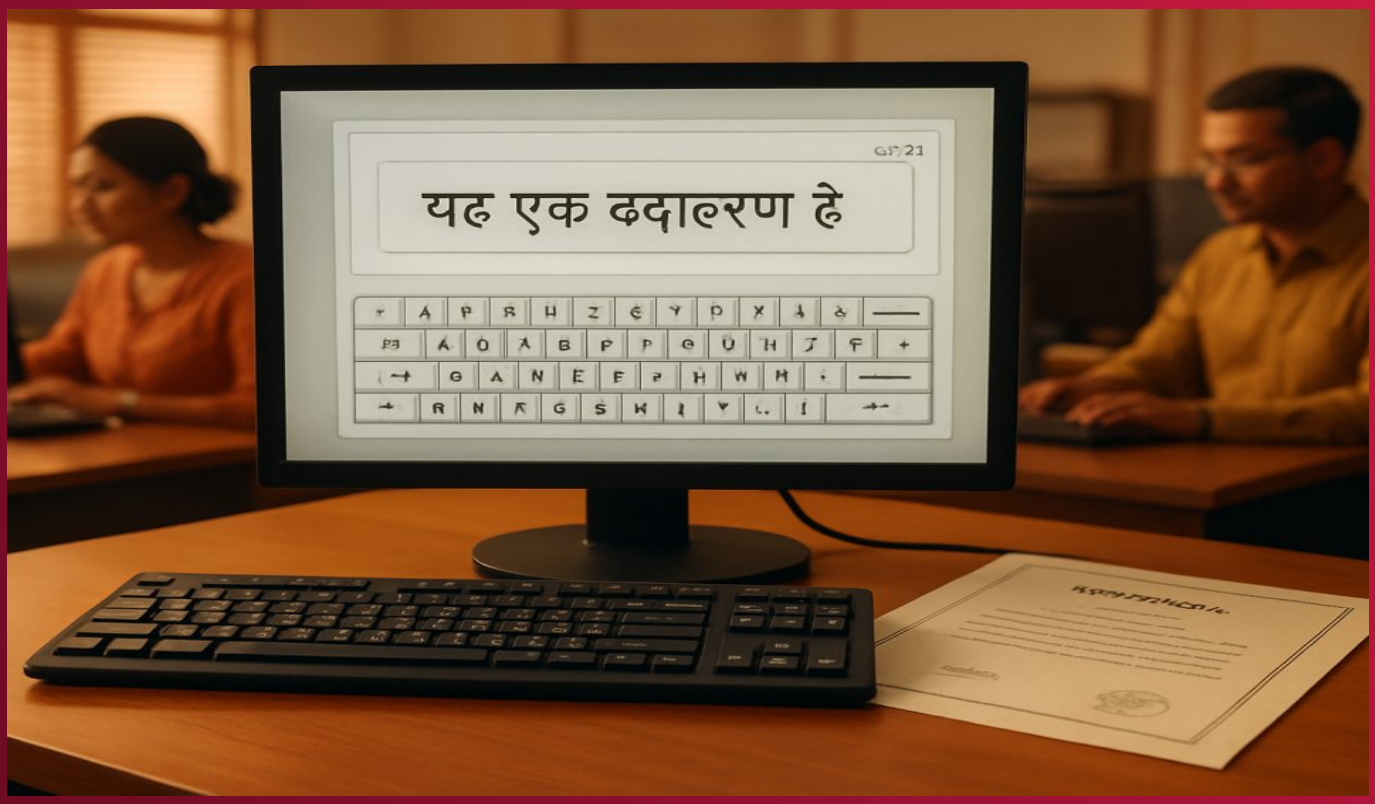
शासकीय कंप्यूटर प्रशिक्षण बोर्ड

Shaskiya Computer Training Board

(Run By GSIDC Nagpur)



CERTIFICATE COURSE | COMPUTER AND INFORMATION TECHNOLOGY

Certificate In Hindi Typing

Build Hindi typing skills through guided practice and accuracy-focused exercises.

DURATION	ELIGIBILITY	SUBJECTS	CERTIFICATE
3 Months	10th Pass	6	SCT Board

sctboard.in

About the Program

The Certificate In Hindi Typing course builds practical skills for entering and editing Hindi text on a computer. Students learn keyboard layout, typing practice, speed control, accuracy and common official Hindi typing tasks. Regular exercises help learners improve correct keystrokes and become familiar with timed typing tests.

The three-month course covers six subjects, from keyboard basics to typing tests. Learners practise using structured lessons and get opportunities to review errors and track progress. Study arrangements and assessment details may differ by authorised study centre, so students should confirm them before admission. Employment depends on individual skills and employer requirements.

01 **6 Subjects**
All important topics of the course together

3 Months Total
Practical lab training along with theory
02

03 **10th Pass**
Minimum eligibility

Online Exam
Online exam and result at the end of the course
04

05 **Board Certificate**
Marksheet and certificate, online verification

Who is this course for?

- 10th pass students
- Hindi typing learners
- Office-skills learners
- Job seekers

Program Highlights

01
Hindi Keyboard Practice
Learn key positions and practise entering Hindi text.

02
Accuracy Development
Use focused exercises to reduce typing errors.

03
Speed Building
Practise techniques for steady, controlled typing.

04
Official Hindi Typing
Practise typing formats used in common office tasks.

05
Typing Test Practice
Get familiar with timed typing test activities.

06
Structured Subjects
Study six subjects covering layout, practice and assessment.

Program Curriculum

Certificate In Hindi Typing · 3 Months · 6 Subjects

MODULE 01

Module 1: Hindi Keyboard Layout
Subject Code: CHT101 | Theory | Marks (Pass/Max): Theory 35/100
» Keyboard key positions
» Hindi input setup
» Layout familiarisation

MODULE 02

Module 2: Hindi Typing Practice
Subject Code: CHT102 | Theory | Marks (Pass/Max): Theory 35/100
» Word and sentence practice
» Paragraph typing
» Text entry exercises

MODULE 03

Module 3: Speed Typing Techniques
Subject Code: CHT103 | Theory | Marks (Pass/Max): Theory 35/100
» Typing rhythm
» Finger movement
» Timed practice

MODULE 04

Module 4: Accuracy Development
Subject Code: CHT104 | Theory | Marks (Pass/Max): Theory 35/100
» Error identification
» Correction practice
» Consistent key use

MODULE 05

Module 5: Official Hindi Typing
Subject Code: CHT105 | Theory | Marks (Pass/Max): Theory 35/100
» Office text typing
» Document entry
» Common Hindi formats

MODULE
06

Module 6: Typing Test

Subject Code: CHT106 | Theory | Marks (Pass/Max): Theory 35/100

- Timed test practice
- Typing speed checks
- Accuracy review

Skills & Tools

You will work hands-on with these during the course.

Hindi typing	**Typing accuracy**	**Typing speed**	**Keyboard familiarity**
Text entry	**Error correction**	**Document typing**	**Test readiness**

Career Opportunities

After the course you can work in these fields.

Hindi Typist
May work in offices, service centres or organisations handling Hindi documents.

Data Entry Operator
May work in offices entering Hindi information into computer systems.

Office Assistant
May work in offices supporting routine document and typing tasks.

Document Typist
May work in typing or document preparation services.

Hindi Content Assistant
May support Hindi text preparation for organisations or content teams.

Typing Centre Assistant
May work at typing, printing or computer training centres.

Get Certified

After completing the course and passing the online exam, the Shaskiya Computer Training Board marksheet and certificate are given, which are verified on the website with a QR code.



FAQs

What is the minimum qualification for this course?
The minimum qualification is 10th Pass. Contact an SCT Board authorised study centre to confirm admission requirements.

How long is the Certificate In Hindi Typing course?
The course duration is three months. Confirm the class schedule with your chosen authorised study centre.

What is the mode of study?
Study arrangements may vary by authorised centre. Contact the centre to confirm available classes, practice facilities and schedule before enrolling.

Is there an exam for this course?
The course includes Typing Test as a subject. Assessment method and schedule may vary, so confirm the details with your authorised study centre.

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LET'S TALK

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For admission: sctboard.in/addmission-form