



PONDICHERRY UNIVERSITY

(A Central University)

*Bharat Ratna Dr B.R. Ambedkar Administrative Building,
R.Venkataraman Nagar, Kalapet, Puducherry - 605 014*

PU/Estt/NT8/2011-12/117

Date: 21.06.2011

The notification received from State Bank of India Officers' Association Institute, Chennai regarding Diploma / Post graduate diploma courses is hosted below for information.


DEPUTY REGISTRAR (ADMN)

STATE BANK OF INDIA OFFICERS' ASSOCIATION INSTITUTE

Department of Hindi Correspondence Education
229, NSC Bose Road, Mercantile Plaza, II floor,
P.B.NO.1279, CHENNAI 600 001

PHONE: 25340 226, 25228773, 25227170, FAX 044 5261013

REF. NO. 0525/2011

20.05.2011

To

*The Vice-Chancellor,
Pondicherry University,
Pondicherry.*

Dear Sir,

STATE BANK OF INDIA OFFICERS' ASSOCIATION INSTITUTE, CHENNAI

POST GRADUATE DIPLOMA COURSES/ DIPLOMA COURSES

The **STATE BANK OF INDIA OFFICERS' ASSOCIATION** is a premier organisation, which apart from looking after the welfare of the officers of the State Bank of India, has also branches into many social and educational activities. The State Bank of India Officers' Association, Chennai Circle runs six schools at Chennai, Madurai, Coimbatore and Cochin. The **STATE BANK OF INDIA OFFICERS' ASSOCIATION INSTITUTE** (shortly known as SBIOA INSTITUTE) situated at 229, NSC Bose Road, Chennai 600 001 (Phone No. 044-25340226) is part and parcel of this Association and is engaged in Labour and Management studies pertaining to Banking Industry.

2. In 1994 the SBIOA Institute started a Hindi Correspondence wing and it is running the following courses;

1. **DIPLOMA COURSE IN CONVERSATIONAL HINDI (TAMIL MEDIUM)**
2. **DIPLOMA COURSE IN CONVERSATIONAL HINDI(ENGLISH MEDIUM)**
3. **DIPLOMA IN CONVERSATIONAL ENGLISH (TAMIL MEDIUM)**
4. **DIPLOMA IN CONVERSATIONAL ENGLISH (HINDI MEDIUM)**
5. **DIPLOMA IN CONVERSATIONAL TAMIL (HINDI MEDIUM)**
6. **POST GRADUATE DIPLOMA IN TRANSLATION (HINDI-ENGLISH)**
7. **POST GRADUATE DIPLOMA IN JOURNALISM (HINDI MEDIUM)**
8. **POST GRADUATE DIPLOMA IN PERSONNEL ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT**

3. We enclose a copy of the advertisement. We shall be glad if you can arrange to display this advertisement in the notice board of your Institution.

Thanking you,

Yours faithfully,

M. S. Srinivasan

EXECUTIVE DIRECTOR

STATE BANK OF INDIA OFFICERS' ASSOCIATION INSTITUTE

Department of Correspondence Education,
229, NSC Bose Road, Mercantile Plaza, II floor,
P.B.NO.1279, CHENNAI 600 001

PHONE; 25340226, FAX 044-25261013

Application are invited for the following courses (Open to All)

1. **POST GRADUATE DIPLOMA IN TRANSLATION (HINDI-ENGLISH)**
2. **POST GRADUATE DIPLOMA IN JOURNALISM (HINDI MEDIUM)**
3. **POST GRADUATE DIPLOMA IN PERSONNEL ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT**
4. **DIPLOMA COURSE IN CONVERSATIONAL HINDI (TAMIL MEDIUM)**
5. **DIPLOMA COURSE IN CONVERSATIONAL HINDI(ENGLISH MEDIUM)**
6. **DIPLOMA IN CONVERSATIONAL ENGLISH (TAMIL MEDIUM)**
7. **DIPLOMA IN CONVERSATIONAL ENGLISH (HINDI MEDIUM)**
8. **DIPLOMA IN CONVERSATIONAL TAMIL (HINDI MEDIUM)**

DURATION

- (A) All Post graduate Diploma courses are of one year duration (June-May) next course starts in June 2011-)
(B) All diploma courses are of six months duration (January to June and July to December) Next batch starts in June-2011.

ELIGIBILITY

COURSE NO 1. POST GRADUATE DIPLOMA IN TRANSLATION (HINDI-ENGLISH)

Graduation from a recognised University, with second Language Hindi (or) Graduate from a recognised University with a Qualification in any of the Hindi examinations conducted by various voluntary organisations considered equivalent to second language Hindi of Graduate level. English also must be taken as one of the subjects at Graduation Level.

COURSE NO 2 & 3 : POST GRADUATE DIPLOMA IN JOURNALISM (HINDI MEDIUM) and POST GRADUATE DIPLOMA IN PERSONNEL ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT(for both the courses)

Graduation from Recognised University. The Study Materials will be given only in Hindi.. However, the candidates can choose either Hindi or English for writing examination and submitting response sheets.

COURSE NO 4, 5, 6, 7 & 8 : DIPLOMA COURSE IN CONVERSATIONAL HINDI /TAMIL/ENGLISH: Anybody who is interested to learn the language can join.

COURSE FEES

	P.G DIPLOMA COURSES	DIPLOMA COURSES
COURSE FEE:	Rs.2500.00 for each course	Rs.1750.00 for each course (includes application fee and free CD)
Examination Fee	Rs.1000.00 for each course	No exam fees

EXAMINATION CENTERS

Post Graduate Diploma Courses: 1. Ahmedabad, 2. Bangalore, 3. Bhubaneswar 4. Bhopal. 5. Calcutta, 6. Cochin, 7. Chennai 8. Chandigarh 9. Guwahati 10. Hyderabad 11. Lucknow 12. Mumbai 13. New Delhi 14. Patna 15. Port Blair 16. Moradabad (if number of candidates are less than 5 that centre will be cancelled).

Diploma Courses: Chennai, Coimbatore, Thiruchirapalli, Tanjore, Pondicherry, Nagapattinam, Madurai, Hyderabad, Mumbai, Rajasthan and New Delhi. And also at places where the number of candidates are more than 10.

Application form alongwith prospectus can be had from the above address by sending a Demand Draft for Rs.250/- drawn in favour of **SBIOA INSTITUTE, CHENNAI**.

Please note:

1. Demand Draft must be sent individually for each course.
2. While purchasing Demand Draft please ensure that the name and code number of the Branch is indicated on the Demand Draft.
3. Indicate the course applied for specifically.
4. Send a self-addressed stamped (Rs.15/- for Diploma Courses and Rs.20/- for Post Graduate Diploma courses) envelope (25cmx12cm).(Note- Please do not affix the stamps on the cover. Keep the stamps inside the cover) For the candidates applying for Diploma courses, this application fee of Rs.250/- (Rupees two Hundred fifty) only will be deducted from the course fee.
5. For PGD courses candidates must apply before May of every year and for Diploma courses one must apply before June (for July to Dec courses) and before December (for Jan to June courses).

Dr. S. VIJAYA
COURSE DIRECTOR

Shri D.S. RISHABADAS
EXECUTIVE DIRECTOR

STATE BANK OF INDIA OFFICERS' ASSOCIATION INSTITUTE
Department of Correspondence Education,
229, NSC Bose Road, Mercantile Plaza, II floor,
P.B.NO.1279, CHENNAI 600 001

PHONE; 25340226, FAX 044-25261013

1. DIPLOMA COURSE IN CONVERSATIONAL HINDI(TAMIL MEDIUM/ ENGLISH MEDIUM)
2. DIPLOMA COURSE IN CONVERSATIONAL ENGLISH(TAMIL MEDIUM/ HINDI MEDIUM)
3. DIPLOMA COURSE IN CONVERSATIONAL TAMIL(HINDI MEDIUM)

**(A COURSE THAT WILL OPEN THE WINDOWS OF ALL SIDES
AND MAKE YOU SPEAK HINDI/ENGLISH/TAMIL AS THE NATIVE DOES)**

- ELIGIBILITY : OPEN TO ALL (Anybody who is interested to learn a new Language can join this course)
- COURSE SYLLABUS : Alphabets with pronunciation, basic conversational grammar, situations and all essential features of conversation. A book entitled **CONVERSATIONAL WORD FINDER** will be supplied at the end of the course.
- DURATION : SIX MONTHS (JANUARY TO JUNE , JULY TO DECEMBER)
NEXT BATCH COMMENCES IN JULY 2011
- CONTACT PROGRAMME : SIX Contact programmes will be conducted at Chennai, Trichi, Madurai, Coimbatore, Tanjore, Nagapattinam, Pondicherry and other places on Saturday and Sunday between 10.00 am to 5.00 pm.
- RESOURCE CENTRES : Candidates who are not able to attend the contact programmes can approach the Resource persons at Chennai, Coimbatore, Trichy, Madurai, Tanjore, Nagapattinam, Pondicherry, Hyderabad, Mumbai and Delhi and get their doubts clarified.
- EXAMINATIONS : Examinations will be conducted at the end of June and December, and successful candidates will be awarded DIPLOMA IN CONVERSATIONAL HINDI/DIPLOMA IN CONVERSATIONAL ENGLISH. EXAMINATIONS will be conducted at Chennai, Trichy, Coimbatore, Madurai, Tanjore, Nagapattinam, Pondicherry, Hyderabad, New Delhi and Mumbai. And also at places where the number of candidates are more than 10.
- COURSE FEE : Rs. 1750/- (Rupees ONE THOUSAND SEVEN HUNDRED FIFTY only) Inclusive of contact programme and examination fee and a CD.

Interested candidates can get the application form by sending a Demand Draft /Local Cheque for Rs.250/- (Rupees two Hundred fifty only) drawn in favour of SBIOA INSTITUTE, CHENNAI along with a self addressed stamped (Rs.15) envelope. Please do not affix the stamps on the envelope; keep the stamps inside the self addressed envelope. Please note that this application amount of Rs.250/- will be deducted from the course fee on joining the course. PLEASE MENTION THE MEDIUM OF INSTRUCTION (TAMIL/ENGLISH/HINDI) CLEARLY ON THE ENVELOPE.

DR.S.VIJAYA
COURSE DIRECTOR. .

D.S. RISHABADAS
EXECUTIVE DIRECTOR

STATE BANK OF INDIA OFFICERS' ASSOCIATION INSTITUTE

Department of Correspondence Education,
229, NSC Bose Road, Mercantile Plaza, II floor,
P.B.NO.1279, CHENNAI 600 001

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20 05 2011

Dear Sir,

Publications of SBIOA Institute

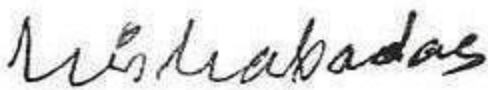
The following are the publications of our SBIOA Institute:-

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|---|--------|
| 1.. Conversational Hindi (Tamil Medium) CDs with companion booklet | Rs.200 |
| 2. Conversational Hindi (English) Twin cassettes/CDs with companion booklet | Rs.200 |
| 3. Conversational English(Hindi Medium) Triplet cassettes/ | Rs.200 |
| 4. Conversational English(Tamil Medium) CD | Rs.200 |
| 5.. Conversational word finder (English Medium) | Rs. 30 |
| 6. Hindi – English Technical Glossary | Rs.120 |
| 7. Pechumozhi Hindi sorkalanjiyam (Tamil-Hindi-Hindi in Tamil script) | Rs. 30 |
| 8. இரு மொழி வழி(Iru mozhi Vazhi)[Tamil to Hindi & Hindi to Tamil] | Rs. 30 |

If you want to get copies of the above please send a Demand Draft/Local Cheque for the price amount plus Rs.50/- for postage in case of CD/Cassettes and Rs. 15/- for books) drawn in favour of SBIOA institute, Chennai.

Please write your address legibly while placing the order.

Yours truly,



(R.S. Rishabadas)
Executive Director