTS\(HQ\)\)](#)

31. **One of the officials of our office has passed 'Hindi certificate' and 'Diploma in Hindi' conducted by Central Hindi Directorate, New Delhi. Is it mandatory for him to pass Praveen and Pragya course organised by Hindi Teaching Scheme?**

No, the above courses conducted by Central Hindi Directorate have been considered equivalent to Praveen and Pragya courses of Hindi Teaching Scheme.

Is there any separate Prabodh or Praveen course for bank officials?

32. No, the same Prabodh and Praveen courses conducted by Hindi Teaching Scheme are prescribed for the bank officials.

Is 'Banking Hindi Course' equivalent to 'Pragya course'?

33. Yes, both levels are equivalent. Officials of banks have option to choose any course for training and writing exam.

34. **We want to give 'Banking Hindi Course' to our bank officials. Is it possible for Hindi Teaching Scheme to conduct separate class for them?**

Yes, if the number of trainees is 30 or more in an office, separate training class can be conducted by HTS. The banks have to pay the training fees for these classes proportionately shall be fixed by the Dept. of Official Language from time to time.

[\(OM No.11017/2/1992OL\(D\) dated 15/06/1992\)](#)

Is 'Banking Hindi Course' book given free of cost by Hindi Teaching Scheme?

35. No, 'Banking Hindi Course' book is not arranged/ issued by HTS. This book may be purchased by the concerned bank from Central Hindi Institute, Shitala Road. Agra-282995.

36. **Four of our bank officials are receiving training in one of Hindi Teaching Scheme centres. Will the officials have to pay the training fee?**

No, the bank officials who receive training on any regular centre of Hindi Teaching Scheme need not pay any training fee.

[\(OM No. 11017/2/92-OL\(D\) Dated - 05/06/1992\)](#)

37. **Are books provided free of cost to the candidates who come for training from enterprises/ corporations/ banks/ public bodies owned and controlled by Government of India?**

Yes, the candidates who come for training from enterprises/ corporations/banks/public bodies owned and controlled by Government of India are provided with Prabodh, Praveen, Pragya and Paarangat books free of cost.

[\(OM No. 12013/1/2005-OL\(Trg\) Dated 08/04/2005\)](#)

What is the last date for submitting application forms for writing Hindi exams?

38. 15 February (for January-May session) 16 August (for July-November session) is the last date for submitting application forms for writing Hindi exams.

[\(OM 15/65/187-DD\(Exam\)/4106 Dated 20/07/1987\)](#)

How often in a year Prabodh, Praveen, Pragya and Paarangat exams of Hindi Teaching Scheme are conducted?

39. Hindi Prabodh, Praveen, Pragya and Parangat exams of Hindi Teaching Scheme are conducted twice a year (In the third/fourth week of May and November).

[\(OM 15/65/187-DD\(Exam\)/4106 Dated 20/07/1987\)](#)

40. Will the trainees of enterprises/corporations/banks/public bodies owned and controlled by Government of India have to pay examination fee?

For the trainees of enterprises/corporations/banks/public bodies owned and controlled by Government of India, the examination fee of ₹100/- per trainee is payable except for Paarangat exam.

[\(OM 21034/52/2010 OL\(Trg\) Dated 14/12/2010\)](#)

What is the mode of payment of examination fee - cash or bank draft?

41. The examination fee cannot be paid in cash. The payment may be made by demand draft or online through website www.onlinesbi.com → State Bank Collect → State of Corporate/Institutions → All India → Type of Corporate/ Institution → Govt. Dept. → Hindi Teaching Scheme Dept. of official language MHA → Hindi Teaching Scheme. After making payment the copy of online fee receipt is to be sent to the Deputy Director Exam, Hindi Teaching Scheme, 6th floor, East block-7, RK Puram, New Delhi-110066.

I want to appear in Prabodh exam as a private candidate. Can I send application form directly to examination branch?

42. No, The application form duly filled by candidate will be forwarded by head of office of the candidate to exam branch through concerned Regional Deputy Director of HTS.

43. I am a trainee of Praveen course through correspondence. Due to some reason I could not appear in the examination. Should I get re-registered in correspondence wing and then appear in examination a year later?

The trainees of language correspondence courses who couldn't appear in the exam conducted in May will be treated as private

candidates. They should again fill up form as a private candidate; get it verified by head of his/her office and send to Deputy Director Exam through regional Deputy Director of HTS. Such candidates may appear in the exam, conducted in November.

- In our office 15 officials are receiving training through correspondence course and there is no examination centre nor any Hindi Teaching Scheme office located nearby. Is it possible to set up an examination centre in our office?**

Yes, if 10 or more trainees are writing examination in an office, an examination centre can be set up on demand.

For related OM click this link)

- Is online exam facility available for the candidates on all the exam centres of Hindi Teaching Scheme?**

45. No, currently the online exam facility is available in the centres where online classes are conducted. If any office specially demands, online exam can be conducted.

- I am getting training of Praveen from Guwahati centre. But I have to go to Chennai on my exam date. Is there any provision for change of examination centre?**

Yes, there is provision for change of examination centre, but information in this regard is to be given to examination wing at least one month prior to the examination date and it is mandatory to obtain permission letter from them.

- If someone failed in supplementary examination of Prabodh-1, is it possible to re-appear in the supplementary?**

47. No, if someone fails in the supplementary exam he will be declared failed in the result.

[\(OM No. 15/2/2013/DD\(Exam\)/1022 Dated 09/05/2016\)](#)

48. In the third paper, i.e. viva-voce/ internal assessment I scored less than 35%. But in first and second paper I scored 70% marks. Will I be declared pass or fail?

Trainees who score less than 35% in paper-3 have to re-appear in supplementary oral exam-3 as a private candidate.

[\(OM No. 15/2/2013/DD\(Exam\)/1022 Dated 09/05/2016\)](#)

49. Is there any provision for re-totalling of exam answer sheets? Please inform about fees payable and the period?

Yes, request for re-totalling of answer sheets may be made within sixty days of declaration of results. Charge of ₹50/- will be payable.

[\(OM No 21034/35/2007-OL\(Trg\) dated 16/08/2007\)](#)

50. I had passed the Pragya exam from Hindi Teaching Scheme and I lost my certificate. Is it possible for examination wing to re-issue the same?

Yes, new certificate may be re-issued by examination wing. Charges are ₹25/- each.

[\(OM No 14034/33/2004-OL\(Trg\) Dated 13/05/2004\)](#)

51. Will the examination results be displayed online?

Yes, exam results are displayed on the website of Central Hindi Training Institute i.e. - <http://chti.rajbhasha.gov.in/> under 'Examination results'.