

# **CORRESPONDENCE COURSES CONDUCTED UNDER THE CENTRAL HINDI TRAINING INSTITUTE (KENDRIYA HINDI PRASHIKSHAN SANSTHAN)**

## **5.1 Correspondence course (Hindi Language)**

For the operational staff and other employees posted in the remote areas of the country where training centres of Hindi Teaching Scheme do not exist, training in Hindi Language (Prabodh, Praveen, Pragya) through correspondence courses has been started since August, 1990 under Central Hindi Training Institute, 2-A, Prithvi Raj Road, New Delhi - 11. From the very beginning Training in Hindi (Prabodh, Praveen, Pragya) through correspondence is being imparted in English medium, but now training in Prabodh correspondence course is also being imparted in Regional Language i.e. Kannada, Malayalam, Tamil and Telugu in addition to English. Class I officers, who are posted in such places and whose nature of job does not permit them to attend regular classes may also take part in these Hindi correspondence courses.

Under this correspondence course, only such officers/employees who are eligible for admission to Prabodh, Praveen and Pragya classes under the Hindi Teaching Scheme of the Ministry of Home Affairs, are given admission in this course. No admission fee is charged for this course. (See Appendix-4 for application form).

### **(a) Duration**

The duration of Correspondence course (Language) is one year. The session of this course starts from July.

### **(b) Method of Instruction**

For this correspondence course (Hindi Language), one lesson-kit is mailed to the registered trainees every month. Each kit contains (1) regular lessons, (2) Response Sheets and ancillary literature as per requirement. The response-sheets contains questions, exercises and practice material which are required to be attempted by the trainees and returned to the correspondence courses wing (Hindi Language), Central Hindi Training Institute, 2-A, Prithvi Raj Road, New Delhi-11. On receipt the response-sheets are checked and evaluated by the institute and returned to the trainees with necessary instructions/comments and requisite notes. Internal assessment marks are given to each trainees on the basis of evaluated response-sheets. Trainees securing a minimum of 40% marks are declared successful. Marks secured in internal assessment are not added in the final result.

### **(c) Personal contact programme**

In order to overcome, the drawback in absence of direct teaching of the text material, which is sent to the trainees, personal contact programme is arranged at different places twice a year and the duration of this programme is about one week. These programmes are arranged at those centres/cities where the number of trainees is sufficient. During these programmes, lectures are arranged in the classes.

### **(d) Examinations**

Examination of Hindi Correspondence courses are conducted in the month of May only. Applications are invited for these examinations in the month of February. If a trainee is not able to appear in the examination for some reason or fails in the examination, he can reappear in the next examination to be held in the month of November as a private candidate. He has to reappear in the viva voice also and his form is sent as a "private candidate."

### **(e) Admission/Examination Fees**

- (1) There is no admission fees and training fees for trainees.
- (2) There is no examination fees for Central Government employees but corporations, enterprises, companies' Banks etc have to pay examination fee of Rs. 40/- for Prabodh and Praveen and Rs 50/- for Pragya per trainee.



(f) **Incentive**

In the case of candidates, who get training through correspondence courses, it would be deemed that they are acquiring training through their own efforts. Such candidates are entitled to get lump-sum award, personal pay and cash awards as per rules.

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