

**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** (Part Time) conducted by the 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: 18<sup>th</sup> December 2024**

### **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 **18<sup>th</sup> December 2024**. **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: [hindi@keralauniversity.ac.in](mailto:hindi@keralauniversity.ac.in)

Phone: 9446183785, 8590208673, 0474 2308649



**DEPARTMENT OF HINDI**  
**UNIVERSITY OF KERALA**

Application for Admission to Post Graduate Diploma in Translation,  
Administrative Drafting and Reporting in Hindi

(2024-25 batch)

Last date: 18<sup>th</sup> December 2024

Name of Applicant: .....

Mode of Payment of Application  
and Registration fee

DD/Pay-in-slip

Amount: ..... DD/Pay-in-slip No.: .....

Dated. .... Bank: .....

.....

Affix  
Passport Size  
Photograph  
here

1. Name of the University Department to which application is being submitted and Name of the course	
2. Name of Applicant (In block letters with initials last)	
3. Address to which communications are to be sent Telephone number if any E-mail address if any	
4. Permanent Address	
5. Age and date of birth (In figures and words)	
6. Sex	
7. Nationality	
8. Father's / Guardian's Name and Address	
9. Occupation and annual income of parent	

10. Name and address of Local guardian, if any Telephone number if any	
11. Have you been in receipt of any scholarship or fee concession? If so, give details	
12. Do you belong to Scheduled Caste or Scheduled Tribe? Write <b>Yes</b> or <b>No</b> . If Yes state the community.	
13. Are you a Matriculate of this University	
14. Institution through which Matriculated with year	
15. If employed, give details (1) Organization (ii) No. of years of experience	

16. Educational Qualifications

Examination Passed	Main Subject	Class/ Rank	% of Marks	Year of passing	College/ Institution	University

17. Any other information the candidate may wish to add	
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DECLARATION

I,.....do here by declare that the statements made in the application are true to the best of my knowledge and belief.

Place:

Date:

Signature of the applicant

For office use only

Date of Receipt of application	
Date of admission.	
Admission No	
Remarks	

**Head of the Department**