

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI**

EXAMINATION WING

No.452/14-Exam/SAS etc Exam/2024

Dated: 20.12.2024

To

All Heads of Department of IA &AD offices
(As per standard e-mail list)

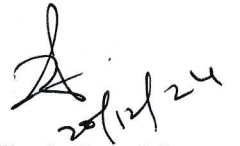
Sub: Hindi Language Pack for PC-1 paper of SAS Exam-1 of 2024 –reg.

Madam/Sir,

With reference to the subject cited above, it is intimated that candidates who have opted to write the PC-1 (Language Skills) paper in Hindi medium will have to use **Mangal** font for PC-1 paper of SAS Exam-1 of 2024.

2. During the exam, the **Hindi Traditional-INSCRIPT/Remington Gail** keyboard will be provided to the Hindi medium candidates. Guidelines for installation of language pack is given in **Annexure**.
3. The officials concerned may be suitably informed.

Yours faithfully,



(Hirak Bagchi)
Sr. AO-Consultant (Exam)

Annexure

Version History

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Introduction:

Changing the language on your Windows system can enhance your user experience, especially if you prefer to interact with your device in a language other than English. Hindi, being one of the most widely spoken languages in India and around the world, is supported by Windows. This guide will walk you through the simple steps to change your system language to Hindi, along with modifying the region settings, adding a Hindi keyboard layout, and switching back if needed. Let's dive into the process.

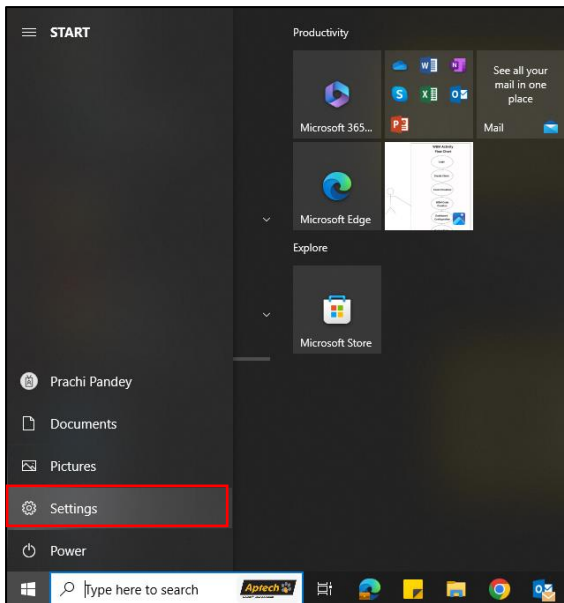
Features:

- **Language Customization:** Windows allows you to change the display language for the operating system, making all menus, settings, and system prompts appear in your preferred language.
- **Region Settings:** Along with the language, you can also adjust the region settings to match local conventions like date, time, and currency formats.
- **Keyboard Layout:** You can customize your keyboard layout to type in Hindi, providing a more comfortable experience for users who need to type in the language.
- **Easy to Revert:** You can always change back to a different language or region if needed without any permanent changes.

Steps to Change the Language to Hindi:

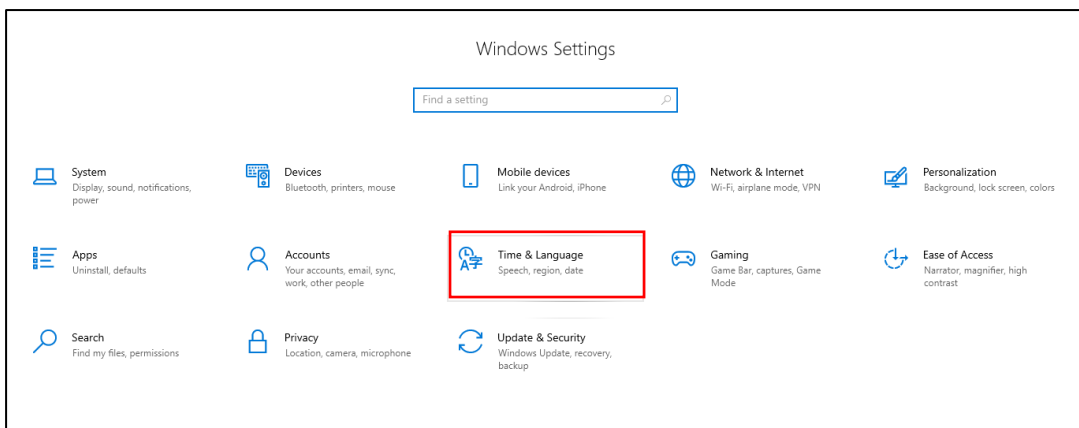
1. Open Settings:

- Click on the **Start Menu** (Windows icon in the bottom-left corner) or press the **Windows key** on your keyboard.
- Then click on **Settings** (the gear icon) to open the Settings menu.



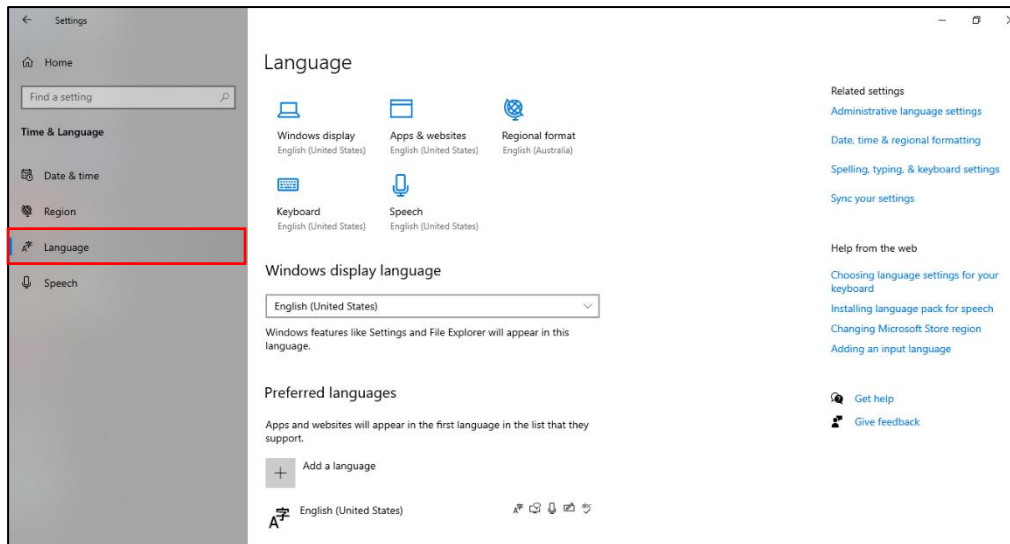
2. Navigate to Time & Language:

- In the Settings window, click on **Time & Language**.



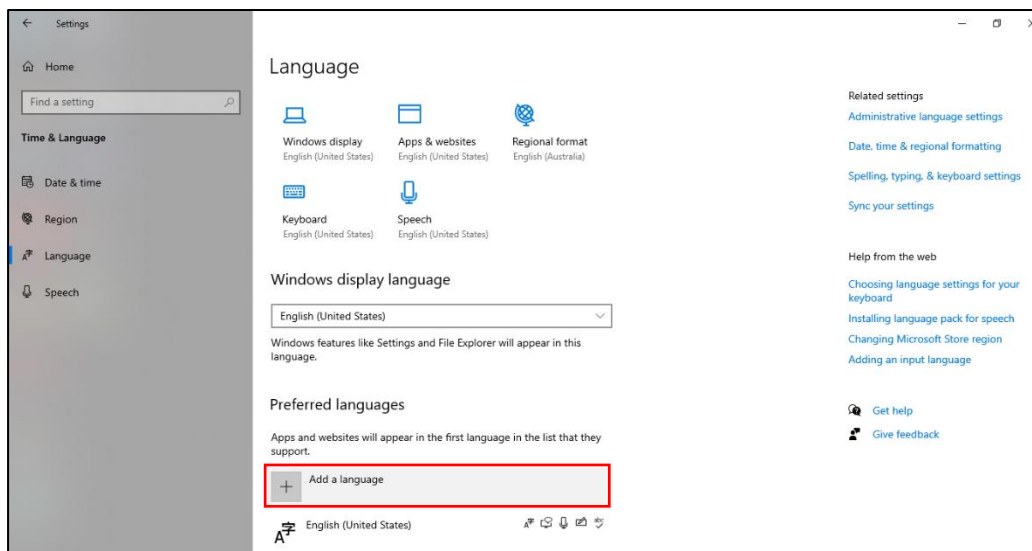
3. Select Language:

- In the "Time & Language" section, click on **Language** in the left sidebar.



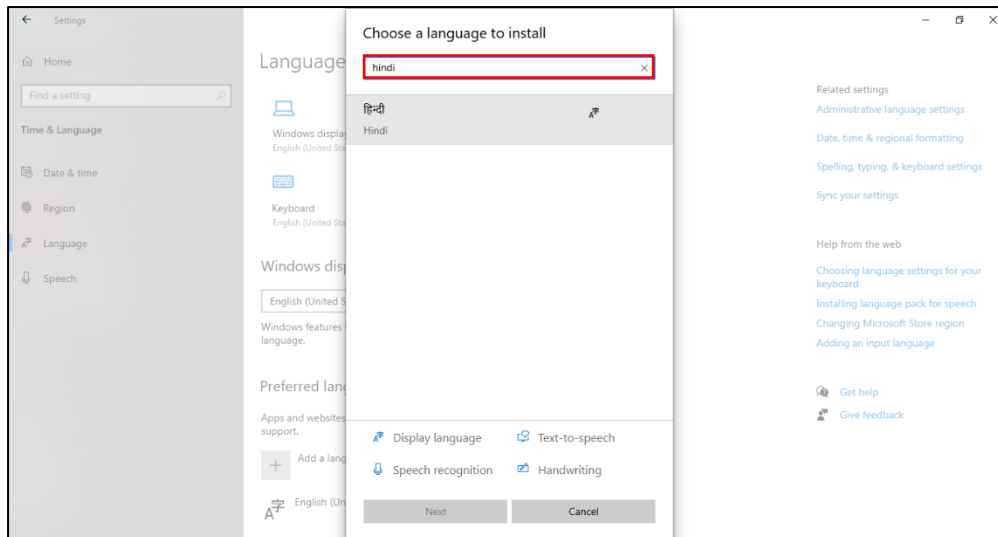
4. Add a Language:

- Under the **Preferred languages** section, click on **Add a language**.

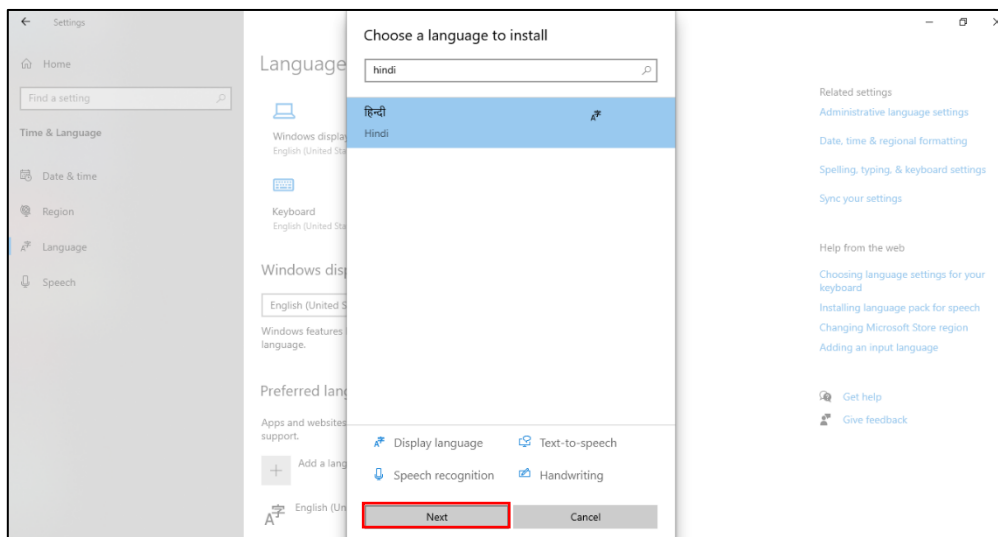


5. Search for Hindi:

- In the search bar, type **Hindi** or **हिन्दी**.

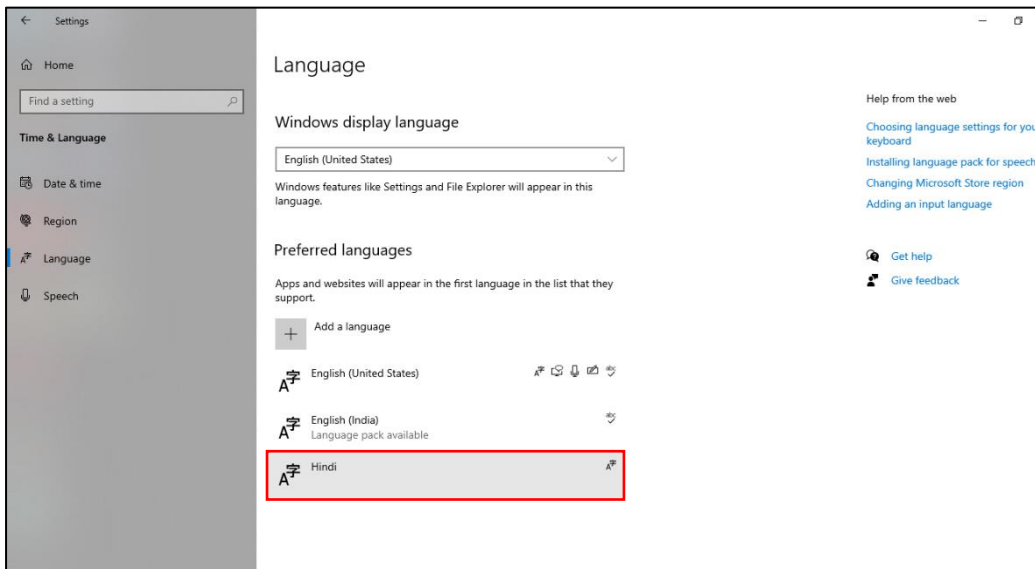
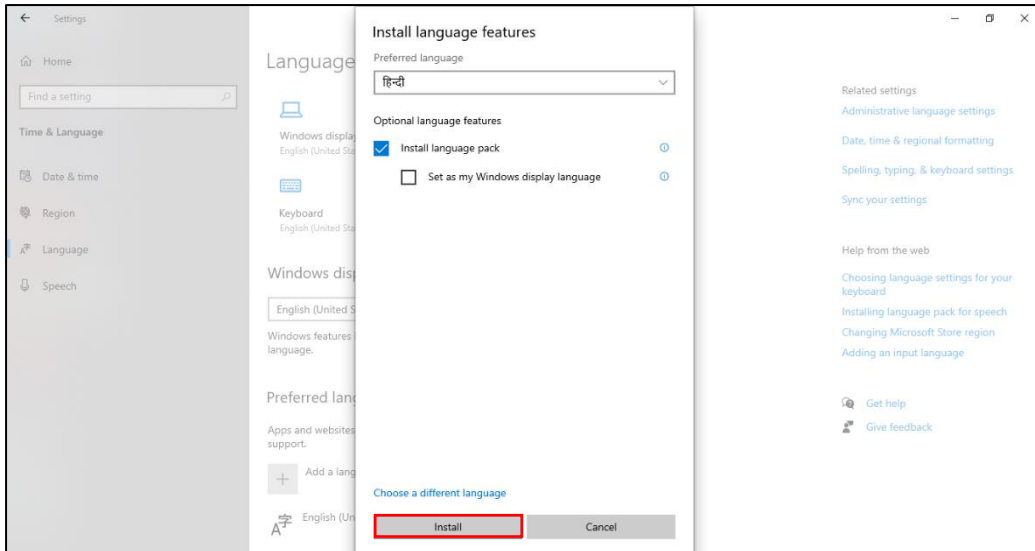


- From the list that appears, select **Hindi (हिन्दी)** and click **Next**.



6. Install Language Pack:

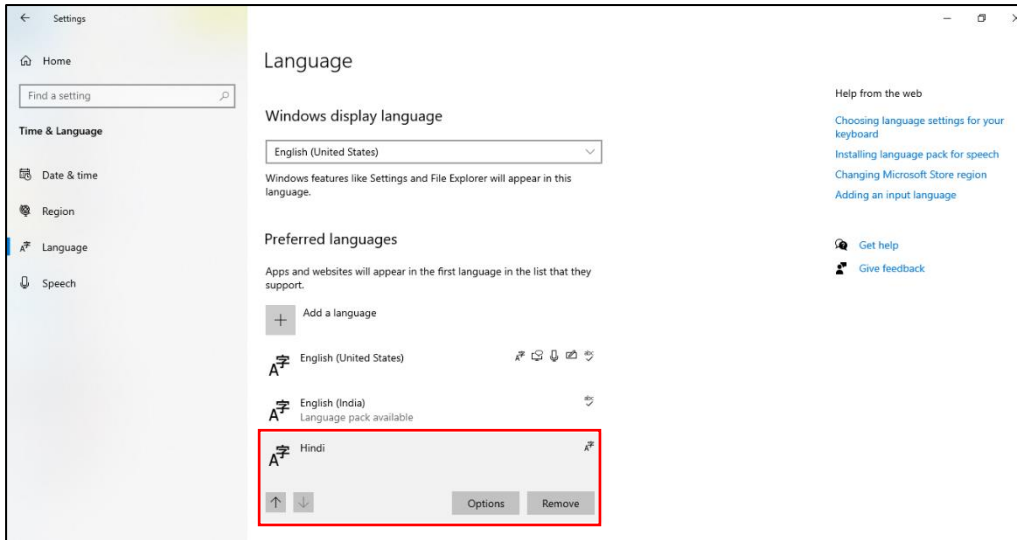
- Once Hindi is selected, you will be prompted to install the **Language Pack**.
- Click **Install**. The installation may take a few minutes, depending on your internet speed.



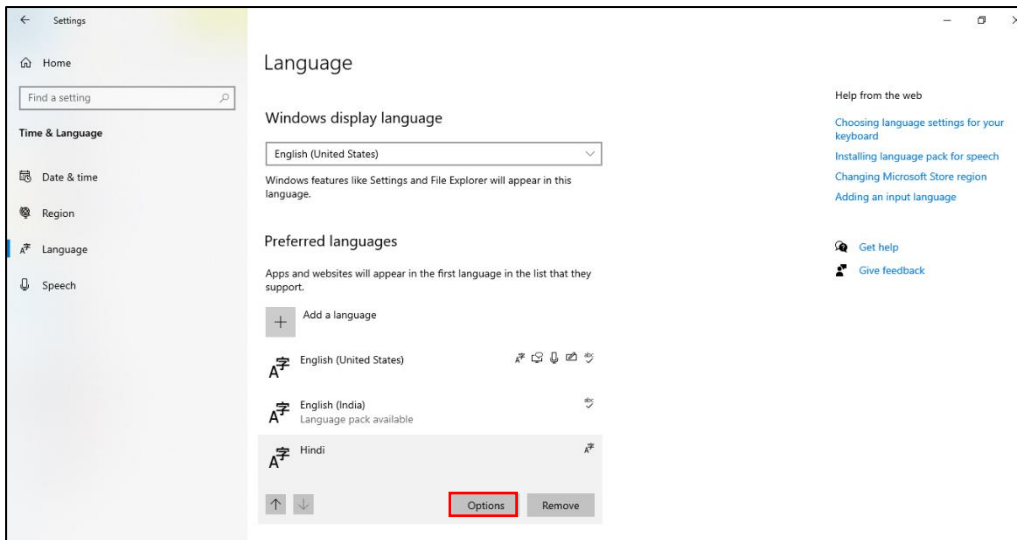
Changing the Keyboard Layout:

If you also want to switch your keyboard layout to Hindi, follow these steps:

1. In the **Language settings**, under the **Preferred languages** section, click on **Hindi**.

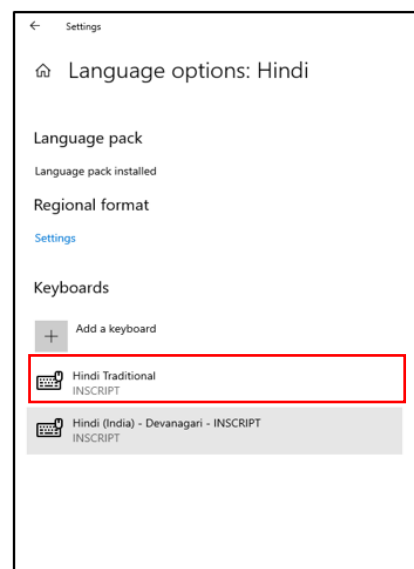
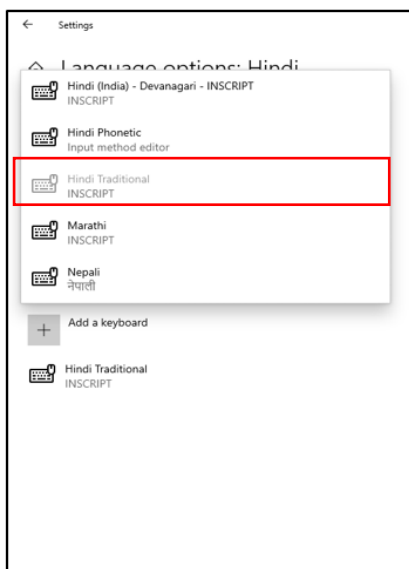


2. Click **Options**.

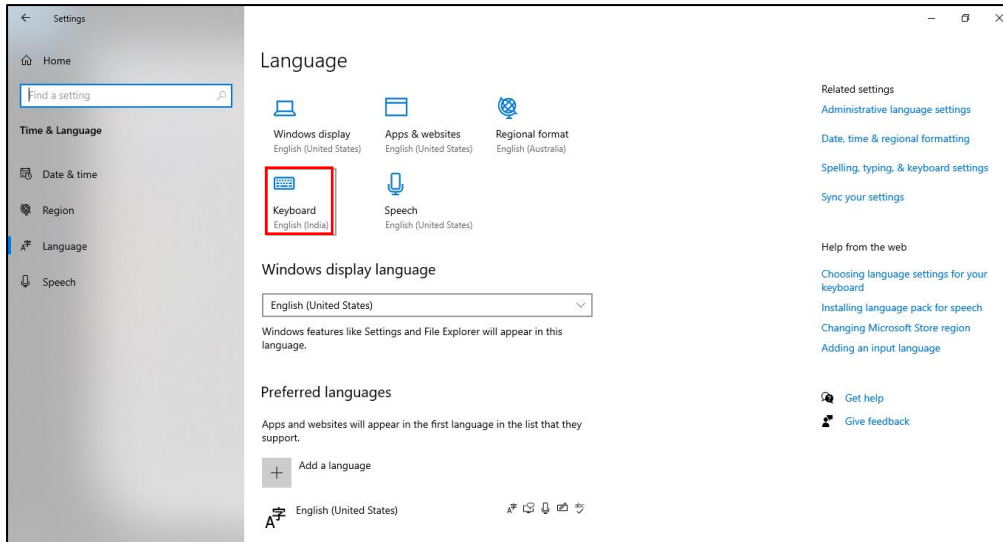




3. Under **Keyboards**, click **Add a keyboard** and select **Hindi** or any other Hindi keyboard layout (e.g., **Hindi Traditional - INSCRIPT**).

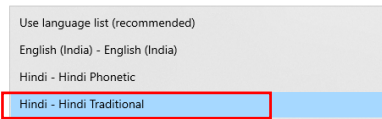


Then, click on the Keyboard icon to navigate to "Override for default input method."



In Keyboard select language as “Hindi – Hindi Traditional – INSCRIPT in Override for default input method.

Keyboard



Switching input methods

- Let me use a different input method for each app window
- Use the desktop language bar when it's available

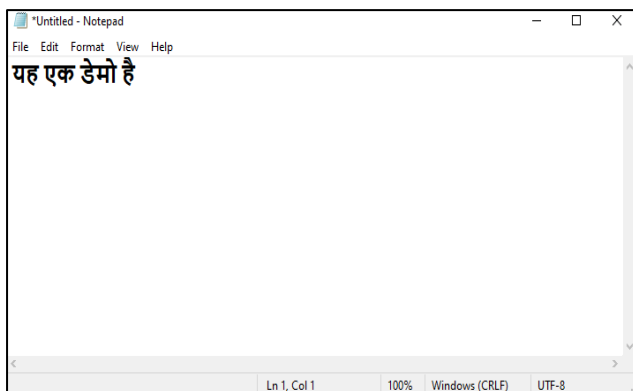
[Language bar options](#)

[Input language hot keys](#)

Emoji panel

- Don't close the panel automatically after an emoji has been entered

Example of typing in Hindi using the Hindi keyboard layout:

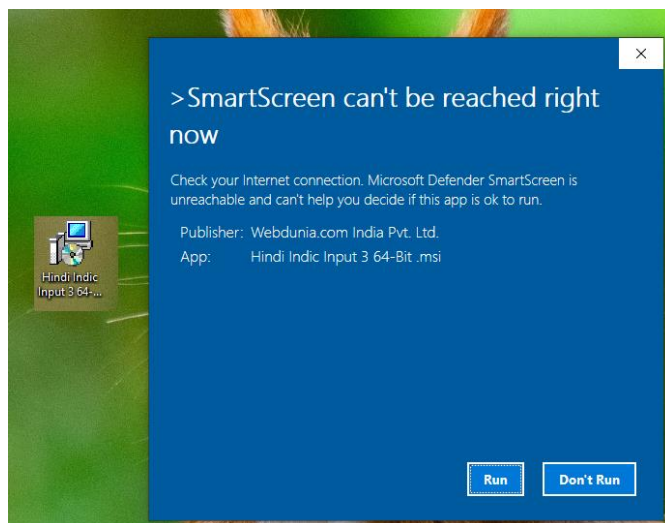


ADD Remington (GAIL) Keyboard

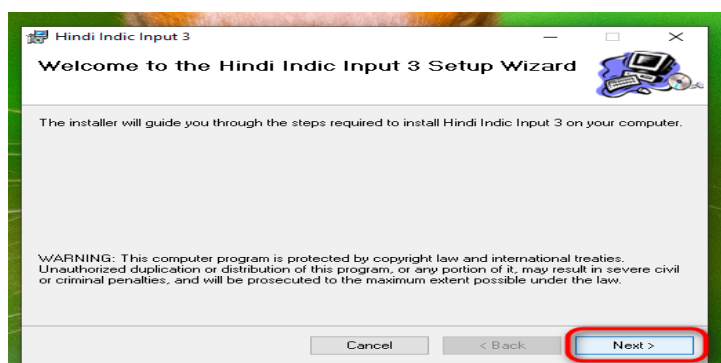
1. Install the "Hindi Indic Input 3 64-Bit.msi" file.



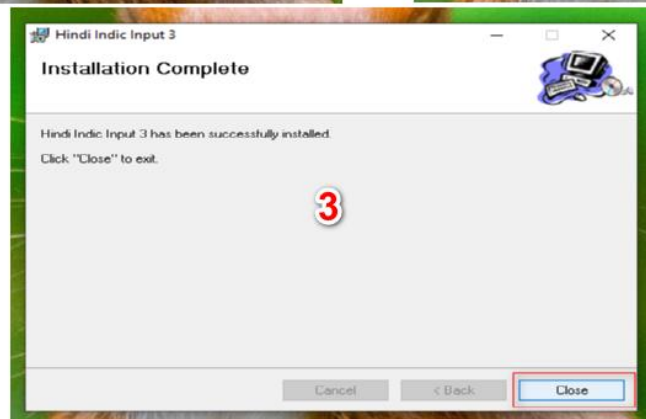
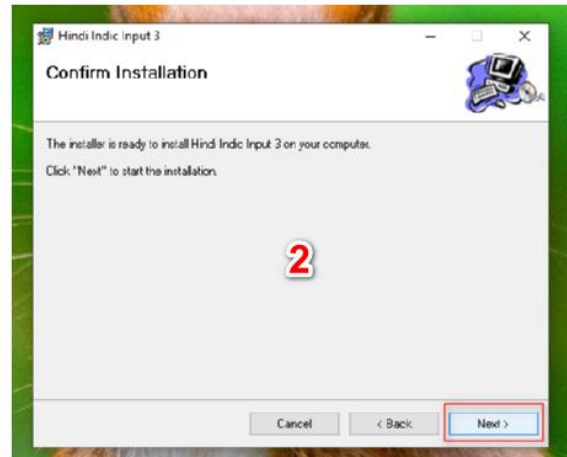
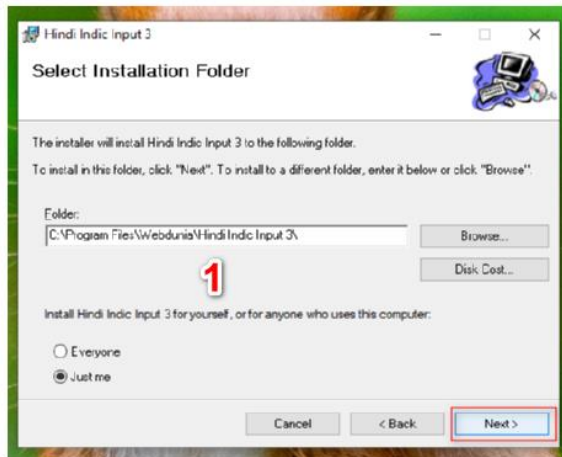
2. Click on Run button.



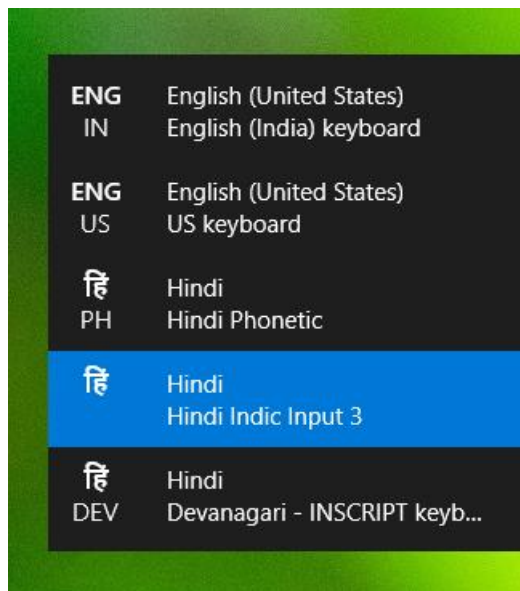
3. Click on Next.



4. Click on Next.



5. Press Alt + Shift and select "Hindi Indic Input 3".



6. Open "Language Settings" then open "Keyboard" and tick on the checkbox "Use the language desktop bar when its available"

Settings

Home

Find a setting

Time & Language

- Date & time
- Region
- Language
- Speech

Language

- Windows display
English (United States)
- Apps & websites
English (United States)
- Regional format
English (United States)
- Keyboard
English (United States)
- Speech
English (United States)

Windows display language

English (United States)

Windows features like Settings and File Explorer will appear in this language.

← Settings

Keyboard

Override for default input method

If you want to use an input method that's different than the first one in your language list, choose it here

Use language list (recommended)

Switching input methods

Let me use a different input method for each app window

Use the desktop language bar when it's available

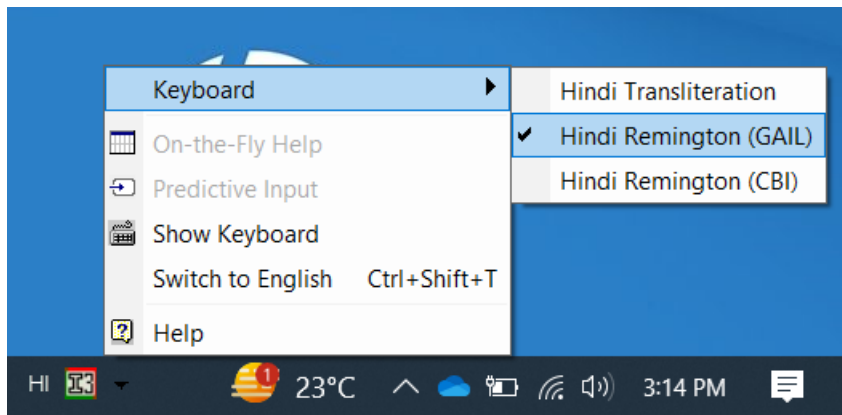
[Language bar options](#)

[Input language hot keys](#)

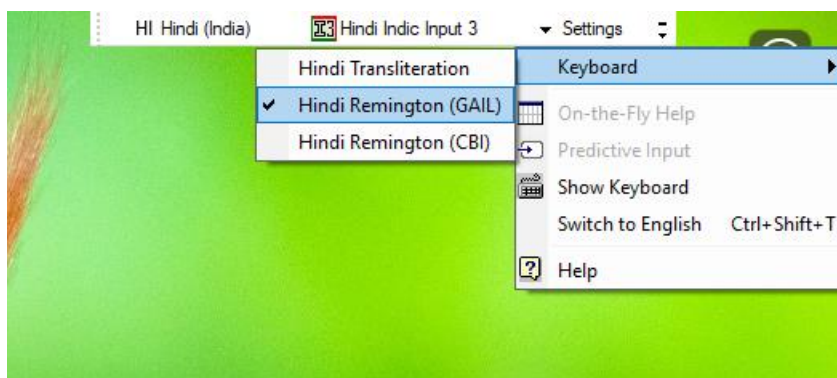
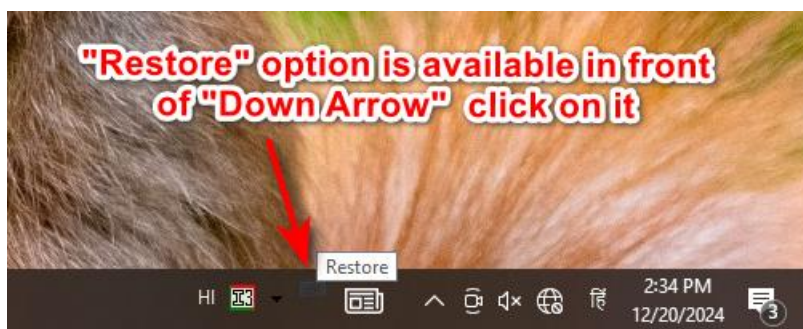
Emoji panel

Don't close the panel automatically after an emoji has been entered

7. Set the keyboard to "Hindi Remington (Gail)"



8. Set to Floating mode.



Conclusion:

By following the steps above, your Windows interface will now display in Hindi, and you'll be able to type in Hindi using the customized keyboard layout (Remington {GAIL}). This change enhances your experience, especially if you are more comfortable using Hindi. The steps are simple and reversible, so you can switch to another language or region if you wish. Whether you're a native Hindi speaker or just learning, these language features can make your computing experience more intuitive and personalized.