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BY FAX/SPEED POST

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School of Foreign Languages
Ministry of Defence/HQ IDS
25, Lodhi Estate
New Delhi-110003

No. 05682/COP/HQ IDS/SFL

17 Apr 2018

IHQ MOD (Army)
Dte of Mil Trg
GS/MT-15 (c), Sena Bhawan
New Delhi-110011

IHQ MOD (Navy)
Dte of Naval Education
West Block-V, RK Puram,
New Delhi-110066

Dte of Air Education
Air Hqrs, West Block-VI
RK Puram, New Delhi-110066

Ministry of External Affairs,
AO(PA-II)
South Block, New Delhi-11

Director(LD)
Language Division
Cabinet Sectt B, Bikaner House (Annx)
Shahjahan Road, New Delhi-110011

HQ IDS/ Training and Policy
Kashmir House, Rajaji Marg,
New Delhi-110011

**COMMENCEMENT OF COP-ADOP COURSE AT SFL
FOR THE SESSION 2018-2019**

1. The School of Foreign Languages invites applications for undergoing the Certificate of Proficiency (COP) course in Arabic, Chinese, Persian, Russian, Tibetan and Sinhala.

2. Advance Diploma of Proficiency (ADOP) courses in a foreign language is applicable only for Service personnel and will be held subject to a minimum **05 working service personnel sponsored.**

3. Eligibility - COP. Preferably Graduate / should have qualified 10+2 (Intermediate) or its equivalent.

4. Procedure. Candidates seeking admission to the COP may apply in the prescribed form supplied by SFL. They have to qualify the Entrance Examination comprising of written test followed by personal interaction. It will be conducted by the School. The written test is designed to ascertain language aptitude, intelligence, general English, General Knowledge, History and cultural background of the region where the concerned language is spoken. The interaction is for checking the aptitude and attitude of the candidate.

मु.प्र.अ./ (संक्र.अ.सं.)	CAO/ (Coord)
उप. प्रमुख (अनुसूचित)	
Dy CAO (D/W)	
उप. निदेशक (सहायक)	
Dy Dir (C)	
प्र. अ.	
A. O.	
अं. सं.	
Dy. No.	9578

5. The written test will be held on **28 Jun 2018** from **1000 Hrs to 1200 Hrs** and if necessary, from **1400 Hrs to 1600 Hrs**. Personal interaction will be held on **29 Jun 2018 from 1000 Hrs onwards**. The result of the entrance examination will be displayed on the Notice Board of the School on **11Jul 2018**. No intimation of result of the examination will be sent directly to the candidates.

6. **Commencement of Course & Timing**. The courses will commence w.e.f. **19 Jul 2018** at School of Foreign Language 25, Lodhi Estate, New Delhi-110003. Classes will be run in the School premises from 0800 Hrs to 0855 Hrs, every working day.

7. **Course Fee.**

(a) Candidates who qualify the Entrance Examination, will be required to deposit their fee as per the rates given here under: -

	<u>SPONSORED CANDIDATES</u>	<u>NON SPONSORED CANDIDATES</u>
(i) Admission Fee	: Rs.6000/-	Rs.4800/-
(ii) Tuition Fee	: Rs.500/-	Rs.500/-
(iii) Examination Fee	: Rs.600/-	Rs.200/-
Total	Rs.7100/-	Rs.5500/-

(b) No fee is payable by sponsored candidates paid from the Defence Services Estimates. However, an administrative sanction should be issued by the controlling section of the Ministry of Defence as they are exempted from admission/tuition fees and examination fees. Such candidates will not be admitted if the administrative sanction is not received by 15 Jul 2018.

(c) The fee in respect of sponsored candidates will be paid in lump sum by their departments. The other candidates will be required to make the payment by 19 Jul 2018. Fees once paid will not be refunded under any circumstances. Admission after the commencement of courses may only be done if permitted by Director, SFL on reasoned ground.

8. **Application Forms**. Application forms can be obtained **free of cost** from the office of the School of Foreign Languages, 25, Lodhi Estate, New Delhi – 110 003 from **20 May 2018 to 15 Jun 2018** on all working days (between 1000 Hrs to 1600 Hrs). Copy of Govt. ID/ Aadhar Card will be required to get the application form. Photocopies of application form will not be allowed.

9 Last Date of submission. The last date for receipt of applications is **20 Jun 2018**. The applications received after the last date shall be summarily rejected. All the Government employees are required to route their applications through their administrative Cells/ Proper Channel and ensure that their applications reach the School by the due date.

10. Important Regulations.

(a) All the students who are admitted to the School will have to attend the classes regularly in time. The students who have less than 80% attendance shall not be allowed to appear in the final examinations.

(b) It is important to note that three periodical tests are conducted during the academic year. Any student failing in any one of the periodical tests can be withdrawn forth with.

(c) The decision of the Director, School of Foreign Languages will be final in all respects.

(d) The contents of This letter may please be widely circulated for information.



(Gaurav Gairola)
Capt (IN)
Director, SFL

Copy to :-

NTRO
Block -III, JNU OLD CAMPUS
New Delhi - 110067

Dte Gen Resettlement
New Delhi

✓ DG DIA, HBIDS, Kashmir House

ADG SI (SI-2), Sena Bhawan

✓ CAO/Coord

