

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
ANDHRA PRADESH : : HYDERABAD.**

NOTIFICATION

NO.SBTET/TE/01/539/Notification/2009.

DATED: 12-10-2009

TECHNICAL EXAMINATIONS - JANUARY / FEBRUARY 2010

Applications in the prescribed forms are invited from the eligible candidates for Typewriting and Shorthand examinations to be conducted during JANUARY/FEBRUARY, 2010.

- I. **TYPEWRITING:** LOWER AND HIGHER GRADE IN ENGLISH / TELUGU WILL BE CONDUCTED AT THE SAME CENTRES AND IN THE SAME NUMBER OF BATCHES AS WAS CONDUCTED FOR AUGUST 2009 EXAMINATIONS. **ONE DAY EXAMINATION IS PROPOSED IN THE FOLLOWING CENTRES FROM JANUARY / FEBRUARY 2010 ONWARDS.**

MACHERLA, KADIRI, HINDUPUR, PULIVENDALA, WANAPARTHY AND SIRPURKAGAZNAGAR

SHORTHAND EXAMINATIONS: SHORTHAND EXAMINATIONS WILL BE CONDUCTED AT THE SAME CENTRES AS WAS CONDUCTED FOR AUGUST, 2009 EXAMINATIONS **EXCEPT KAKINADA CENTRE.** IT IS CANCELLED DUE TO LESS NUMBER OF CANDIDATES APPEARED IN AUGUST, 2009 EXAMINATIONS.

TYPEWRITING:

- a) The Typewriting Hindi (Lower and Higher), is being conducted in one batch each in view of very less number of candidates appearing for this examinations.
- b) Typewriting Urdu Lower and Higher, one batch each will be conducted at HYDERABAD only.
- c) High Speed Typewriting Examination (English and Telugu), one batch each will be conducted only in January every year.

Junior Grade English Typewriting Examinations (25 wpm) for the Seventh Class Passed candidates is being conducted from January/February, 2006 onwards. There will be two papers .

It will be conducted in one batch i.e., (I Batch) along with the I batch of Higher Grade Exams at the centre where one day exam is conducted and in two batches i.e., (I and II batches) along with I batch & III batch of Higher Grade Exam at the Centre where two days exams are conducted.

SHORTHAND:

There is only one centre for The English Shorthand High Speed Examinations and for Telugu Shortand (all grades) in the state at Govt. Polytechnic., Masab Tank, Hyderabad.

S/H English Lower, Inter and Higher will be conducted at KN Polytechnic for Women Exhibition Grounds, Hyderabad for the candidates of twin cities of Hyderabad, Secunderabad. and nearby places.

Urdu Shorthand Examinations (Lower and Higher) will be conducted at Hyderabad only.

THE PATTERN OF TELUGU SHORTHAND EXAMINATION HAS BEEN REVISED AND IT WILL BE CONDUCTED FROM AUGUST 2009 ONWARDS.

Totally blind candidates are also permitted for Typewriting Examinations. Separate Typewriting Question paper in Braille language will be given to totally blind students.

For Lower Grade Tyerwirting Examinations.

II. **ELIGIBILITY:**

Typewriting:

For Lower Grade Typewriting Examinations: An appearance at SSC Examination or equivalent. Candidates should enclose attested Xerox copy of hall ticket if marks statement is not yet issued. Where the marks statements are issued, an attested Xerox copy of marks statement should invariably be enclosed to the application.

For Junior Grade English Typewriting: A pass in VII Class examination. It is not equivalent to any grade of examination conducted by the SBTET.

For Higher Grade Typewriting: A pass in Lower Grade exam., of the subject and language along with a pass in SSC or equivalent examination or Intermediate or equivalent from any recognized Board.

SHORTHAND

For Shorthand Lower	:	A pass in SSC or Equivalent Exam.
For Shorthand Inter./Higher Exam	:	A pass in Shorthand Lower Grade Exam. Or Any Graduation from recognised University.
For Shorthand English High Speed (All grades)	:	A pass in Shorthand English Higher
For Shorthand Telugu High Speed	:	A pass in Shorthand Telugu Higher

III. **EXAMINATION FEE AND PAYMENT (TYPEWRITING & SHORTHAND)**

- a) Lower Grade Rs.100/- per subject
- b) Higher Grade and Shorthand Intermediate Rs.150/- per subject
- c) High Speed Rs.200/- per subject
- d) Junior Grade English Typewriting Rs.100/-
- e) **TATKAL fee** **Rs.1400/-**

Fee should be paid ONLY by way of CROSSED DEMAND DRAFT obtained from State Bank of India or Andhra Bank and drawn in favour of SECRETARY, State Board of Technical Education and Training, A.P., Hyderabad payable at HYDERABAD. FEE ONCE PAID WILL NEITHER BE REFUNDED NOR ADJUSTED FOR A FUTURE EXAMINATION.

P..T.O.

IV. APPLICATION FORMS AND DATES:

Blank application forms at a cost of Rs.10/- each can be had from the following Principals of Govt./Private Polytechnics from **02-11-2009**.

Govt.Polytechnic, Srikakulam, Govt.Polytechnic, Vizianagaram, Govt.Inst.of Chemical Engg., Visakhapatnam, CRR Polytechnical, Eluru, SMVM Polytechnic, Tanuku, Govt.Polytechnic, Vijayawada, Govt.Poly(Women), Guntur, DA Govt.Polytechnic, Ongole, Govt.Poly.(Women), Nellore, Sri G.Pulla Reddy Govt.Polytechnic, Kurnool, Govt.Poly., Anantapur, Govt.Poly(Women), Kadapa, S.V.Govt.Poly., Tirupati, Govt.Poly(Women), Warangal, Govt.Poly., Nizamabad, Govt.Model Resi.Poly., Karimnagar, Govt.Poly., Mahabubnagar, Govt.Poly., Nalgonda, Govt.Poly., Kothagudem, Govt.Poly., Adilabad, Andhra Poly., Kakinada and SBTET (TE) Section, Masab Tank, Hyderabad.

White colour applications for English Typewriting including Junior Grade English Typewriting, Blue colour applications for English Typewriting Higher Grade, Yellow colour applications for Telugu Typewriting and Blue colour applications for Hindi Typewriting are to be used. For Shorthand, Pink colour applications are to be used for all grades and all languages.

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| a) Last date to pay the fee and receive applications without fine | 25-11 -2009 |
| b) Last date to receive applications with a fine of Rs.200/- per application | 27-11 -2009 |
| c) Last date to receive applications under Tatkal scheme - | 08-01-2010 |

Applications should be submitted either in person or by Regd.Post addressed to the Secretary, State Board of Technical Education and Training, S.V.Bhavan, Masab Tank, Hyderabad-500 028.

NOTE: Recognised Typewriting Institutes are permitted to submit their Institute applications on or before **30-11-2009**. However, the demand draft should have been obtained by them between **02-11-2009 to 25-11-2009**. If the draft is obtained after **25-11-2009** and before **27-11-2009** late fee should be paid at the rate of Rs.200/- per application.

The Principals should enclose attested copy of the recognition order in case of renewal of institutions and in case of permanent institutions, attested copy of the Procs./Memo of the Commissionerate of Technical Education according permission to sponsor the candidates for the examination during the current year, to the covering letter of the application without which the applications will not be accepted.

V. GENERAL INSTRUCTIONS

Candidates appearing for the first time in Typewriting in any grade should get his/her applications sponsored by a Recognised Institute. Govt.employees appearing for the exam. Should seek permission from their employers for appearing the examination. Instructions supplied along with the application should be strictly adhered to entries in the schedules shall be filled as per SSC marks list / SSC Hall Ticket. Application forms should also be filled by the applicants only in his / her own hand writing as per SSC. Correct date of birth as per SSC shall be mentioned in the application form as the same is being incorporated in the Original Pass Certificate. Enclosures to the application form like SSC Certificate, etc., should be attested by a Gazetted Officer.

It is noticed that many Principals are writing different batch numbers in Schedules, Application Form and on the Hall Ticket, thereby causing inconvenience to the candidates. Therefore, the Principals should write the same batch number on the Schedule, Application Form and Hall Ticket. Necessary attested copies of educational qualifications of the candidates should also be enclosed to the applications.

The Principals of the Institutes shall check up the date of birth of the candidate mentioned in the application form with reference to the SSC Certificate and ensure that it is correctly written and mention the same date of birth in the schedule forms under the technical qualifications column as the same date of birth is being incorporated in the original pass certificates of the candidate.

The Secretary, State Board of Technical Education and Training, A.P., reserves the right to cancel the result of any ineligible candidate who has been permitted to appear for the examination by oversight. The Secretary, reserves the right to cancel the performance of any candidate(s) if it is found that unfair means are adopted in the examination.

Applications sponsored by unrecognised Institutes will be rejected without any intimation and fee paid will not be refunded under any circumstances.

If it is found that a Principal certified the candidature of an imposter, action will be initiated against the Principal.

No candidate can appear for the same examination in different batches or for more than one grade of examination in the subject/language at the same time. Such applications will be rejected and the candidates forfeit the fee paid and their performance will be cancelled. Candidates once qualified are not permitted to appear for the same examination.

The undersigned reserves the right to cancel any centre notified due to administrative reasons and re allot the candidates to a nearby centre of examination. The Principals of Type Institutes have to submit a prescribed covering letter in duplicate along with a Demand Draft separately while submitting the application forms. Penalty will be levied if these instructions violated.

Applications received after due date due to postal delay or any other reason will be rejected though the fee is paid in time. The Board is not responsible for any loss of applications during transit.

The Institute Principals are advised that they should submit the consolidated demand draft along with the prescribed covering letter separately for Typewriting and Shorthand at the time of submitting the applications.

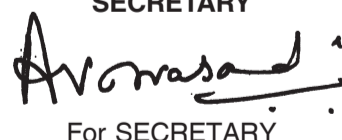
Time-table will be sent in the month of January, 2010 to all the institutions who sponsor the candidates for the examinations

Place: Hyderabad.

Date : 12-10-2009

Sd/-

SECRETARY


For SECRETARY