



# Hiralal Bhakat College

Nalhati, Birbhum, West Bengal, Pin-731220

Affiliated to the University of Burdwan and Re-accredited by NAAC

Email: hbcollege@gmail.com

Website : www.hbcnht.edu.in

Date -16/03/2023

## NOTICE

It is hereby notified for all concerned that the Department of Urdu of Hiralal Bhakat College, Nalhati, Birbhum is going to start a six months Add-on Course i.e. "Certificate in Functional Urdu (CFU)" to hone the reading, writing and speaking skill in Functional Urdu. The Course details and Application form are attached with this notice.

The eligible & interested candidates are hereby requested to submit the filled in application form within 20<sup>th</sup> March to 10<sup>th</sup> April, 2023 to Goutam Pathak (Room No-12) within the said period.

Dated: 16.03.2023

Place: Nalhati, Birbhum

(Dr. Nurul Islam)

Principal

Hiralal Bhakat College

Nalhati, Birbhum



Principal  
Hiralal Bhakat College  
Nalhati, Birbhum



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### Certificate in Functional Urdu (CFU)

#### Criteria:

- Course Duration: 6 Months
- Course Fee: Free
- Minimum Age: 18 Years
- Maximum Age: No bar
- Eligibility: 10+2
- Medium of Instruction: English/Bengali

#### Who this course is for:

- Beginner and Intermediate learners of Urdu Language
- Keen to learn Urdu Language for Daily usage.
- Knows basic Urdu but unable to speak or write properly.
- Wants to learn Urdu Language or aspires to work as translator from/to Urdu.

#### What will you learn after completion of the course?

- Can have conversation in Urdu.
- Can use grammatically correct sentences in daily life.
- Can describe things, places and personalities.

#### Job Prospects:

##### A Certificate holder can work for the following sectors/positions:

- Work for MNCs/BPOs/KPOs.
- Can apply for a number of Gov. jobs available for Urdu speakers.
- Work as Translators and interpreters (Basic level) in any sector.
- Can teach Urdu to beginners.



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### Course Structure

The course is of 16 Credits:

SN	Course Details	Course-Subdivision	Emphasis
1	<b>Unit-I: Applied Grammar</b>	Exercise on Word/Sentence Formation	30
		Gender: Masculine-Feminine	
		Number: Singular and Plural	
2	<b>Unit-II: Writing Skill</b>	Letter Writing	30
		Application Writing	
		Précis writing	
3	<b>Unit-III: Comprehension</b>	Selected Text from Prose	20
		Selected Text from Poetry	
4	<b>Unit-IV: Speaking Skill</b>	Pronunciation exercise	20
		Description of things, places and personality	
		Group Discussion	



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Application No : HBC/CC/2023/.....

Application Date...../...../2023

## **Application Form**

**For Admission to Six-Months Certificate course in Spoken Arabic,2023**

1) Full Name of the Applicant (In Capital Letter)

Paste recent  
A4 colour  
photograph

2) Date of Birth ...../...../..... (dd/mm/yyyy)

3) Father's/Guardian Name.....

4) Nationality.....5) Sex : Male / Female / Other

6) Cast : UR / EWS / OBC-A / OBC-B / SC / ST ( Please ✓ )

7) Address :.....

....., West Bengal , Pin.....

8) Last Exam Passed : ..... Grade/Percentage of Marks.....

9) Name of Present course.....

10) Name of Present Institution.....

11) Roll No of Present Course.....

12) Registration No of Present Course.....

11)WhatsApp No: +91.....

12) Email .....

### Declaration

*I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.*

Date: ...../...../2023

\_\_\_\_\_  
Signature

Enclosers : -

1) *Marksheet of Qualification*

2) *Identity proof.*