

F.No.10-3/2013-Trg./

भारत सरकार

Government of India

केंद्रीय अनुवाद ब्यूरो

CENTRAL TRANSLATION BUREAU

राजभाषा विभाग:गृह मंत्रालय

Department of Official Language : Ministry of Home Affairs

पर्यावरण भवन, 8 वां तल, बी-ब्लॉक,

Paryavaran Bhawan, 8th Floor, B-Block,

केंद्रीय कार्यालय परिसर, लोदी रोड.

C.G.O. Complex, Lodi Road,

नई दिल्ली-110003

New Delhi-110003

दिनांक/Date:

To,

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Subject : Three Months Training Course.

Sir,

Central Translation Bureau imparts translation training to translators and to those employees of various ministries/ departments/ offices/undertakings/nationalized banks/corporations etc. who are engaged in/concerned with translation work. This training has been made compulsory for all the employees engaged in the job of translation by department of Official Language (Ministry of Home Affairs) vide their OM No. 11/13017/12/75 O.L.© dated 5th May, 1976 . This is free of cost and full time training.

2. With regard to the contents of the said O.M. many Public undertakings and nationalized banks were of the view that since they do not come under the purview of the said O.M., it is not obligatory for them to nominate their employees for the training. In partial modification of the above O.M., Department of Official Language, Ministry of Home Affairs vide its OM No. 13017/6/87 O.L. (c) dated 18.11.87 classified that all the officer and staff engaged in or connected with translation work in various Public Sector undertakings/nationalized banks too, irrespective of their designation may be nominated for the translation training imparted by the Central Translation Bureau.

3. Keeping in view the ever increasing number of the employees being nominated for the training, three more translation training centers have been opened at Mumbai, Bangalore and Calcutta beside Delhi center. Addresses of these centers are as under.

- (A) Director, Central Translation Bureau, Paryavaran Bhavan,
8th Floor, B-Block, CGO complex, Lodi Road, New Delhi-110003
Phone No. - 011- 24362025, 011- 24362988
F ax - 011-24362025, 011-24362151,
Email : directb-dol@nic.in

- (B) Assistant Director/Centre Incharge, Central Translation Bureau, Translation Training Centre, Kendriya Sadan, 6th Floor, C.B.D. Belapur, New Mumbai-400614
Phone No. – 022- 27572726
Fax No. - 022-27566902
Email : admumctb-dol@nic.in
- (C) Joint Director, Central Translation Bureau, Kendriya Sadan, 5th Floor, ‘D’ Wing, Koremangala, Bangalore-560034
Phone No. - 080-25502162
Fax - 080-25531946
Email : adbangctb-dol@nic.in
- (D) Assistant Director/Centre Incharge, Central Translation Bureau, Baliganj Park Towers, 10th Floor, 67-B, Baliganj Circular Road, Kolkata-700019
Phone No. - 033-22876799
Fax No. - 033-22876044
Email : adkolctb@nic.in

4. Arrangement for imparting the training to the employees of the offices located nearby like Bangalore (Southern area), Mumbai (Western area), Kolkata (Eastern area) and New Delhi (Northern area) is being generally made at these centers. This training is very useful and essential.

5. Hostel facility is available at Delhi for trainees coming from outside.

6. There are four sessions of three months’s translation training course in a year and training commences on the 1st day of January, April, July and October. Initially it is necessary to register the name of the concerned employee to take admission in the said course. The minimum educational qualification for seeking admission in the training course is Graduation with Hindi and English subjects.

You are therefore requested to kindly nominate employees of your office and those subordinate offices which are controlled by you, who are required to perform translation work or to carry out their work bilingually i.e. both in Hindi-English. Please send their details in the enclosed nomination form to the Director, Central Translation Bureau so they are registered in our waiting list and later called for the said training according to the list.

Yours faithfully

(Dr. S.N.SINGH)
Director
Phone/Fax – 011-24362025

Encl.: Nomination Form.

Proforma for Nomination for Three Months Translation Training Course

Serial No. : ----- (To be filled by C.T.B.)

Details of the candidate :

Name :

Contact Phone No. :

E-mail address :

Office Address :

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Phone No. : Fax No. :

E-mail address :

Designation :

Educational qualification :

Subjects of Degree level* :

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Scale of Pay :

Remarks :

(Signature of the competent Authority)

Name :

Designation :

* State whether English and Hindi were compulsory subject or subsidry subject.