

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

EXAMINATION NOTIFICATION

NO.APSBTET/TE/01/1094 /2005-Vol.II.

DATED:05 -10-2015.

TECHNICAL EXAMINATIONS –JANUARY/FEBRUARY,2016.

(1) **Online applications** are invited from the eligible candidates to appear for Typewriting and Shorthand examinations to be conducted during January/February,2016 in the Examination Centres mentioned in the Annexure. The Principals of Typewriting and Shorthand Institutes which are recognised by the Departments of Technical Education, Andhra Pradesh state are alone eligible to sponsor the candidates for the Typewriting and Shorthand Examinations schedule to be held in January/February,2016 and private candidates are informed to carefully go through the instructions given below before filling the applications. **The applications of Typewriting Examinations sent by the Principals of unrecognised Typewriting Institutions, will be rejected without any intimation and the examination fee paid by them will be forfeited.**

(a) Typewriting Lower and Higher Grade Examinations both in English and Telugu will be conducted in 4 batches.

(b) Typewriting Junior Grade in English Examinations will be conducted in one batch i.e., (1 Batch) along with the First 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 First batch & Third batch of Higher Grade Examinations at the Centre where two days examinations are conducted.

(c) **Typewriting Urdu both Lower and Higher Grade Examinations will be conducted in one batch each at Govt.Polytechnic, Vijayawada only in view of very less number of candidates appearing for these examinations.**

(d) Typewriting Hindi both lower and higher Grade Examinations will be conducted in one batch each in view of very less number of candidates appearing for these examinations.

(e) Totally blind candidates are also permitted for Typewriting Examinations. Separate Typewriting Question Paper in **BRILLE LANGUAGE** will be given to totally blind candidates.

(e) The candidates must apply through a recognized Typewriting Institutions in Andhra Pradesh state in case of first appearance for any of the examinations (any language or any grade). Subsequently one can appear privately by enclosing a copy of his previous Hall Ticket and requisite qualifications along with downloaded online application. For shorthand, candidates can appear directly and send their downloaded applications along with requisite documents.

(f) Govt. Employees appearing for the examination shall seek permission from their employer for appearing the examination. Instructions mentioned in the notification should be strictly adhered to.

(g) **Typewriting Examinations will be conducted during the first week of January,2016 tentatively.**

(h) **Online application (to file the online application) will be commenced tentatively during the month of November/December,2015 and will be placed in the sbtet website.**

2. (A) ELIGIBILITY FOR TYPEWRITING EXAMINATIONS:

Sl.No.	Subject	Grade	Eligibility
1	Typewriting English	Junior	A pass in VII Class examination/VIII Bonafide Certificate with the date of birth.
2	Typewriting English /Telugu/Hindi/Urdu	Lower	An appearance of 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.
3	Typewriting English/Telugu /Hindi/Urdu	Higher	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 as per G.O. Rt No. 194, Higher Education (TE-II) Dept. date: 17-03-2005. Candidates qualified in Lower exam., of Maharashtra Govt. will not be admitted except those who qualify as per G.O. Ms. No. 921, G.A. (Ser. B) Dept. dt.: 19-06-62.

(B) ELIGIBILITY FOR SHORTHAND EXAMINATIONS:

Sl.No.	Subject	Grade	Eligibility
1	Shorthand English/Telugu/Urdu	Lower	A pass in SSC or Equivalent Exam.
2	Shorthand English	Intermediate	A pass in Shorthand Lower Grade Examination or any Graduation from the recognised University.
3	Shorthand English/Telugu/Urdu	Higher	A pass in Shorthand Lower Grade Examination of the concerned subject or any Graduation from the recognised University
4	Shorthand English/Telugu	All High Speeds	A pass in the Higher Grade Examination of the concerned subject.

NOTE: (1) The ITI/ITC and DLTC course treats shorthand & typewriting as combined skills, whereas SBTET treats them as independent skills. Therefore, the certificate of the stenography (English) issued by the Department of Employment and Training, A.P.Hyderabad is not treated as equivalent with that of shorthand (Eng.) of the SBTET. Hence they are not eligible to apply for shorthand English higher grade examination.

(2) D.C.C.P. Candidates who are applying for Shorthand English Higher Grade Examination have to submit photo copies of their Provisional Certificate along with the application. Provided the candidate secures 45% marks in each of the papers in the subject in the end examination excluding the sessional/internal marks.

(3) DETAILS OF EXAMINATION FEE

Sl.No.	Subject & Grade	Fee
01	Lower Grade & Junior Grade	Rs.200/-
02	For Shorthand Inter, Shorthand Higher and Typewriting Higher.	Rs.250/-
03	Shorthand High Speed	Rs.350/-
04	Late fee	Rs.300/-
05	TATKAL Fee	Rs.1400/-

Submission of online application along with dates, instructions for filing the online application and mode of payment of Typewriting and Shorthand Examinations to be held during January,2016 will be placed later in sbtet website i.e.http://sbtetap.gov.in.

NOTE: Hall Tickets can be downloaded from the same website before 10 days of the commencement of examinations.

(4) GENERAL INSTRUCTIONS:

(1) A. Recognised Typewriting Institutions are only permitted to upload applications of the candidates from their institute. The applications of Typewriting Examinations sent by the Principals of unrecognised Typewriting Institutions, will be rejected without any intimation. The Principals of the institutions concerned should send the copies of uploaded online applications along with attested pre-requisite qualifications of the candidates and copy of the recognised order/renewal copy (attested by a Gazetter Officer) for the current year of the respective institutions recognised by the Commissioners of Technical Education, Andhra Pradesh State so as to reach the Secretary, State Board of Technical Education and Training, Andhra Pradesh, Hyderabad before the stipulated last date of receiving the applications.

- B. **All the candidates of a Typewriting Institution shall opt for only one examination centre such that all the candidates are covered in the same examination centre.**
- C. **The Principals of the Typewriting Institutions should ensure that they upload correct examination centre to all the candidates of his institutions as opted by him.**
- D. **Black & white photos and photos taken with wearing cap/cooling glass in different postures will not be accepted, since the purpose of clear identity gets defeated.**
- E. The Principals of the Typewriting Institutes are advised to ensure placing of new typewriting ribbons to the machines during the examinations. Improper print of passage will be awarded zero marks.
- F. Necessary attested copies of educational qualifications of the candidates should also be enclosed to the applications.
- G. **The Principals of Typewriting Institutes are advised to distribute the candidates equally among all the batches failing which the Board will allocate the batches uniformly spreading the candidates in all batches.**
- H. The Principals of the Typewriting Institutes shall check up scrupulously the photograph, name, father's name and date of birth of the candidate mentioned in the application form as per SSC/Bonafied/Equivalent Certificates as the same are being incorporated in the original pass certificates of the candidate, duly certifying that the details furnished are true and the candidate has been registered and trained under his / her institution.
- I. If it is found that a Principal certified the candidature of an impostor, proxy / unrecognised institutions candidates, action will be initiated against the Principal.
- J. **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 candidate forfeits the fee paid and their performance will be cancelled. Candidates once qualified are not permitted to appear for the same examination. If any such case comes to the notice of the Board the examination already passed by him/her shall be cancelled and suitable action will be taken against the candidate.**
- K. **If a Principal of Typewriting Institution in Andhra Pradesh and Telangana States sponsor a candidate already passed Typewriting Examination in any case, a suitable action will be initiated against the respective Typewriting Institute and the candidate.**
- L. **Batch change will not be permitted under any circumstances.**
- M. The application of the candidates, who do not fulfil the conditions stipulated in the application form, will be rejected. If by any chance, candidates who don't possess requisite qualifications gets admitted and consequently appeared for the examination, the results of the examination of such candidates will be cancelled. Similarly, if at any time, it is found that the certificate provided by the candidate and sought admission is bogus or tampered with; candidates concerned will be debarred from appearing for the Technical Examination besides the cancellation of the result.
- N. All the private candidates shall mention the Examination Centre where they would like to take up the Examination and should furnish her/his address with PIN code in block letters, as the Certificates in respect of successful candidates will be dispatched to their respective candidates only.
- O. **The Candidates must be instructed to type more than 75% of the answer/passage on the first sheet, otherwise it gives impression that the candidate might not have completed the answer/passage in time and based on the first sheet matter, the candidate may be awarded marks accordingly.**
- P. 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 examination by oversight. The Secretary also reserves the right to cancel the performance of any candidate(s) if it is found that unfair means are adopted in the examination.

Q. **All the Principals of Typewriting /Shorthand Institutions are informed to go through the following instructions of New OMR Barcoded answer sheets carefully and train the students accordingly.**

NEW OMR BAR CODED ANSWER BOOKLET: The SBTET has introduced new model of answer booklet along with the OMR sheet stitched together with perforation for Typewriting and Shorthand Examinations on which the same barcode of the candidate is printed instead of loose color answer sheets for Typing on Machine.

1. As was earlier done, each candidate will get a printed OMR Bar Code Sheet containing the Hall-Ticket numbers, name of the candidate and details of examination appearing along with photograph imprint. The candidates are not expected to write Hall-Ticket number anywhere on the answer sheet. The O.M.R. sheets containing answer paper stitched together with perforation are to be distributed to the candidates present.
2. The answer booklet contains 4-Papers with Barcode, Page No. and water colored session of examination for First Paper for all grades and 8-Papers for Second paper for all grades.
3. All first papers for all grades are in one color and all second papers for all grades are in another color.
4. Each answer sheet stitched together will be perforated vertically from the left side of the booklet.
5. For Typewriting Lower Grade Paper-I Examination (Speed), all candidates have to tear only one answer sheet from the booklet provided and one white paper (separately) will be supplied by the Invigilator for supporting of main answer sheet to be loaded on to type machine. After completion of the examination, the candidates have to return the white sheet to the Invigilator.
6. In respect of Typewriting Higher Grade Paper-I Examination (Speed), candidates are allowed to tear two (2) answer papers from the answer booklet for typing and support vice versa, and shall be enclosed to the same Answer booklet in the correct serial orders whether used/unused..
7. In respect of Typewriting Paper-II Examinations for all grades, last answer sheet of the booklet, printed "ROUGH" may be used for rough calculations etc., of paper-II and this page should not be torn at any cost.
8. The OMR Bar coded answer booklet in respect of Shorthand Paper-I and Paper-II examinations for all grades, contains 8- papers (16 pages) without perforation.
9. The candidate has to enter with pen all the particulars on the answer sheets such as Grade, Language, Batch No. Paper No. Make of the Typewriter and to put his signature on the OMR sheet and first answer sheet only before the invigilator.
10. The candidate has to separate/tear the perforated answer sheet in serial order from 1st page one by one carefully and after typing put the papers in serial order and should once again attach the same to the left side vertical marginal paper of the same page along with the papers unused, then pinned put together and affix the stickers properly in the place provided to it.
11. **It is the responsibility of the student to see that the papers together with his/her OMR sheet are pinned and stickers are pasted on the correct marked place on the O.M.R.Sheet with due certification and counter signature of the candidate and Invigilator.**
12. No additional papers will be issued.
13. **Unused Answer sheets shall be maintained intact with Answer Booklet else booked under malpractice.**
14. The Barcode on OMR Sheet and all Answer sheets shall be maintained intact from fold, scramble, scratch, pierce, tearing etc., which renders unreadable while scanning.
15. Un-authorized exchange, replacement, insertion of papers, removal of unused answer sheets will be viewed seriously and renders ineligible for valuation.

16. No candidate will be allowed into the examination hall, once the Paper-II examination is commenced.
17. Don't tear OMR sheet at any cost.
- 18. Don't tear all the answer sheets at a time at any cost and the candidate is advised to tear one by one serially the required sheets only. The additional sheets can be torn only if need arises. Torn but unused answer sheets will be booked under malpractice.**
19. The candidate may continue in the same sheet, even though one or two lines are typed wrongly. Only the correct answer will be valued and he will not be penalized for continuing in the same sheet.
20. In respect of Shorthand Examinations, no answer sheet shall be torn at any cost and after completion of the examination, the shorthand notebook must be tagged/pinned with the OMR answer booklet without fail.
- 21. No candidate is allowed to tear or take away any used or unused answer sheet from the examination hall, if it is found, the candidate will be booked under malpractice.**
22. After completion of the examination, if a candidate does not hand over/insert Four (4) answer sheets of Typewriting Paper-I (Speed) Examination and Eight (8) answer sheets of Typewriting Paper-II (Manuscript) Examination along with the OMR booklet, the examination will be cancelled without any intimation.

(5) THE APPLICATIONS SHOULD BE SUBMITTED AS UNDER:

- a. **The Typewriting Institute Principals are advised to submit Typewriting and Shorthand downloaded applications within the scheduled dates along with copies of pre-requisite attested qualification certificates arranged in proper order (Grade-wise, Language-wise and Batch-wise) together with a covering letter and enclose online nominal role list so as to avoid delay in processing the scrutiny of applications.**
- b. **The applications completed in all respects and arranged as mentioned above should be sent in one bundle under named cover of the Deputy Secretary (TE), State Board of Technical Education and Training, 6th Floor, BRK Bhavan, Near : Tank bund Road, Hyderabad-500 063 before the last date of receipt of applications.**
- c. The Nominal Rolls will be made available with the concerned Chief Superintendents and the Principals of type institutes can verify the same and bring any discrepancies to the notice of the Chief Superintendents.
- d. The Principals of Typewriting Institutes should ensure and satisfy themselves about the identity of the candidate. The Principals should not sponsor candidate to appear for exam in more than one batch in the same subject/ language/grade.
- e. The Principals of Typewriting Institutes are requested to co-operate with the Chief Superintendents in the maintenance of discipline in the examination centre.
- f. 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.

Sd/-SECRETARY (FAC)

**Hyderabad,
Dt. 05-10-2015.**