UNIVERSITY OF CALICUT

(DIRECTORATE OF ADMISSIONS)

247951/DOA-ASST-9/2026/Admn 24.11.2026

Notification for admission to (1) PG Diploma in Translation Secretarial Practice and Computing in Hindi (2) Certificate Course in Commercial & Spoken Hindi - 2027-2028

Applications are invited for admission to the following PG Diploma/Certificate Courses offered in the Department of Hindi, University of Calicut for the academic year 2027-2028.

1. P.G. Diploma in Translation, Secretarial Practice and Computing in Hindi :

Number of seats : 25

Eligibility for Admission : B. A. Hindi or Four-year Honors Degree in Hindi / B.A. or Four-year Honors in English with Hindi as a subject.

Duration : One year (part time)

2. Certificate Course in Commercial and Spoken Hindi :

Number of seats : 25

Eligibility for Admission : SSLC Pass

Duration of Course : 6 months (part time)

Fee Structure (For bothe the Programmes)

Sl. No.	Item	Amount in Rupees
1	Tuition Fee	900/-
2	Caution Deposit	495/-
	Total	1395/-

Online application Fee : for both the programmes (General/SC/ST) : Rs.155/-

Admission schedule :

Commencement of Online Registration	25.11.2026 (11.30 am)
Last date for the submission of Online application	07.12.2026 (4.00 pm)
Date of publishing Rank list	10.12.2026 (4.00 pm)
Date of Interview/ Admission	15.12.2026 onwards
Date of commencement of classes	01.01.2027.

1. PROCEDURE OF APPLICATION :

Applications can be submitted online till **07.12.2026**, **4.00** pm. Candidates applying for Certificate/Diploma courses in Hindi for the academic year 2027-28 shall visit the University admission website **https://admission.uoc.ac.in** and access the Registration Link provided in the web page and complete the registration in the following three steps:

1.1. First Step - CAP ID Creation : Candidates shall initially create a CAP ID by providing the basic details using the 'New User (Create CAP ID)' link provided in the online application page. After successful submission of the details, a CAP ID and Password will be received in the registered mobile number **(Mobile number of students/parents/guardian only to be furnished).**

1.2. Second Step - Registration Completion and Making Payment : With the CAP ID and Password received in the registered mobile number, the candidate can login and fill the registration page by providing required data. Candidates shall take utmost care while selecting the reservation category during the filling up of registration data. For completing the registration, candidate shall click on the 'Finalise & Proceed to Payment' button and make payment.

1.3. During payment, the website will be redirected to the University of Calicut Instant Web Payment System (CUIWPS) page where the student can select the desired choice of payment. After successful payment, candidates can take the print out of application after re-login by using the CAP ID and Password provided earlier. (In case the payment fails, the candidate will have to re-login and do the payment procedure once again to complete the payment and obtain the print out of the application). **Print out of the application will be provided only if the payment is successful.**

1.4. Application will be considered complete only if he/she has completed the above mentioned steps and is holding a final printout showing approved stamp on the candidate's photo.

1.5 After completion of online application, the candidate should take printout of the same and **send the copy of printout along with self attested copies of SSLC, marklist/grade card/provisional certificate of qualifying examination (degree), Community, non-creamy layer, EWS, by post to the Head, Department of Hindi, University of Calicut, Malappuram - 673635 and Email : hindihod@uoc.ac.in on or before 09.12.2026.**

2. GENERAL CONDITIONS AND GUIDELINES :

1. The applicants must produce a valid nativity certificate from the competent authority of Kerala to prove that they are natives of Kerala, at the time of admission.

2. All candidates shall produce their Mark List/Grade Card to prove the eligibility, at the time of admission.

3. **No individual intimation will be sent to the candidates**. Candidates shall update themselves with the University Website (www.admission.uoc.ac.in) and with the University Press releases for the latest information.

4. Those candidates who completed their qualifying examination from other Universities shall produce a percentage certificate from the concerned University, if the same is not mentioned in their final grade card/mark list. If they fail to submit the same before the stipulated time, they will not be considered for admission.

3. MANDATORY RESERVATION :

3.1. Claim for Communal reservation under 'Socially and Educationally Backward Classes' (SEBC) : Reservation of seats to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O. (P) 208/66/Edn. Dated 2.5.1966, G.O. (Ms) No.107/08/H.Edn dated 30.08.2008, and G.O. (P) 2/2017BCDD, Dated 8.3.2017 as amended from time to time. Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic other than Anglo Indians and Other Backward Christian communities, claiming reservation under SEBC Quota should invariably produce both community and non-creamy layer certificates obtained from the Village Officer/Thahsildar and should be produced at the time of admission. Candidates whose annual family income is above the amount stipulated by the Govt. for this purpose from time to time are not eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

3.2. Claim for Reservation under Scheduled Castes/Scheduled Tribe Quota : Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should obtain the Caste/Community Certificate from the competent authority. The seats unavailed by the SC candidates will go to ST candidates and vice versa.

3.3. Claim of OEC candidates against the un-availed seats of SC/ST candidates: Other Eligible Community (OEC) candidates who claim allotment to the unavailed seats, if any, under SC/ST quota should furnish Community and Income certificates obtained from the Village Officer concerned. Those OEC candidates whose annual family income is up to the amount stipulated by the Govt. for this purpose from time to time alone are eligible for such seats. (Refer Appendix III attached for list of OEC (SC) and OEC (ST) communities).

3.4. Economically Weaker Sections (EWS) : The seats for EWS will be filled by the University (In all institutions which do not have minority status and allow reservation to other backward classes) from the registered students belong to Economically Weaker Sections, who are not covered under existing scheme of reservation for the scheduled caste, the scheduled Tribe and the Socially and Educationally backward classes. (U.O.No.4958/2020/Admn Dated, 29.05.2020, U.O.No. 7158/2020/Admn Dated, 28.07.2020, U.O.No.7518/2021/Admn, Dated 02.08.2021 & U.O.No. 10306/2022/Admn dated 21.05.2022).

A Community certificate along with the Income & Assets Cerlificate (Ref: GO.(Ms)No.128/2020/HEDN Dated 20.03.2020) issued from Village Officer should be produced by the candidates who wish to avail of reservation under EWS category at the time of admission. Documents like ration card will not be accepted for availing reservation to this category.

Applicants' whose family income is 4 lakhs or below only are eligible for reservation under EWS category. Applicants' whose names are entered in the Ration Cards issued to the families in the category of Anthyodaya Annayojana (AAY) or Priority House Holds (PHH) should submit the certificate in the prescribed format issued by Village officer. Applicants except Anthyodaya Annayojana (AAY) or Priority House Holds (PHH) should submit the certificate in the prescribed format issued by Village officer.

3.5 Persons with Disabilities (PwD): Five percent (5%) of the seats are reserved over and above the sanctioned intake which are reserved for Persons with Disabilities. The candidates having minimum 40% disability certified by the Medical Board be considered for admission to the reserved seats earmarked for the PwD students.

3.6 Mandatory Reservation Rules in University Teaching Departments :

Sl. No.	Reservation Category		% of Reservation	
1	Open quota (On the basis of merit)		50%	
2	Socially and Educationally Backward Classes(SEBC)	a. ETB	8%	20%
		b. Muslim (MU)	7%	
		c. Latin Catholic other than Anglo Indian/ SIUC	1%	
		d. Other Backward Christians (OBX)	1%	
		e. Other Backward Hindus (OBH)	3%	
3	Economically Weaker Sections (EWS)		10%**	
4	Scheduled Castes		15%	22.5%
5	Scheduled Tribes		7.5%	

*** In the Teaching Departments, in order to comply with the 10% EWS reservation, 2.5% seats are created additionally, over and above the sanctioned intake (U.O No. 7518/2021/Admn dated 02.08.2021).*

4. For further assistance or query: Candidates may contact the Department of Hindi, University of Calicut (Phone No. **0494 2407252, 2407392**) or the Directorate of Admissions **(0494 2407152).**

Prof.(Dr.) Sebastian C. D.
Registrar