

क्रमांक 19016/1/2023/केहिप्रसं/हिटपपा/ 1067 से 1166 तक

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 टंकण पत्राचार पाठ्यक्रम स्कंध

Hindi Word Processing Typewriting Correspondence Course Wing

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011.

2-A, Prithviraj road, New Delhi-110011.

दिनांक / Date : 15/12/2023

To

All Liaison Officers (Hindi)

Director / Joint Director/Manager(O.L.)/ Administrative Officer/DD/AD(OL)

All Ministries / Attached & Subordinate Offices / Public Sector Undertakings

Nationalized Banks etc.

Subject: Hindi Word Processing (Hindi Typing) Training through correspondence course

67th Session (1 February, 2024 to July, 2024) regarding.

Sir/Madam,

67th Hindi Word Processing (Hindi Typing) training through correspondence course will be starting from 1 February, 2024. The details of Hindi Word Processing(Hindi Typing) correspondence training are given below:-

Brief Information about Training

Name of the programme	Period	Examination	Eligibility	Hindi Qualification
Hindi Word Processing Hindi Typewriting	1 February 2024 to July, 2024	2 nd or 3 rd week of July, 2024	Only those Officers/Employees will be admitted to the correspondence course of Hindi Word Processing (Hindi Typing) who have not undergone the said training so far. Mandatory for: Hindi Word Processing (Hindi Typing) training is mandatory for Lower Division Clerks/JSAs, English Typist/Postal Assistants & Office Assistants in the Department of Posts, Mail Sorting 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	Middle pass With Hindi Subject or Any other equivalent Examination like Praveen Examination of Hindi Teaching Scheme.

			<p>type of work and whose designations and Pay Scales are different.</p> <p>1. Keeping in View the transportation problems of such Employees, whose office / place of Duty is situated at a distance of 10 kms or more from the regular/part time Hindi Word Processing (Hindi Typing) Training Centre, 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 Centre due to limited number of seats or for some other reasons.</p> <p>3. Those Stenographers who wants to undergo Only Hindi Word Processing (Hindi Typing) 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 (Hindi Typing) training through Correspondence Course.</u></p> <p><u>Voluntary basis</u></p> <p>1. Hindi Word Processing (Hindi Typing) training is not mandatory for U.D.C/SSAs, Assistants/ASOs and Hindi Translators. Therefore, they can also be nominated to this course on voluntary basis. on passing the Hindi Word Processing examination. These Employees will be entitled for all financial benefits/ financial incentives like Personal Pay, Cash Award & 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 & Lump sum award etc.</p> <p>Note: Such candidates will not be admitted for training who are going to retirement within a year from the commencement of the training.</p>	
--	--	--	---	--

Financial Incentive

- On passing the Hindi Word Processing (Hindi Typing) Exam Central Government Employees after fulfilling the prescribed.
- Officers/Employees are given cash awards as per the following table on passing the Hindi Word Processing (Hindi Typing) Examination through correspondence 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 (Hindi Typing) Examination with their own efforts, will be given Cash award Even if they score 5% less marks than those mentioned in above table. {O.M. No. 21034/66/2019-O.L. (Training) dated 29-07-2011

- 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


Examination Fee

- The training is free of cost, but an examination fee of Rs.100/- (Rupees one hundred) per Employee shall have to payable for Corporations, Bodies/Undertakings and Nationalised Banks etc. Examination Fee will be paid online as per the method mentioned at Annexure-B to "Deputy Director (Exam), Hindi Teaching Scheme", New Delhi.

Procedure of Enrollment and Proforma

- Details of the officers /Employees names for the above training may be send in the attached Nomination form (Annexure-A) and the same may be forwarded to Deputy Director, Hindi Word Processing (Hindi Typing) Correspondence Training Wing, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 2-A, Prathavi Raj Road, New Delhi - 110011 latest by 10 January, 2024.
- The nomination of the candidates shall be forwarded in the enclosed nomination form 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 yet to be trained may also be clearly mentioned.
- Nomination Received after the last date will be given admission in next session and information will be given to their offices.
- Nominated trainee will participate in the Personal Contact Programme for sorting out the personal learning difficulties. The Officers/Employees participating in this Programme are treated as on duty. Those avoiding/not attending the PCP can be stopped for appearing in the exams.
- It is the responsibility of the administrative head of the concerned office that maximum number of officers/Employees are nominated for the training.

- The Trainees have to practice of lessons minimum one hour daily.
- The Lessons practiced by the trainees should be sent to Deputy Director, Hindi word processing (Hindi Typing) Correspondence Training , Central Hindi Training Institute, Department of Official Language, 2-A, Prithvi Raj Road, New Delhi -110011.
- Any query regarding training can be obtained through E-mail also.


(Poonam Oswal)
Joint Director
Chti 1037

Contact Address

Sh. Dhamender Kumar
Assistant Director (Typing/stenography)
Hindi word Processing (Hindi Typing)
Correspondence Course Training Wing, Central
Hindi Training Institute, Department of Official
Language, 2-A, Prithvi Raj Road,
New Delhi -110011.
Mobile No.9801603539/
E-mail: chti1073-dol@nic.in

Endorsement No.-19016/1/2023/ HTPP/ CHTI/ dated

Copy to:

1. Senior Principal Private Secretary (O.L.), Department of Official Language, Ministry Home Affairs, NDCC Building, New Delhi-110001.
2. Private Secretary to Joint Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, New Delhi-110001.
3. Director(Service), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, New Delhi-110001.
4. Director(Technical), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, New Delhi-110001.
5. Director(Research), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, New Delhi-110001.
6. Director(Training), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, New Delhi-110001.
7. Director, Central Translation Bureau, New Delhi-110001.
8. Editor, Rajbhasha Bharti Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, New Delhi-110001.
9. Director (Rajbhasha), Railway Board, Ministry Of Railway, Rail Bhawan, New Delhi.
10. Deputy Director(Implementation),), Department of Official Language, New Delhi, Mumbai, Bengaluru, Kolkata, Bhopal, Cochin, Guwahati and Ghaziabad.
11. Deputy Director, Examination/Central North/Eastern/South/Western Region, New Delhi/Kolkata /Chennai/Guwahati// Mumbai.

12. Deputy Director (Typing/Stenography), Hindi Teaching Scheme, R K Puram, New Delhi.
13. Deputy Director (Typing/Stenography), (East/North East), Kolkata.
14. Administrative Officer, Central Hindi Training Institute, C.G.O Complex New Delhi
15. Assistnt Director (Typing/Stenography) and Nodal Officer (Website update) Research and analysis unit, Central Hindi Training Institute, New Delhi with this direction that they will make it upload on the portal of the Department of Official Language website
16. Assistnt Director (Typing/Stenography) Central Hindi Training Sub-Institute, Kolkata/ Bengaluru/Secundrabad and Mumbai.
17. All Officers in Overall in-charge, Hindi Teaching Scheme.
18. Heads of all Town Language Implementation Committee.



(Poonam Oswal)
Joint Director
Chti 1037

CENTRAL HINDI TRAINING INSTITUTE
HINDI WORD PROCESSING/HINDI TYPING CORRESPONDECE TRAINING
Session 1st February, 2024 to July, 2024

क्र.सं.	प्रशिक्षार्थी का विवरण (हिंदी में)	Details of Scholars (In English Capital Letters)
1.	प्रशिक्षार्थी का नाम :	Name of Trainee :
2.	लिंग (स्त्री/पुरुष) :	Gender (F/M)
3.	माता/पिता/पति का नाम :	Name of Mother/Father/Husband's:
4.	प्रशिक्षार्थी का पदनाम :	Designation :
5.	मातृभाषा :	Mother tongue :
6.	हिंदी भाषा में ज्ञान का स्तर : स्नातकोत्तर/ स्नातक/ इंटरमीडिएट / दसवीं / आठवीं / प्रबोध / प्रवीण / प्राज्ञ	Knowledge of Hindi : Post Graduate / Graduate / Intermediate/ Tenth/ Prabodh /Praveen / Pragya
7.	मंत्रालय :	Name of Ministry:
8.	विभाग का नाम :	Name of Department :
9.	कार्यालय का पूरा पता :	Full Office Address :
10.	नामित करने वाले अधिकारी का नाम, पदनाम, मोबाइल सं. व ईमेल:	Name, Designation, Mobile No. & Email of the Nominating Officer :
11.	प्रशिक्षार्थी का मो.सं.(व्हाट्सऐप नं.) एवं ईमेल आईडी :	Mobile No. (WhatsApp No.) & Email ID of Trainee :
12.	परीक्षा शुल्क विवरण:	Exam Fee Details : Amount Draft No. & Date Name of Branch Or Online details :

I hereby declare that :

1. I have not passed Hindi Word Processing/Hindi Typing examination from any recognized Institute.
2. 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.

Signature of Candidate

Name of Nominating Officer/Liaison Officer & Sign.
(With Office Stamp)