

## **CORRESPONDENCE COURSES**

### **HINDI CERTIFICATE/DIPLOMA/ADVANCE DIPLOMA EXAMINATION** **INFORMATION BOOKLET**

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**Government of India  
Central Hindi Directorate  
Department of Correspondence Courses  
(Ministry of Human Resource Development)**

West Block-VII  
Ramakrishna Puram,  
New Delhi- 110066(India)  
Dated: .....

**Submission of Examination Application Form for Hindi Certificate/Diploma/  
Advance Diploma Examination to be held in May, \_\_\_\_\_ regarding.**

Dear Student,

Please check the enclosed blank examination application form for the Hindi Certificate/Diploma Advance Diploma Examination to be held in May,..... You are advised to fill the form in English only and submit it to the undersigned latest by \_\_\_\_\_

As regards examination fee (i) the students admitted in the current session \_\_\_\_\_ are not required to remit any fee along with the examination form; (ii) Old students, however, must remit an exam fee of Rs. 5/- for certificate and Diploma courses and Rs.20/- for Advance Diploma course along with their examination form. The payment of fee should be made by means of a **CROSSED INDIAN POSTAL ORDER(s)/BANK DRAFT drawn in Favor of THE DIRECTOR, CENTRAL HINDI DIRECTORATE, NEW DELHI -110066.**

The examination is likely to be held on the last Sunday (and Saturday in case of Advance Diploma) of May \_\_\_\_\_ However, the final date of exam. will be intimated with the Admission Card.

The last date for submitting the Examination Application form (along with the prescribed examination fee in case of old students) is \_\_\_\_\_ Examination application form will be entertained only if it is received in the Directorate on or before the date, as mentioned above. You may send the Exam. Application form to the undersigned as early as possible in your own interest.

This may please be treated as **MOST URGENT**.

Yours sincerely

Assistant Director (Exam.)

### **POINTS TO BE KEPT IN MIND**

1. Old students should send the examination application form and the fee (I.P.O/Bank Draft etc.) together. They should not send them separately. Examination application forms received without fee will not be entertained.
2. See the list of examination centers given on page No. 8. Select any two centers situated nearest to your place and write them on the first page of the examination form as first and second-choice.
3. Please write your full postal address on the examination application form. Change of address, if any, should be intimated without delay.
4. Do not leave any portion unfilled on the application form. Fill up relevant portions of Appendix-3 of examination form also.
5. **Do not forget to write your admission roll no. along with code in the form.**
6. **Do not forget to put your signatures in the form** on page-I (appendix-2) and on page (appendix-3).
7. As this booklet contains important information regarding the examination, you are advised to keep it for your guidance until the declaration of the result.

8. No traveling expenses will be borne by this Directorate for the journey which may be undertaken by you in connection with the examination. Teachers of Kendriya Vidyalayas may get their T.A./D.A. from their respective offices as provided for by the Kendriya Vidyalaya Sangathan vide their letter No. PF-16/50 K.V.S.(s) dated 7-2-1970.
9. **The last date for submission of examination application form is ....., application received after the last date will not be considered. However, you are advised to send the same as early as possible in your own interest.**
10. **Please affix your recent passport size photograph on Appendix-2 and Appendix- 3. It is mandatory.**

## **2.0 Information leaflet regarding fee submission of examination application form**

### **1. FEE**

- (i) A fee of Rs. 5.00 (US \$ 5 or UK 3 for candidates residing abroad) for certificate and Diploma courses and Rs.20/- for Advance Diploma course (US \$ 20 for candidates residing abroad) along with their examination form. is to be remitted along with the examination application form by old student only. (Old students mean those students who were admitted in the Course one or two years before the current session.)
- (ii) Details of fee (IPO/Demand Draft No. and date) should be written by old students on the exam form also.
- (iii) Where US Dollar is not a currency, an equivalent amount in the currency of the country concerned will be accepted.
- (iv) In case the amount is remitted by means of a Bank Draft from foreign countries, the amount of commissions to be charged by the Bank should also be remitted in addition to the amount of fee.
- (v) Money orders/cheques will not be accepted as exam fee.

## **2. MODE OF PAYMENT OF FEE (for old students only)**

**(i)** In the case of candidates residing in India the payment of fee should be made by means of a crossed **INDIAN POSTAL ORDER(s)/BANK DRAFT drawn in Favor of THE DIRECTOR, CENTRAL HINDI DIRECTORATE, NEW DELHI -110066.**

**(ii)** In the case of candidates residing abroad the payment of fee may be made through Bank Draft drawn on an authorized Bank in India in favor of **The Director, Central Hindi Directorate, New Delhi-110066.**

**(iii)** In case a candidate residing abroad finds it difficult to remit fee in hard currency on account of local foreign exchange restrictions, he/she is advised to deposit the fee in equivalent local currency with the Indian Mission/Embassy in the country where he/she is residing and send the original receipt thereof to this Directorate. This has been issued with the approval of the Ministry of External Affairs, New Delhi vide their O.M. No. D/55 1 (8)BF 111/168 dated 26-06-1968.

**(iv)** Bank Drafts, I.P.O. etc. should be sent along with the examination application form by Registered Post. The Directorate will not be responsible for loss of any fee in postal transit.

**(v)** It will not be contingent on this Directorate to acknowledge the receipt of your examination application form along with the fee.

### **3. ADMISSION CARD**

Admission cards will be sent to the examinees normally 15 days before the date of the examination on their latest addresses to be written by them at the end of Appendix-3 at the proper place.

### **INTERNAL ASSESSMENT**

Internal Assessment marks are calculated on the basis of the marks obtained by the students in their Response Sheets submitted by them. These marks are added to the final result. Hence, it is your own interest to expedite the dispatch of the arrears of Response Sheets, if any, at your end latest by ..... . It is our experience that those who submit their Response Sheets regularly pass the examination with good marks.

#### **General**

1. The candidate should select a center which is nearest to his/her place and mention the same in the application form. He/ She may, however mention an alternative center as a second choice in the application form.
2. The directorate may consider the feasibility of setting up a new center in India depending upon the number of candidates at a particular place. The decision of the Directorate for setting up the examination center will be final.
3. The examination center, once selected by a candidate, will not normally be changed. However such a case for change of examination center may be considered in exceptional circumstances, if intimated one month before the examination.
4. Any examination center in the enclosed list may be abolished at the discretion of the Directorate and the candidate may be asked to appear in the examination at another neighboring center, if the Directorate finds the continuance of any particular centers not feasible or practicable.
5. The name and address of the examination center will be finally communicated to the candidates along with the admission card.

6. The existing centers may be dropped or new one established depending upon the number of candidates appearing at a particular center.

### **Guidelines About Examination Centers**

#### **i. (A) For Examinees in India:**

The examination centers will normally be set up in the

1. premises of the Kendriya Vidyalayas (Central School) situated at places where there is a sufficient number of examinees.

A list of provisional examination centers where the examinations will be conducted is given on page No. 8 of this

2. booklet. This list is based on the examination centers set up earlier and is subject to change depending upon the number of examinees at each center.

#### **(B) For Examinees abroad:**

The examination centers abroad will be set up in those countries only where Indian Missions are situated, The

1. examinations will be conducted by the Indian Missions on behalf of this Directorate. Candidates may, therefore, mention the name of the nearest Indian High Commission/Embassy.

The examinees abroad are advised to contact the Indian Mission in their respective countries one month before the

2. examination and obtain further details and confirmation regarding the exact location and address of the examination center.

## 6.0 Provisional List of Examination Centers

(Based on centers set up for examination held in previous years)

	<b>State/U.T.</b>	<b>Examination Centers</b>
1.	Andaman & Nicobar Islands	Port Blair
2.	Andhra Pradesh	Nellore, Hyderabad, Tirupati, Vishakhapatnam, Machilipattanam
3.	Assam	Guwahati, Jorhat
4.	Bihar	Patna
5.	Chandigarh	Chandigarh
6.	Chhattisgarh	Bhilai Nagar
7.	Delhi	New Delhi
8.	Goa	Vasco-de-Gama
9.	Gujarat	Ahmedabad, Vallabh Vidyanagar
10.	Jammu & Kashmir	Jammu, Srinagar
11.	Jharkhand	Deogar-Ranchi
12.	Karnataka	Bangalore, Hubli, Mangalore
13.	Kerala	Cochin, Calicut, Thiruvananthapuram, Palakkad, Payyanoor, Mallapuram, Kodungalloor (Trichur)
14.	Madhya Pradesh	Bhopal, Gwalior, Jabalpur.
15.	Maharashtra	Mumbai, Nagpur, Pune



16.	Manipur	Imphal
17.	Meghalaya	Shillong
18.	Nagaland	Dimapur
19.	Orissa	Puri, Rourkela
20.	Pondicherry	Pondicherry
21.	Punjab	Jalandhar
22.	Rajasthan	Jaipur
23.	Tamilnadu	Arakkonam, Coimbatore, Chennai, Erode, Karur Kumbakonam, Madurai, Nagarcoil, Neyveli, Pudukottai, Rajapalayam, Salem, Tiruchirapalli, Tirunelveli, Tuticorin, Thanjavur, Hosur, Udamalpet, Vellore, Virudhunagar.
24.	Tripura	Agartala, Kailasahar, Dharama Nagar
25.	Uttar Pradesh	Agra,Kanpur,Lucknow, Varanasi, Gorakhpur
26.	West Bengal	Barrackpore,Bengdubi(Baghdogra), Kolkata, Kalaikunda, Panagarh, Durgapur.

परिशिष्ट - 2

Appendix-2

भारत सरकार  
Government of India  
केंद्रीय हिंदी निदेशालय  
CENTRAL HINDI DIRECTORATE  
पत्राचार पाठ्यक्रम विभाग  
Department of  
Correspondence Courses  
परीक्षा आवेदन - पत्र  
EXAMINATION APPLICATION  
FORM  
(केवल अंग्रेजी में भरें/To be filled  
in English only)

Please affix  
a passport  
size  
photograph

प्रवेश अनुक्रमांक कोड सहित/Admn. Roll  
No. with code

परीक्षा अनुक्रमांक/Exam Ref. No.

(to be filled in by the student)

(to be filled in by the Department)

Code Roll No.

--	--

--	--

1. परीक्षा का नाम  
Name of Examination

[Tick Mark ( ) the examination]  
Hindi Certificate/Diploma/Advance Diploma  
Examination .....

2. परीक्षार्थी का नाम .....(in English)  
Name of Examinee

3. वांछित परीक्षा केन्द्र  
Examination Centre Desired\*  
1. पहला विकल्प  
First Choice .....  
2. दूसरा विकल्प  
Second Choice .....

4. परीक्षा शुल्क का विवरण  
(केवल पुराने छात्रों के लिए)  
Details of Exam Fee (for old students only)

परीक्षा शुल्क रु. 5/- पोस्टल आर्डर/डिमांड ड्राफ्ट (विदेशी छात्रों के लिए यू.एस. \$ 5) सर्टिफिकेट और डिप्लोमा पाठ्यक्रम के लिए तथा रु.20/- एडवांस डिप्लोमा पाठ्यक्रम के लिए (विदेशी छात्रों के लिए यू.एस. \$ 20) सं.....दिनांक .....के अनुसार संलग्न है।

Exam fee of Rs. 5/- (US \$ 5 for foreign students) for certificate and Diploma courses and Rs.20/- for Advance Diploma course(US \$ 20 for foreign students) is enclosed herewith vide IPO/ D.D. No. ....Dated .....

नोट :- पुराने छात्र परीक्षा शुल्क अवश्य भेजें। वर्तमान छात्रों को कोई परीक्षा शुल्क नहीं भेजना है।

Note :- Old students must remit the examination fee. No. exam. Fee is required from students admitted in the current session.\*\*

5. पत्र-व्यवहार का पता : .....  
Postal Address: .....

पिन / Pin .....

परीक्षा शुल्क प्राप्त .....  
Exam Fee Received

लेखाकार

Accountant for office use

परीक्षार्थी के हस्ताक्षर

Signature of the examinee

- 
- \* See the list of examination centers in Appendix-1 on page 8. Instructions regarding examination centers abroad are given on page no. 6, Section B of Guidelines about Examination Centers (4.0) in Appendix-1
- \*\* The students admitted in the Hindi Certificate/Diploma/Advance Diploma Course in the current session (.....) shall not remit exam fee as it has already been taken from them at the time of admission.

निदेशालय के प्रयोग के लिए  
(For use of the Directorate)

परीक्षार्थी को हिंदी सर्टिफिकेट / डिप्लोमा / एडवांस डिप्लोमा परीक्षा में बैठने की अनुमति दी जाती है। इन्हें प्रवेश-पत्र भेजा जाए।

The examinee is permitted to take the Hindi Certificate/Diploma/Advance Diploma Examination. Admission Card may be issued to him/her

सहायक निदेशक(परीक्षा)

Assistant Director (Exam)

**(परीक्षा केंद्र में भरा जाए)**  
**(To be filled in the Examination Center)**

परीक्षार्थी के हस्ताक्षर

(परीक्षा केंद्र में लिए जाएं)

Full signature of the Examinee .....  
to Be taken in the Examination  
Hall

**परीक्षा अधीक्षक का प्रमाण-पत्र**  
**Certificate by the Examination Superintendent**

प्रमाणित किया जाता है की श्री / श्रीमती / कुमारी

\_\_\_\_\_ जिनका परीक्षा अनुक्रमांक

\_\_\_\_\_ है, हिंदी सर्टिफिकेट / डिप्लोमा / एडवांस डिप्लोमा 20.....में

इस केंद्र में बैठे/बैठी। ऊपर दिए गए हस्ताक्षरों की जांच उनके आवेदन पत्र में दिए गए हस्ताक्षरों के साथ कर ली गई है।

This is to certify that Shri/Smt./Kum

\_\_\_\_\_ bearing Examination

Roll No. \_\_\_\_\_ has appeared for the Hindi

Certificate/Diploma/Advance Diploma Examination 20..... His/Her signature

taken above has been verified with the original signature given in his/her application form.

परीक्षा अधीक्षक के हस्ताक्षर

Signature of the Examination  
Superintendent

परीक्षा केंद्र की संख्या तथा मोहर

Number and seal of the Examination  
Centre

परिशिष्ट - 3

Appendix-3

परीक्षा

अनुक्रमांक

Exam

Roll

No.....

भारत सरकार

Government of India

केंद्रीय हिंदी निदेशालय

CENTRAL HINDI DIRECTORATE

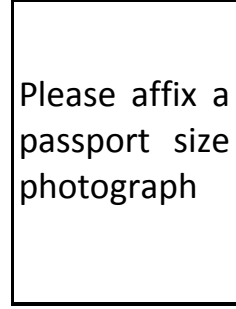
पत्राचार पाठ्यक्रम विभाग

Department of Correspondence

Courses

नई दिल्ली - 110066

New Delhi- 110066



वांछित परीक्षा केंद्र

Examination Centre

Desired

Hindi Certificate/Diploma/Advance Diploma

Examination \_\_\_\_\_

- |    |                            |                  |
|----|----------------------------|------------------|
| 1. | पहला<br>First Choice ..... | विकल्प           |
| 2. | दूसरा<br>Second<br>.....   | विकल्प<br>Choice |

प्रवेश-पत्र  
Admission Card

(परीक्षा अनुक्रमांक और केंद्र संख्या छोड़कर बाकी प्रविष्टियाँ परीक्षार्थी स्वयं भरकर भेजें।)

(All entries except Examination Roll No. and Centre No. are to be filled in by the examinee in his/her own handwriting)

श्री/ श्रीमती/ कुमारी.....(प्रवेश कोड  
..... अनुक्रमांक ..... ) जिनके  
हस्ताक्षर नीचे दिए हैं, को केंद्र संख्या .....पर उक्त परीक्षा में  
बैठने की अनुमति दी जाती है।  
Shri/Smt./Kum..... (Admission Code  
..... Roll No. ....) whose full signature is given  
below is allowed to appear for the aforesaid Examination at Centre no.  
.....

परीक्षार्थी के हस्ताक्षर  
Signature of the examinee

सहायक निदेशक(परीक्षा)  
Assistant Director(Exam)

Date

## परीक्षार्थियों के लिए निर्देश/Instructions to Examinees

- छात्रों से अपेक्षा की जाती है की वे परीक्षा आरंभ होने से कम से कम आधा घंटा पहले परीक्षा केंद्र पर पहुँच जाएँ।  
Students are expected to reach the Examination Centre at least half an hour before the commencement of the examination.
- परीक्षा शुरू होने के तीस मिनट बाद आने वाले परीक्षार्थियों को हॉल में प्रवेश नहीं दिया जाएगा।  
Students reporting 30 minutes after the commencement of the examination will not be allowed to enter the Exam Hall.
- परीक्षार्थियों को जो प्रश्न-पत्र मिलेगा उसी में उत्तरों के लिए पर्याप्त स्थान दिया गया है। अतिरिक्त कागज नहीं दिया जाएगा।  
Sufficient space for writing answers is provided on the question-paper itself (question-paper-cum-answer-sheet). No additional sheet will be provided.
- छात्र अपने उत्तर-पत्र पर अपना प्रवेश अनुक्रमांक (कोड सहित) तथा परीक्षा अनुक्रमांक यथास्थान अवश्य लिखें। प्रश्नोत्तर-पत्र में कहीं भी अपना नाम न लिखें।  
Students must write their Admn. Roll No. (with code) as well as Examination Roll No. in the space provided on the question-paper-cum-answer-sheet. They should not mention their name anywhere in the answer sheet.
- परीक्षार्थी अपने साथ प्रवेश-पत्र अवश्य लाएँ। उत्तर लिखने के लिए नीली या काली स्याही/बाल पेन का प्रयोग करें।  
Students must bring their admission card with them. Blue or Black ink/ball point pen should be used for writing answers.
- परीक्षार्थी परीक्षा हाल में या किसी अन्य रूप में अनुचित तरीके का प्रयोग न करें, अन्यथा उनके विरुद्ध आवश्यक कार्रवाई की जाएगी।  
Students should, in no way use unfair means to pass the Examination. Appropriate action will be taken against such examinees.



7. प्रवेश-पत्र खो जाने या न पहुँच पाने की स्थिति में परीक्षार्थी केंद्र अधीक्षक से मिलें। अधीक्षक महोदय परीक्षार्थी के पत्राचार में छात्र होने के प्रमाण से संतुष्ट हों परीक्षा देने की अनुमति दे सकते हैं। ऐसे विद्यार्थी उत्तर-पत्रों पर अपना प्रवेश अनुक्रमांक अवश्य लिखें।

In case the admission card is lost or not received by the examinee he/she is advised to contact the Centre Supdt. Who may allow him/her to appear the Examination, if he feels satisfied with the bonafides of the candidates. Such candidate must write his/her own admission number in the answer sheet.

8. परीक्षा के संबंध में किसी प्रकार के विवाद की स्थिति में केंद्रीय निदेशालय का निर्णय अंतिम होगा।

The decision of the Central Hindi Directorate will be final in any dispute regarding the Examination.

Admission Code & Roll No. प्रवेश कोड एवं रोल न.	<input type="text"/>	<input type="text"/>
कृपया अपना पूरा नाम और डाक-पता लिखें : Please write your full name & postal address. (In Block Letters in English)	----- ----- ----- ----- -----	