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रक्षा मंत्रालय  
**MINISTRY OF DEFENCE**  
सं.स. एवं मुख्य प्रशासनिक अधिकारी कार्यालय  
(Office of the JS & CAO)

COMMENCEMENT OF COP-ADOP COURSE AT SFL FOR THE  
SESSION 2019-2020.

A copy of SFL Note No. 05682/COP/HQ IDS/SFL dated 20.03.2019 is forwarded herewith for uploading on CAO's official website.

  
(Tarun Kumar Singh)  
Dy Dir (Coord)

CAO/EDP

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MoD JS & CAO ID No. A/16506/CAO/Coord dated

10 April 2019

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**BY SPEED POST/ FAX**

School of Foreign Languages  
Ministry of Defence/HQ IDS  
25, Lodhi Estate  
New Delhi – 110003

No. 05682/COP/HQ IDS/SFL

20 Mar 2019

IHQ MOD (Army)  
Dte of Mil Trg  
GS/MT-15 (c), Sena Bhawan  
New Delhi-110011

IHQ MOD (Navy)  
Dte of Naval Education  
West Block-V, RK Puram,  
New Delhi-110066

Dte of Air Education  
Air Hqrs, West Block-VI  
RK Puram, New Delhi-110066

Ministry of External Affairs,  
AO(PA-II)  
South Block, New Delhi11

Director(LD)  
Language Division  
Cabinet Sectt B, Bikaner House (Annx)  
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HQ IDS/ Training and Policy  
Kashmir House, Rajaji Marg,  
New Delhi-110011

✓ CAO/Coord  
O/o of JS & CAO  
E-Block  
New Delhi-11

NTRO  
Block –III, JNU OLD CAMPUS  
New Delhi – 110067

**COMMENCEMENT OF COP-ADOP COURSE AT SFL  
FOR THE SESSION 2019-2020**

1. The School of Foreign Languages invites applications for undergoing the Certificate of Proficiency (COP) course in Arabic, Chinese, Persian, Russian, Spanish Tibetan and Sinhala languages.
2. Advance Diploma of Proficiency (ADOP) courses in a foreign language is applicable only for Service personnel and will be held subject to a minimum **05 working service personnel sponsored for that language.**
3. **Eligibility - COP.** Should have passed 10+2 (Intermediate) or its equivalent. Higher qualification may get weightage.
4. **Procedure.** Candidates seeking admission to the COP will apply in the prescribed form supplied by SFL. They have to qualify the Entrance Examination comprising of written test followed by personal interaction. It will be conducted by the School. The written test is designed to ascertain language aptitude, intelligence, general English, General Knowledge, History and cultural background of the region where the concerned language is spoken. The interaction is for checking the aptitude and attitude of the candidate.

5. The written test will be held on **25 Jun 2019** from **1000 Hrs to 1200 Hrs** and if necessary, from **1400 Hrs to 1600 Hrs**. Personal interaction will be held on **26 Jun 2019 from 1000 Hrs onwards**. The result of the entrance examination will be displayed on the Notice Board of the School on **10 Jul 2019**. No intimation of result of the examination will be sent directly to the candidates.

6. **Commencement of Course & Timing**. The courses will commence w.e.f. **15 Jul 2019** at School of Foreign Language 25, Lodhi Estate, New Delhi-110003. Classes will be run in the School premises from 0800 hrs to 0855 hrs every working day.

7. **Course Fee.**

(a) Candidates who qualify the Entrance Examination, will be required to deposit their fee as per the rates given here under: -

	<u>SPONSORED CANDIDATES</u>	<u>NON SPONSORED CANDIDATES</u>
(i) Admission Fee	: Rs.6000/-	Rs.4800/-
(ii) Tuition Fee	: Rs.500/-	Rs.500/-
(iii) Examination Fee	: Rs.600/-	Rs.200/-
Total	<u>Rs.7100/-</u>	<u>Rs.5500/-</u>

(b) No fee is payable by sponsored candidates paid from the Defence Services Estimates. However, an administrative sanction should be issued by the controlling section of the Ministry of Defence as they are exempt from admission/tuition fees and examination fees. Such candidates will not be admitted if the administrative sanction is not received by 12 Jul 2019.

(c) The fee in respect of sponsored candidates other than the Defence Services will be paid in lump sum by their concerned departments. The other candidates will be required to make the payment by 15 Jul 2019. Fees once paid will not be refunded under any circumstance. Admission after the commencement of courses may only be done if permitted by Director, SFL on valid ground.

8. **Application Form**. Application forms can be obtained **free of cost** from the office of the School of Foreign Languages, 25, Lodhi Estate, New Delhi – 110 003 from **20 May 2019** to **10 Jun 2019** on all working days (between 1000 Hrs to 1600 Hrs). Copy of Govt. ID/ Aadhar Card will be required to get the application form. Photocopies of application form will not be allowed.

9 **Last Date of submission**. The last date for receipt of applications is **14 Jun 2019**. The applications received after the last date shall be summarily rejected. All the Government employees are required to route their applications through their administrative Cells/ Proper Channel and ensure that their applications reach the School by the due date.

10. **Important Regulations.**

(a) All the students who are admitted to the School will have to attend the classes regularly in time. The students who have less than 80% attendance shall not be allowed to appear in the final examinations.

(b) It is important to note that three periodical tests are conducted during the academic year. Weightage of the marks in periodical tests will be given in final result.

(c) The decision of the Director, School of Foreign Languages will be final in all respects.

(d) The contents of This letter may please be widely circulated for information.



(HC Rai)  
Col  
OIC, SFL

**Copy for information: -**

**As per std list**