

**File No. 10-3/2011-Trg./**  
**Central Translation Bureau**  
**Department of Official Language**  
**Ministry of Home Affairs**  
**New Delhi**

**Calendar for Translation Training Courses to be conducted by  
Central Translation Bureau for the year 2011-2012**

Sl. No.	Name of the Course	Target	Schedule of the Training Course	Date of Examination	Training Centre
01.	Three Months' Translation Training Course	16 Programmes 250 Trainees per year	<u>First Quarter</u> (1 <sup>st</sup> April 2011 to 30 <sup>th</sup> June 2011) <u>Second Quarter</u> (1 <sup>st</sup> July 2011 to 30 <sup>th</sup> Sept. 2011) <u>Third Quarter</u> (1 <sup>st</sup> Oct. 2011 to 31 <sup>st</sup> Dec. 2011) <u>Fourth Quarter</u> (1 <sup>st</sup> Jan. 2012 to 31 <sup>st</sup> March 2012)	On conclusion of the session	1. New Delhi 2. Bangalore 3. Kolkata 4. Mumbai
02.	21 Days' Special Translation Training Course	2 Programmes 30 Trainees per year	<u>First Half of the year</u> (April 2011 to Sept. 2011) 1 programme <u>Second Half of the year</u> (Oct. 2011 to March 2012) 1 programme	On conclusion of the Course	TOLIC, CHENNAI (Proposed)
03.	5 Days' Short-term Translation Training Course	16 Programmes 400 trainees per year	<u>First Quarter</u> (April 2011 to June 2011) 4 programmes <u>Second Quarter</u> (July 2011 to Sep. 2011) 4 programmes <u>Third Quarter</u> (Oct. 2011 to Dec. 2011) 4 programmes <u>Fourth Quarter</u> (Jan. 2012 to March 2012) 4 programmes	No Examination	1. From 30.5.11 to 3.6.11 in KVS, New Delhi 2. From 6.6.11 to 10.6.11 in BHEL Hardwar.
04.	Advanced Translation Training Course	3 Programmes 45 trainees per year	13.06.2011 to 17.06.2011 17.10.2011 to 21.10.2011 *20.02.2012 to 24.02.2012	No Examination	New Delhi (Headquarter)
05.	Refresher Translation Training Course	3 Programmes 45 trainees per year	04.04.2011 to 08.04.2011 08.08.2011 to 12.08.2011 19.12.2011 to 23.12.2011	No Examination	New Delhi (Headquarter)

\* 20th February, 2012 being gazetted holiday, the above training course will be held from 27.2.2012 to 2.3.2012.

Note: –

- 01. All of the Translation Training Courses conducted by CTB are in service training courses for Hindi Officers /Translators and officers/employees associated with Hindi implementation working in the ministries, departments, offices of the central government, public sector undertakings and nationalized banks. All of the programmes are conducted free of cost.**
- 02. In Three Months' Translation Training Course, apart from Hindi Translators, the employees engaged in translation or other works relating to implementation of Official Language Policy may also receive training provided they had Hindi and English languages as subjects at Degree level.**
- 03. 21 Working Days' Special Translation Training Courses and 5 Days' Short-term Translation Training Courses are conducted on demand from various offices located in Towns as per their convenience and availability of trainees.**
- 04. Officers/employees engaged in translation or implementation of the Official Language Policy may take part in 5 Days' Short-term Translation Training Course and 21 Working Days' Special Translation Training Course provided they had Hindi and English Languages as subjects at Degree level.**
- 05. Advanced Translation Training Courses are conducted for Hindi Officers/ Rajbhasha Adhikaris and other higher officers.**
- 06. Refresher Translation Training Courses are conducted for the translators/ officials associated with the work related to implementation of Official Language policy and have undergone three months translation training conducted by CTB.**
- 07. Hostel facility is available at Delhi center only. An amount of Rs. 300/- per month is charged for this facility. Though the basic facilities are provided by Bureau, the mess is managed by the trainees themselves on co-operative basis.**

**Contact addresses**

<b>Northern Region</b>	<b>Director, Central Translation Bureau, 8<sup>th</sup> Floor, B-Block, Paryavaran Bhawan, C.G.O. Complex, Lodhi Road, New Delhi- 110 003 Telefax. - 011- 24362025, 24362151, 24362988 E-mail- dirctb-dol@nic.in</b>	<b>Central Translation Bureau Hostel, Qr. No. 876 to 890 Sector- 7, Pushp Vihar, New Delhi- 110 017 Telephone No. 011-29562873</b>
<b>Southern Region</b>	<b>Assistant Director, Translation Training Centre, Central Translation Bureau, 5<sup>th</sup> Floor, Kendriya Sadan, D-Block, 17<sup>th</sup> Main, Kormangala, Bangalore- 560 034 Phone No. – 080- 25502162 Fax - 080-25531946 E-mail- adbangctb-dol@nic.in</b>	<b>Hostel facility not available</b>
<b>Eastern and North-East Region</b>	<b>Assistant Director, Translation Training Centre Central Translation Bureau, 67-B, Bali Ganj, Circular Road, Kolkata- 700 019 Phone No. - 033-22876799, Fax No. - 033-22876044 E-mail- adkoletb-dol@nic.in</b>	<b>Hostel facility not available</b>
<b>Western Region</b>	<b>Assistant Director, Translation Training Centre Central Translation Bureau, Kendriya Sadan, 6<sup>th</sup> Floor, C.B.D. Belapur, New Mumbai-400614 Phone No. – 022- 27572726 Fax No.-022-27566902 E-mail -- admumctb@nic.in</b>	<b>Hostel facility not available</b>

**(Dr. S. N. SINGH)  
DIRECTOR**