

**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 2010-2011**

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 st April 2010 to 30 th June 2010) <u>Second Quarter</u> (1 st July 2010 to 30 th Sept. 2010) <u>Third Quarter</u> (1 st Oct. 2010 to 31 st Dec. 2010) <u>Fourth Quarter</u> (1 st Jan. 2011 to 31 st March 2011)	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 2010 to Sept. 2010) 1 programme <u>Second Half of the year</u> (Oct. 2010 to March 2011) 1 programme	On conclusion of the Course	In any Office / Town etc. from where there is a demand
03.	5 Days' Condensed Translation Training Course	16 Programmes 400 trainees per year	<u>First Quarter</u> (April 2010 to June 2010) 4 programmes <u>Second Quarter</u> (July 2010 to Sep. 2010) 4 programmes <u>Third Quarter</u> (Oct. 2010 to Dec. 2010) 4 programmes <u>Fourth Quarter</u> (Jan. 2011 to March 2011) 4 programmes	No Examination	In any Office / Town etc. from where there is a demand
04.	Advanced Translation Training Course	3 Programmes 45 trainees per year	07.06.2010 to 11.06.2010 25.10.2010 to 29.10.2010 07.02.2011 to 11.02.2011	No Examination	New Delhi (Headquarter)
05.	Refresher Translation Training Course	3 Programmes 45 trainees per year	05.04.2010 to 09.04.2010 02.08.2010 to 06.08.2010 06.12.2010 to 10.12.2010	No Examination	New Delhi (Headquarter)

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' Condensed 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' Condensed 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/Refresher Translation Training Courses are conducted for Translators/Hindi Officers/ Rajbhasha Adhikaris and other higher officers.
06. Hostel facilities are available at Delhi and Kolkata centres 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.
07. Contact addresses.

Northern Region	Director, Central Translation Bureau, 8th Floor, B-Block, Paryavaran Bhawan, C.G.O.Complex, Lodhi Road, New Delhi- 110 003 Phone No. - 24362025, 24362151 24362988 Fax - 24362025, 24362151, 24362988	Central Translation Bureau Hostel, Qr. No. 876 to 890 Sector- 7, Pushp Vihar, New Delhi- 110 017 Telephone No. 29562873
Southern Region	Joint Director, Translation Training Centre, Central Translation Bureau, 5th Floor, Kendriya Sadan, D-Block, 17th Main, Kormangala, Bangalore- 560 034 Phone No. - 25351928 Fax - 25531946	Hostel facility not available
Eastern and North-East Region	Training Officer, Translation Training Centre Central Translation Bureau, 67-B, Bali Ganj, Circular Road, Kolkata- 700 019 Phone No. - 22876799, Fax No. - 22876044	Central Translation Bureau Hostel. 67-B, Baliganj, Circular Road, Kolkata – 700 019
Western Region	Joint Director, Translation Training Centre Central Translation Bureau, Kendriya Sadan, 6th Floor, C.B.D. Belapur, New Mumbai-400614 Phone No. - 27572726 Fax No. - 27566902	Hostel facility not available

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DIRECTOR