

DEPARTMENT OF HINDI
UNIVERSITY OF KERALA
KARIAVATTOM, THIRUVANANTHAPURAM

ADMISSION NOTIFICATION

Applications are invited for the admission to the **Post Graduate Diploma in Translation, Administrative Drafting and Reporting in Hindi** conducted by Department of Hindi, University of Kerala, Kariavattom, Thiruvananthapuram.

Introduction

The Department of Hindi was established in 1990. Master's programme, Ph.D. programme, PG Diploma programmes are offered by the department on a regular basis. The Department of Hindi focuses on advanced studies, research and proficiency in Technical communication & Administration and promotes the use of language in various fields of application. A new PG Diploma in Translation, Administrative Drafting and Reporting in Hindi was initiated with the aim of making the learners proficient in the technical skills of the language. The mission of the department is to impart knowledge in Hindi, in its literature and its functional applicability in administration among students. The vision of the department is to promote the language in the field of technology, banks apart from academic field. Our department provides ample impetus to avail opportunities in the field of Hindi officers, Junior Senior Hindi translation officers in Central Govt. offices, Assistant Professors & Teachers in colleges schools etc.

Programme Objectives

- Enable the students to acquire language proficiency for making them capable in translation
- Enhance the capability of translation, through theoretical and practical knowledge.
- Provide a thorough awareness on the applicability of the language.
- Impart knowledge about job opportunities in the field of translation and develop their potential in this field.
- Streamline the students through ample training to avail opportunities in the field of Hindi Officers, Translators in Central Govt. Offices etc.

Structure and Duration

The Post Graduate Diploma in Translation, Administrative Drafting and Reporting in Hindi is a one year course (Part-time) consisting of two semesters.

Fee Structure for the programme

- Application Fee and Entrance Examination : Rs. 750/-
- Tuition Fee : Rs. 7000/-
- Caution Deposit : Rs. 500/-
- DDF : Rs. 3000/-
- Examination Fee (Rs. 500/- per paper) : Rs. 3000/-
- Fee for subsequent appearance per paper : Rs. 500/-

Number of seats : 25

Last date for submission of application: 25th September 2023

Eligibility

Bachelors Degree in any discipline with Hindi as one of the subjects.

Admission Procedure

A department level entrance examination for admission will be conducted.

Interested candidates are required to submit the application form (can be downloaded from the website <https://www.keralauniversity.ac.in/> will be available from the Department of Hindi, Kariavattom, Thiruvananthapuram) duly filled in, with the required documents (as mentioned in the instructions) along with the required application fee. The application and entrance examination fee **Rs.750/-** may be paid in cash at the University Cash Counter or through online in favour of “**The Finance Officer, University of Kerala**”.The application fee is non-refundable/non-transferable.

The application forms complete in all respects along with attested copies of mark lists of all examinations(semesters/years)should be submitted to “The Professor &Head, Department of Hindi, University of Kerala, Kariavattom, Thiruvananthapuram”on or before **25th September 2023**. **Application form received without the application fees, shall be rejected.**

Date of Entrance Examination will be announced later.

Contact Details

For more details please contact the Department of Hindi, University of Kerala, Kariavattom, Trivandrum- 695581, e-mail:hindideptkvtm@gmail.com
Phone: 0471 2308649, 9446183785, 8891624076

Sd/-

Vice Chairman,CSS