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क्रमांक 19016/1/2020/केहिप्रसं/हिटपपा/२१.२-६१-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 पत्राचार पाठ्यक्रम स्कंध

Hindi Word Processing Correspondence Course Wing

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011.

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

दिनांक / Date : 30-3-2021

To

All Liaison Officers (Hindi)

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

All Ministries / Attached & Subordinate Offices / Public Sector Undertakings

Nationalized Banks etc.

Subject: Hindi Word Processing (Hindi Typewriting) Training through correspondence course
62th Session (1 August, 2021 to January, 2022) regarding.

Sir/Madam,

62th Hindi Word Processing (Hindi Typewriting) training through correspondence course will be starting from 1 August, 2021. The details of Hindi Word Processing training are given below:-

Brief Information about Training

Name of the programme	Period	Examination	Eligibility	Hindi Qualification
Hindi Word Processing Hindi Typewriting	1 st August 2021 to January, 2022	2 nd or 3 rd week of January, 2022	Only those Officers/Employees will be admitted to the correspondence course of Hindi Word Processing (Hindi Typewriting) who have not undergone the said training so far. Mandatory for: Hindi Word Processing (Hindi Typewriting) training is mandatory for Lower Division Clerks/JSAs, English Typist/Postal Assistants & Office Assistants in the Department of Posts, Mail Sorter 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.	Middle pass With Hindi Subject or Any other equivalent Examination like Praveen Examination of Hindi Teaching Scheme.

			<p>This includes those group 'C' Employees who carry out similar type of work and whose designations and Pay Scales are different.</p> <ol style="list-style-type: none">1. Keeping in View the transportation problems of such Employees, whose office / place of Duty is situated at a distance of 8 K ms or more from the regular/part time Hindi Word Processing (Hindi Typewriting) Training Centre, can also be nominated for this training.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.3. Those Stenographers who wants to undergo Only Hindi Word Processing (Hindi Typewriting) 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 training through Correspondence Course.</u> <p><u>Volunteer basis</u></p> <ol style="list-style-type: none">1. Hindi Word Processing (Hindi Typewriting) 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.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>NOTE: Note: Such candidates will not be admitted for training who are going to retirement within a year from the commencement of the training.</p>	
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