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DEFENCE SERVICES REGULATIONS

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LANGUAGE REGULATIONS

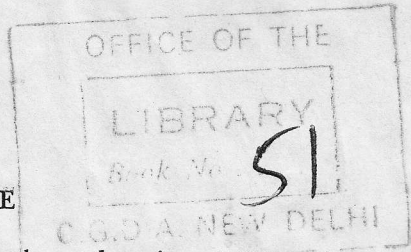
REVISED EDITION

1967



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(Orders issued up to 10th September, 1965, have been incorporated in these Regulations)



PREFACE

These Regulations are based on the orders issued from time to time up to 10th September 1965, and are issued under the authority of the Government of India.

These Regulations are applicable to all the three Services viz., Army, Navy and Air Force.

In cases wherein it is not possible to apply these rules in letter the spirit of these rules should be observed, the paramount consideration being the interests of public revenues and the public service.

These Regulations supersede the "Language Regulations, India, 1933".

V. SHANKAR

Secretary to the Government of India

Ministry of Defence

NEW DELHI:

16th February 1966.

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LANGUAGE REGULATIONS

CHAPTER I

Policy

1.1. The basic provisions of the Constitution relating to the Union official language are: Under clause (1) of Article 343, the official language of the Union shall be Hindi in Devanagari script. Clause (2) of the same Article however, provides that, for a period of 15 years from the commencement of the Constitution (i.e. until 26th January 1965), the English language shall continue to be used for all the official purposes of the Union for which it was being used immediately before such commencement. Under clause (3) of Article 343, Parliament may by law provide for the use of the English language after 26th January 1965 for such purposes as may be specified in the Law.

1.2. Under the provisions of the Official Languages Act, 1963, English language may, as from 26th January, 1965, continue to be used, in addition to Hindi, for all official purposes for which it was being used immediately before that date and for the transaction of business in Parliament.

2. The language policy for the Armed Forces is as follows:--

- (a) Each officer in the Armed Forces should be conversant with Hindi in the Devanagari script.
- (b) Officers should be encouraged to study foreign languages with a view to qualifying as interpreters.
- (c) In the case of the Army, where required, officers should be conversant with the Regimental languages.
- (d) JCOs/ORs of the Army and equivalent ranks of the Navy and Air Force should be provided facilities for learning Hindi.
- (e) All officers are required to be fully conversant with the English language before they are commissioned in the Armed Forces.

(f) A knowledge of the English language is, however, not in all cases a pre-requisite in the case of the other ranks joining the Armed Forces; but where it is not a pre-requisite, such other ranks too, after joining the Forces, are required to acquire knowledge of this language up to varying standards in accordance with the requirements of service.

3. It is necessary that all officers joining the Armed Forces should make themselves conversant with Hindi within six months from the date of Commission if they have not studied this language already, and similarly officers already in service should also qualify in this language up to Preliminary Compulsory Hindi Test in the case of Army and Air Force and up to Compulsory Hindi Test for Officers in the case of Navy. However, no penalty shall be imposed on officers who are unable to qualify in Hindi. In the case of rank and file, the learning of Hindi should be encouraged.

4. As regards foreign languages, it is necessary that the Armed Forces should have a sufficient number of personnel well-versed in the important foreign languages so that they may be able to discharge the duties of translators and interpreters as and when required. With this objective in view, a number of Armed Forces personnel would be selected each year, who will be provided with tuition in these languages at Government expense at the School of Foreign Languages, Government of India, New Delhi or at other suitable institutions. If considered necessary, some officers may be sent abroad for the study of certain languages to the countries where proper facilities for learning these languages exist, for a period to be determined by the competent authority.

5. As regards Regimental languages referred to at (c) of paragraph 2 above, officers would be required to acquire a sufficient knowledge of the language spoken by the men of the unit/formation to which they are posted so that they may be able to converse with the men and get into closer touch with them. These languages are, however, not to be used on parade or in official orders in units/formations.

CHAPTER II

Hindi

1. All regular officers have to pass the Compulsory Hindi Test unless they are exempted either on account of their mother tongue being Hindi or on account of their possessing a requisite standard of proficiency in Hindi due to their having passed other specified examinations.

2. At pre-commission Officers' Training Establishments, such as NDA, IMA, Air Force Flying College and Air Force Technical College, Hindi is a compulsory subject in academic instruction.

3. Officers/JCOs/NCOs belonging to the Army Educational Corps are required to be proficient in Hindi upto Matric standard.

4. The Recruits Tests, 3rd, 2nd and 1st Class Army Certificate of Education Examinations, are held in Hindi in Devanagari script. Candidates for the Army 1st Class Certificate of Education Examination may answer all papers except the Hindi paper in Roman script but the Hindi paper is to be answered in Devanagari script.

CHAPTER III
Foreign Languages

COURSES

1. In order to encourage officers to learn foreign languages, part-time courses in Preliminary and Advanced standards will be held at public expense, at the School of Foreign Languages, Government of India, New Delhi. The duration of these courses, classes for which will be held outside office hours, will be as follows:—

Preliminary	12 months.
Advanced	18 months.

2. Applications to attend these courses, notice for which will be given by the Service Headquarters concerned on receipt of the necessary information from the School of Foreign Languages, will be submitted by officers stationed in or around Delhi, on the prescribed form given in Appendix A, through the usual channels, to the Service Headquarters concerned.

3.1. In addition to the courses mentioned in para 1 above, whole-time interpretership courses will also be held at the School for a small number of officers selected by their respective Service Headquarters in consultation with the School of Foreign Languages.

3.2. The qualifications necessary for an officer to be recommended for selection for studying interpretership courses are:—

- (a) he must hold a permanent commission in the Armed Forces.
- (b) he must not be normally above 35 years of age.
- (c) he must have a good academic record and be strong in English.
- (d) he must have passed Preliminary Examination in the language.

3.3. The duration of the interpretership courses, which in some languages is longer than in others, will be notified at the time a fresh course is started.

4.1. Applications to attend these courses, notice of which will be given by the Service Headquarters concerned on receipt of the necessary information from the School of Foreign languages, will be submitted by officers to their respective Service Headquarters, on the prescribed form given in Appendix B, through usual channels.

4.2. Officers selected for the interpretership courses will be considered as on a Course of Instruction of over 10 weeks duration.

5.1. An officer sent abroad by Government for higher language study will be treated as on a recognised Course of Instruction of over 10 weeks' duration and will be entitled to passage to the country and back at Government expense. Such an officer will, during his stay in the foreign country, be subject to the administrative control of the Head of the Indian Mission in that country, who will inform the Service Headquarters concerned of the officer's date of arrival and departure from the country.

5.2. The officer will keep a diary showing how he has been employed and the places he has visited or resided in, etc., and he will send his diaries periodically to the Service Attache/Head of the Mission. At the end of the study period abroad, the Service Attache, etc., will report to the Vice Chief of Army Staff in the case of the Army, to the Chief of the Naval Staff in the case of the Navy and to the Chief of Air Staff in the case of the Air Force, confidentially on the officer, especially with regard to his capabilities as an intelligence officer.

6. If the Government is satisfied that the officer did not pursue his study of the language in the foreign country, it may order the officer to return to his unit and may call upon the officer to refund the cost of his return journey from the country.

7. An officer who is posted to a foreign country, on some regular appointment, such as Military Attache, etc., or sent for a purpose other than language study, may also avail himself of the opportunity to study the language of the country with a view to qualifying as "interpreter", if Government considers that there is a requirement for an interpreter in that language. In that case, the officer would be entitled to the award for passing the interpretership examination.

EXAMINATIONS

8.1. Three types of examinations will be held in foreign languages in the following ascending order:—

- (a) Preliminary
- (b) Advanced
- (c) Interpretership

8.2. There must be an interval of at least one year between the date of passing the lower examination and the date of sitting for the next-higher examination.

9. The composition of and instructions to local boards and procedure to submit applications, etc., are given in Chapter V.

SYLLABUS

10.1. The syllabus and standards for the various examinations are given in Appendix C.

10.2. The Board of Examiners will, however, have the power to modify the syllabi from time to time to the extent considered necessary.

REQUALIFICATION

11.1. The value of an officer's certificate etc. depends to a great extent on the date of its acquisition. An officer who had qualified as an interpreter more than three years previously would, before he is appointed as official interpreter, be required to requalify as interpreter.

11.2. No reward is admissible for re-qualification.

OFFICIAL INTERPRETERS

12. A certain number of officers from the Army, Navy and the Air Force, as prescribed from time to time by Government, will be officially appointed by Services Headquarters as interpreters in Foreign Languages. Such officers will generally perform, in addition to their own duties, the duties of translating from the respective foreign language into English and *vice versa* and acting as interpreters, whenever called upon to do so. Such officers will be granted an extra allowance of Rs. 100 a month. It will be drawn on the authority of an A.O./N.O./A.F.O. notifying the appointment and will not cease until the appointment is cancelled.

RECORD OF EXAMINATIONS

13. The names of all candidates who are successful in examinations held under these regulations will be published in Board of Examiners' Lists which will be given due publicity by the Services Headquarters. A note of an officer having passed an examination as above, will also be made in his Record of Service.

AWARDS

14. (i) An officer who passes various examinations in a language by studying at his own expense will be entitled to the awards listed in the Schedule.
- (ii) No officer is entitled to an award if he is over 45 years of age on the date of examination or does not hold a permanent regular commission in the Armed Forces.
- (iii) The awards will be admitted by the Defence Services Accounts authorities on the basis of the Board of Examiners' Lists containing the names of successful candidates.

CHAPTER IV

Regimental Languages

1. The provisions of this chapter are applicable only to Army officers.

2. Regimental Language Examinations will be held in two standards:

(a) Lower Standard Examination.

(b) Higher Standard Examination.

3.1. The Regimental Languages prescribed for the under-mentioned Regiments/Corps are indicated against them:—

<i>Regiment/Corps</i>	<i>Languages with script</i>
16th Light Cavalry The Madras Engineer Group The Madras Regiment	Tamil, Telugu, Kannada or Malayalam.
The Bombay Engineer Group	Marathi in Balbodh script or Punjabi in Gur- mukhi script.
The Punjab Regiment The Sikh Regiment The Sikh Light Infantry	Punjabi in Gurmukhi script.
The Maratha Light Infantry The Mahar Regiment	Marathi in Balbodh script.
All Gorkha Rifles	Nepali in Devanagari script.

3.2. The Regimental Languages, in addition to Hindi in Devanagari script, prescribed for the under-mentioned Regiments/Corps are indicated against them.—

The President's Body Guard	}	Punjabi in Gurmukhi script.
7th Light Cavalry		
8th Light Cavalry		
1 Horse		
4 Horse		
9 Horse		
14 Horse		
17 Horse		
3rd Cavalry		
62 Cavalry		
63 Cavalry		
20th Lancers		
Border Scouts		
The Bengal Engineer Group		
Border Scouts		
The Regiment of Artillery	}	Punjabi in Gurmukhi script, Marathi in Balbodh script, Nepali in Devanagari script, Tamil, Telugu, Kannada or Malayalam.
The Corps of Signals		Tamil, Telugu, Malayalam or Punjabi in Gurmukhi script.

3.3. Hindi in Devanagari script is the Regimental Language for all other Regiments/Corps.

4. The officers of Artillery will pass only two Regimental Languages from any of the undermentioned three groups of languages, provided both are not from the same group:—

- (a) South Indian
Tamil, Telugu, Malayalam and Kannada.
- (b) North Indian
Punjabi in Gurmukhi script
Nepali in Devanagari script.
- (c) Central Indian.

Marathi in Balbodh script.

5. No separate examination, either Lower or Higher Standard, will be held in Hindi since a knowledge of Hindi in Devanagari script is already compulsory for all Army officers.

6. All Permanent Regular Commissioned officers will be required to pass the Lower Standard Examination in the relevant script in the Language, other than Hindi, of the Regiment/Unit to which they are permanently posted, within two years of their posting, subject to the proviso contained in para 4. They are also encouraged to learn it upto the higher standard. In the case of a Regiment having more than one language, vide para 3, this examination will be required to be passed in one of the languages other than Hindi. The tuition grant admissible to Permanent Regular Commissioned officers for passing this examination is Rs. 100. An officer who does not pass the examination within the specified period of two years will not be eligible for the grant. Commanding Officers are responsible for ensuring that junior officers are given reasonable opportunity to study for this examination. In the case of newly-commissioned officers who proceed to Corps school or post-commission training the period of two years will be reckoned from the date of completion of their post-commission training.

7. Officers who pass the Lower Standard Examination may sit for the Higher Standard Examination and, if successful, will be entitled to a reward of Rs. 300.

8. The payment of reward and tuition grants will be governed by the following conditions:—

- (a) No officer will be entitled to a reward if he is over 40 years of age on the date of examination.
- (b) No officer will be eligible for the reward if he has already received an award or allowance for an equivalent examination held under civil rules.
- (c) No officer will be eligible to draw the reward for an examination in a language which is his mother tongue, or is taught in the school or schools in which he has been educated or is well-known to the educated classes in the district or State in which he was brought up or which is not so foreign to him as to render its acquisition a matter of difficulty. Officers who are ineligible to draw the reward under this sub-paragraph will be exempted from passing the Lower Standard Examination. Such exemption will be granted by Army Headquarters.

9. Headquarters, Areas and Independent Sub-Areas, when forwarding applications from candidates to sit for an examination, will furnish the following details of the candidates to the

Chairman, Board of Examiners, Ministry of Defence, NEW DELHI:—

- (a) The candidate's mother tongue.
- (b) Place of birth and places where educated.
- (c) Languages taught and spoken in schools attended.
- (d) The period of the candidate's study in the language regularly under a professional paid instructor.

10. On receipt of this information, the Board of Examiners, Ministry of Defence, will decide whether a candidate is eligible to draw the reward/tuition grant or not.

11. Should an officer who has qualified in his Regimental Language be transferred temporarily to another unit, for which another language is prescribed, he will not be called upon to qualify in the new language; but if he is transferred permanently he will have to qualify in the new Regimental Language within two years of his transfer subject to the proviso contained in para 4 above. In such cases the officer will be entitled to the tuition grant.

12. In the case of a Subaltern who has been transferred to a unit where a different Regimental Language is prescribed and it is difficult for him to prepare for the Lower Standard Examination before being promoted to a Captain, because he has not sufficient time, his case will be submitted to Army Headquarters through the usual channels for exemption from the language test, as far as his promotion is concerned.

13. The syllabus and standards of qualifications are given in Appendix D.

14.1. (a) Lower Standard Examinations will be held regimentally on the first Monday or the next working day, if Monday happens to be a holiday, in January, April, July and October under the orders of officers commanding units. Applications, through the proper channels, should reach the Chairman, Board of Examiners, Ministry of Defence, NEW DELHI, at least one month before the date of examination. Question papers will be set by the Board of Examiners, Ministry of Defence.

(b) Regimental Boards detailed by Officers Commanding units, which will conduct these examinations will consist of one qualified military officer who must have passed at least the 2nd class interpretership under the existing regulations of the

Higher Standard in the language, or the Intermediate Examination of University/Board with the language as one of the subjects and supervising officers, not below the rank of Captain, who need not have linguistic qualifications. No fee is admissible to the supervising officer. In the event of qualified military officers not being available, civil officers or other civilians of similar status, who possess the necessary qualifications or who are recognised authorities in the language, may be employed. A JCO or NCO whose mother tongue is the examinee's language will be detailed to assist in the oral part of examination.

14.2. A copy of instructions to Local Boards and Supervising Officers will, however, accompany each set of question papers.

15. Higher Standard Examinations will be held half-yearly on 2nd Monday or the next working day, if Monday happens to be a holiday, in May and November. The examination will be carried out on the same lines as the Lower Standard Examination mentioned in paragraph 13.

16. After the examination, the boards will send attendance lists, mark sheets, completed as far as the oral part of the examination is concerned and unmarked written scripts to the Chairman, Board of Examiners, Ministry of Defence, NEW DELHI, direct for further action. Completed mark sheets declaring the result of the candidates will be returned to officers commanding units for onward transmission to the candidates concerned. Names of all the successful candidates will be published in the Board of Examiners List.

17. Fees for paper-setters/examiners for these examinations are governed by Rules 325, Pay & Allowances Regulations (Officers) 1954.

18. Text books and grammar recommended for study are laid down in Appendix E.

CHAPTER V—EXAMINATIONS

Part I—General

Government has set up a Board of Examiners, which is composed of a Chairman, the representatives of the three Services and qualified linguists. This Board functions under the direct control of the Ministry of Defence and is responsible for conducting examinations in foreign and Indian languages, laying down syllabi, etc., for those examinations, selecting paper-setters, examiners, etc. and making other connected arrangements. The Board is also responsible for prescribing the text-books for various examinations. The Board will announce these text books at least one year in advance of the examinations, preferably in the beginning of each year.

2. All practical arrangements in connection with the conduct of the various examinations will be made by the local Service authorities concerned in accordance with the general instructions laid down in these Regulations, as well as any further specific instructions which may be issued by the Board of Examiners. The local Service authority in the case of the Army would be the Area/Sub-Area Commander, in the case of the Navy, Administrative authority/Commanding Officer of Ship/Establishment concerned and in the case of the Air Force Wing/Station/Unit Commander. If at a station, officers belonging to more than one Service apply to appear at a particular examination, then the arrangements may be made only by one Service, if convenient, in consultation with the other Service or Services.

3. The local Service authority would set up a local board for conducting examinations at each centre according to the convenience of the candidates. In the case of examinations in Regimental Languages, centres would be determined by the local Service authority but in the case of examinations in foreign languages, centres would be determined by the Board of Examiners. If any officer has to undertake any journey for conducting an examination or for appearing at it, he would do so on temporary duty.

4. The local Board will consist of two officers—one of whom will be designated as "Presiding Officer" and the other

as "Supervising Officer". In the case of examinations in Regimental Languages, the officer to be appointed Presiding Officer should be one who has already passed the Higher Standard Examination or an equivalent examination in the language in which he is required to conduct the examination.

5. In the case of examinations in Regimental Languages, the local Board may be assisted by a JCO or NCO whose mother tongue is that language. He will assist the Board in conducting the oral part of the examination. The lines on which conversation is to take place will be settled between the JCO/NCO and the President beforehand. In the case of foreign languages, however, the officers will be examined at Delhi under arrangements to be made by the Board of Examiners. The officers will perform the journey to Delhi and back as on temporary duty.

6. In the case of Regimental Languages as well as foreign languages, the written answer books will be sent to the Chairman, Board of Examiners, for necessary action, immediately after the examination is over.

7. In the case of Regimental Languages the marks obtained by the candidates in the oral part of the examination will be communicated by the local Board to the Chairman, Board of Examiners immediately after the examination is over.

8. In the beginning of each year the Board of Examiners will announce the number of examinations which will be held in Regimental Languages during that year and the dates on which such examinations will be held. In the case of foreign languages, however, the Board will announce the intention to hold an examination and the date on which the examination will be held at least three months in advance. Those who wish to appear at these examinations will submit their applications in the form prescribed by the Board of Examiners for this purpose so as to reach the authority concerned at least $1\frac{1}{2}$ months before the date of commencement of the examination. The authorities to receive the applications will be as follows:—

- (a) Regimental Languages—The Chairman, Board of Examiners through the local Service authority.
- (b) Foreign Languages—The Chairman, Board of Examiners. (Applications should, however, be submitted to the Board through the normal Service channel).

9.1. On receipt of applications, the Board of Examiners will decide on the centres of examination, for both the Foreign language and Regimental Language examinations.

9.2. In case of Regimental Languages, the local service authorities will apprise the Chairman, Board of Examiners of the number of question papers required at each centre and the name of the President of the Local Board appointed for this purpose. Thereafter, the Chairman will send the requisite number of question papers to the President of the Local Board a few days before the commencement of the examination.

9.3. In the case of Naval officers serving on ships afloat, the local service authority will, in addition, inform the Chief of the Naval Staff of their names and the ships in which they are serving. The Chief of the Naval Staff will intimate to the Chairman, Board of Examiners, the name, designation and address of the officer to whom the question papers for such examinees will be sent.

10. The examiners appointed by the Board of Examiners will mark the answer books in Regimental Languages and foreign languages and send them to the Chairman, Board of Examiners. The Board will consolidate the results of the written and oral parts and publish the names of successful candidates in the Board of Examiners' Lists.

11. In the case of officers serving outside India, who have to take examinations in foreign languages, question papers will be sent by the Board of Examiners to the Indian Mission concerned in the foreign country who will make all arrangements, including the oral part of the examination. The answer books of the candidates will be sent by the Embassy to the Chairman, Board of Examiners immediately after the examination is over. The oral test will be held at the Embassy/Legation by qualified examiners approved by the Chairman, Board of Examiners. Only those candidates who qualify at the written examination will be called up for the oral test.

12. The following fees will be admissible to the paper-setters, etc.—

(a) *Foreign Languages*

Paper setters	Rs. 50 per paper.
Examiners	Rs. 2 per answer book.
Oral	Rs. 2 per candidate subject to a minimum of Rs. 10 per language.

(b) *Indian Languages*

(Paper-Setters and Examiners)

Lower Standard

Paper Setters	...	Rs. 20 for setting the written part.
Paper Setters	...	Rs. 15 for setting the first two sets of questions of the oral part.
Examiners	...	Re. 0.75 per candidate.

Higher Standard

Paper Setters	...	Rs. 20 for setting the written part.
Paper Setters	...	Rs. 20 for setting the first two sets of questions of the oral part.
Examiners	...	Rs. 1.50 per candidate.

(c) *Indian Languages* (Local Board Examiners)*Lower Standard*

Rs. 15 for setting the third question for the oral examination plus 50 paise per candidate for assessing the candidate's performance at the oral examination taken as a whole.

Higher Standard

Rs. 20 for setting the third question of the oral examination plus Re. 1 per candidate for assessing the candidate's performance at the oral examination taken as a whole.

Part II—Instructions to the Local Service Authorities and Examination Boards

1.1. The local Service authority and the local board will make all practical arrangements for the holding of an examination such as the provision of examination rooms for written and oral examinations, supply of tables, stationery, etc.

1.2 In the case of officers of the Navy in ships afloat such arrangement will be made by the Commanding Officer of the Ships.

2. The local Service authority in the case of examinations in Regimental Languages and the Board of Examiners in the case of foreign languages, will furnish the local board with a list of candidates who would be taking the examination. No person whose name is not included in the list will be permitted to appear at the examination. Candidates whose names are included in the list will not be permitted to withdraw their names, unless the local Service authority is satisfied with the reasons for which the candidate wishes to withdraw his name.

3. The local board will not permit any deviation from the order of examination as laid down by the Board of Examiners, and the time allotted for each subject would not be exceeded in any circumstances.

4. In the case of an examination in the foreign language, the Board of Examiners will allot the roll numbers to the candidates. In the case of Regimental Languages, the index numbers will be allotted by the local Service authority. At the same time, the local Service authority will furnish a list of the candidates along with the roll/index numbers allotted to them to the local board and to the Board of Examiners also. The candidates will write only the roll/index numbers allotted to them on their answer books and in no circumstances will names be entered thereon.

5. On the day of the examination, candidates will be required to report themselves half an hour before the time fixed for the commencement of the examination for the purpose of being identified and for receiving their roll/index numbers and being allotted their seats by the Board.

6. For the written examination, candidates are to be placed at least six feet apart and no candidate is to be examined in any subject except at the time specified. During the oral examination, only the members of the Board and one candidate at a time are to be in the examination room or within the hearing of the candidate.

7. The Board will assign the seats to candidates in the order of their roll/index numbers. Each candidate will occupy the same seat throughout the examination unless otherwise

ordered by the Board, who may make any subsequent change, if considered necessary. A plan showing the seating arrangements of the candidates will be prepared by the Board for each paper and sent to the Board of Examiners along with the written answer books of the candidates. If the examiner finds that answer books of any two candidates seem to tally with each other, he will be in a position to check up from the plan whether the candidates were sitting in such a position that they could have opportunity for copying.

8. Question papers will be sent by the Board of Examiners to the local board in a sealed envelope, copies of different papers being enclosed in different covers. The envelope is to be opened only ten minutes before the time for the commencement of the examination in that particular paper only in the presence of the President and the other member of the local board, who should make sure that the seals of the envelope and the envelope have not been tampered with. If there is any apprehension that either the seals or the envelope have been tampered with they should send an immediate telegraphic report giving the full facts to the Chairman, Board of Examiners and also despatch the envelopes to the Board. In such cases, the envelope should be opened in such a way that the seals remain intact. The examination should, however, be continued.

9. The officers constituting the board are to be present during the entire examination unless compelled to absent themselves temporarily for some special purpose. At least one member must, however, be present in the examination room the whole time.

10. The question papers will be distributed and answer books collected by the members of the board at appointed hours.

11. No candidate is to be permitted to leave the room during the hours of examination without finally giving up his papers. No candidate will be allowed to leave within the first half hour in any circumstances. Any candidate who may have finished his reply on any subject before time may deliver his paper to a member of the board.

12.1. At the conclusion of the examination, the board should ensure that all papers handed in by the candidates are marked with correct roll/index numbers. These answer books would be arranged unfolded according to the roll/index numbers, placed

in a large envelope and sealed. Outside the envelope, the following items will be entered:—

- (i) Subject.
- (ii) Station.
- (iii) Signature of the President.

12.2. This envelope along with the following documents will be placed in another envelope which will be sealed and sent to the Chairman, Board of Examiners by Registered Parcel:—

- (a) A certificate by the members of the Board that the prescribed order of examination was strictly observed, that a member of the Board was present during the entire examination and that none of the candidates received any improper assistance during the examination.
- (b) An attendance list (I.A.F.X.-1854) indicating the roll/index numbers of the candidates whose answer books are contained in the cover.
- (c) The mark sheets duly completed (in respect of oral part only) and signed by the local board examiner and Supervising Officer.

Note: (b) and (c) are not required in case of foreign languages.

SCHEDULE

Schedule of awards under para 14 of Chapter III "Foreign Languages"

Schedule of Awards (Para 14)

Sl. No.	Language	Amount of awards for passing with Distinction		
		Preliminary examination	Advanced examination	Interpretership examination
		80% (3)	80% (4)	75% (5)
(1)	(2)			
		Rs.	Rs.	Rs.
1	Persian	150	250	500
2	Pushto	150	250	500
3	Afghan	150	250	500
4	Malay	150	300	750
5	Indonesian	150	300	750
6	Burmese	150	300	750
7	French	150	300	750
8	German	150	300	750
9	Dutch	150	300	750
10	Arabic	250	450	1,000
11	Tibetan	250	450	1,000
12	Turkish or Turki	250	450	1,000
13	Siamese	250	450	1,000
14	Russian	300	550	1,500
15	Chinese	300	550	1,500
16	Japanese	300	550	1,500

NOTE—1. Officers passing the language examinations in Malay will not be eligible for a separate award for passing the language examination in Indonesian in corresponding standard and *vice versa*. Similarly, officers passing in Afghan Pushto will not be eligible for a separate award for Pushto in corresponding standard and *vice versa* and officers passing in Afghan Persian would not be eligible for a separate award for passing in Persian in corresponding standard and *vice versa*.

2. Students of the School of Foreign Languages standing first with distinction (80 per cent marks or more) at the final examination in their respective languages are eligible for special awards on the following basis.

	Preliminary	Advanced
	Rs.	Rs.
Non-sponsored students	200	300
Sponsored students	100	150

At least 50 per cent of the award will be in the form of books in the Language for which, the award is made.

3. The amounts prescribed in cols. 4 and 5 are inclusive of awards previously received if any, for having passed earlier examination(s) in the particular language which would be deducted.

4. Officers who undergo training at Govt. expense and pass with 80 per cent or more marks will be eligible for awards at 50 per cent of the rates specified above subject to the provisions of note 3.

APPENDIX A

**Application for admission to the Preliminary/Advanced Course
in foreign languages**

Language Course, Preliminary or Advanced.....

Personal No. Rank

Name Unit/Corps.....

Present appointment

Date of Birth Medical Category

Academic qualifications with details

Year of passing the preliminary examination.....

(if applying for admission to the advanced course)

Period of stay abroad, if any.....

*Proficiency (if any) in the language applied for

Reading.....

Writing.....

Speaking.....

(*very high, high, average or nil).

.....
Signature of applicant

Forwarded. I have satisfied myself that this officer is likely to pass the Preliminary/Advanced examination in the language at the end of the Course and is likely to remain in Delhi for the duration of the Course.

Date

Commanding.....

ORAL EXAMINATION

Conversation with a person whose mother tongue is of the country, for 10 minutes, or if no such person is available with one proficient in that language on various topics of general interest—100.

Standard of qualification

80 per cent of the total marks must be obtained for DISTINCTION and 50 per cent separately in each part for PASS.

(c) *Interpretership Examination*

WRITTEN EXAMINATION

Paper I

	<i>Marks</i>
(1) Translation of military passages from the foreign language into English	50
(2) Translation of military passages from English into the foreign language	50
Total ...	100

Paper II

(1) An essay in a foreign language with a choice of subjects	60
(2) A letter to be written in the foreign language with a choice of subjects	40
Total ...	100

Paper III

(1) Extempore translation—Passages in the foreign language of an ordinary every-day style will be read aloud to the candidate who will write them down in English. The passages will not be of a military character ...	30
(2) Extempore composition—English passages of an ordinary every-day style will be read aloud to the candidate who will write them down in the foreign language. The passages will not be of a military character ...	30
(3) A comprehension test including questions on grammar, usage, precis writing, etc. ...	40
Total ...	100

ORAL EXAMINATION

	<i>Marks</i>
(1) General conversation	40
(2) Reading Manuscript—Reading aloud and translating manuscript. Reading aloud and dictating answers to short manuscript reports, notes, telegrams, etc.	20
(3) *Military terms—Knowledge of Military and local terms (including titles of local officials and terms of etiquette in dealing with them), terms used in travel, reconnaissance, transport duties, collecting of supplies, etc. and conventional signs and abbreviations used in maps of foreign countries, to be tested by direct questions and by oral translation from a British or foreign training manual	20
(4) Practical interpretation	20
Total	<u>100</u>

Standard of qualification

75 per cent of the total marks must be obtained for **DISTINCTION** and 50 per cent separately in each part for **PASS**.

*In their preparation for the oral tests candidates are advised to give special attention to fluency in general conversation. The military terms will be limited to those which an officer of any branch of the service is expected to know, such as those used in Field Service Regulations or in the employment of Air Forces with the Army in the Field. A candidate may be questioned on words and expressions in common use in his own arm of the service.

Syllabi and standards of qualification referred to in para 13 of Chapter IV

LOWER STANDARD

Part I—Oral

	<i>Marks</i>
(a) Viva Voce translation of English sentences ...	50
(b) Viva Voce translation into English from the Regimental language ...	50
(c) Conversation—Conversing with reasonable fluency and accuracy with a soldier (or local inhabitant in cases where a soldier is not available) unacquainted with English, on general and military topics of a practical nature ...	100
Total ...	<hr/> 200 <hr/>

Part II—Written

(a) Translation of passages from English into the Regimental language, half of which will be taken from the English translation of a passage or passages from the prescribed text-books ...	80
(b) Translation of passages from the Regimental language into English, half of which will be taken from the text-books ...	80
(c) Simple questions to be set in the Regimental language to be answered in the language ...	40
Total ...	<hr/> 200 <hr/>

Standard of qualification

60 per cent of the total marks in each of Parts I and II will be required to PASS. The examination of candidates who fail to pass in Part I will not be proceeded with. Failure in any Part will entail re-examination in both Parts. Candidates securing 80 per cent or more of the aggregate marks will be considered as having PASSED WITH DISTINCTION.

HIGHER STANDARD

Part I—Oral

	<i>Marks</i>
(a) Viva Voce translation of English sentences	50
(b) Viva Voce translation from the Regimental language into English	50
(c) Reading and translating a simple letter	50
(d) Conversation—Conversing with reasonable fluency and accuracy with a local inhabitant unacquainted with English, on general and military topics of a practical nature	100
Total	250

Part II—Written

	<i>Marks</i>
(a) Translation of passages from English into the Regimental language, half of which will be taken from the English translation of a passage or passages from the prescribed text-books	80
(b) Translation of passages from the Regimental languages into English, half of which will be taken from the text-books	80
(c) Simple questions to be set in the Regimental language to be answered in the language	40
Total	200

Standard of qualification

60 per cent of the total marks in each of the Parts I and II will be required to PASS. The examination of candidates who fail to pass in Part I will not be proceeded with. Failure in one Part will entail re-examination in both Parts. Candidates securing 80 per cent or more of the aggregate marks will be considered as having PASSED WITH DISTINCTION.

**List of Books prescribed for Regimental Language Examinations
referred to in para 18 of Chapter IV**

Lower Standard

Punjabi

Subhadra—by IC Nanda
Nawab Khan—
by Bhai Jodh Singh

} Bhape di Hatti,
Bazar Mai Sewan,
Amritsar.

Nepali

Nepali Sahitya Reader II
Nepali Sajilo Sahitya Pt. III
Prathamik Nepali Vyakaran—
by Nagendra Mani Pradhan
and Shri Amar Nath Mani
Pradhan

} Macmillan & Co.,
Ltd., Calcutta.
M/s. I. M. Pradhan
& Sons, Booksellers
& Publishers, Dar-
jeeling.

Marathi

Praudhancho Vachan Book I
Praudh Shikshan

} Lakhan Vachan,
Bhandar, Ganpati
Chowk, Laxmi
Road, Poona-2.

Tamil

Elementary Reader Book IV

} Cr. Namasivaya
Mudaliar & Sons,
Srinivasan Street,
Madras.

Telugu

Navayandhra Vachakamu—
Book I
Book II
Book III
Book IV

} Orient Publishing
House, Vijayawada
and Madras.

Kannada

Kannada Reader I
Kannada Reader II
Kannada Reader III

} Government Press,
Mysore.

Malayalam

Sri Chitrawali Bk. IV Pratham
Vyakaranam

} Educational Supply
Depot, Palghat.

Higher Standard

Punjabi

Bambiha Bol—by S.S. Amol
 Punjabi Vyakaran—by S. S. Amol

} Bhape di Hatti,
 Bazar Mai Sewan,
 Amritsar.

Nepali

Nepali version of Pt. Jawaharlal
 Nehru's letters to his daughter—by
 Indra Sundas

} Nepali Sahitya Sam-
 melan, Darjeeling.

Marathi

Praudhancho Vachan Book II
 Praudh Shikshan Book II

} Lekhan Vachan
 Bhandar, Ganpati
 Chowk, Laxmi
 Road, Poona-2.

Tamil

Elementary Reader Book V

Cr. Namasivaya
 Mudaliar & Sons,
 Srinivasan Street,
 Madras.

A progressive Grammar of Tamil
 by G. S. Arden

Christian Literature
 Society, Madras.

Telugu

Navayandhra Vachakamu—

Book V
 Book VI
 Book VII

} Orient Publishing
 House Vijayawada
 and Madras.

Kannada

Kannada Readers IV and V

} Government Press,
 Mysore.

Malayalam

Sri Chitrawali Reader Book VIII
 Madhyam Vyakaranam

} Educational Supply
 Depot, Palghat.