

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
TELANGANA :: HYDERABAD

From:
Sri D.VENKATESWARLU, B.E, M.B.A.
The Secretary
State Board of Technical Education and Training,
7th Floor, B.R.K.R. Govt. Offices Building,
Tankbund Road,
Hyderabad-500 063,

To
The Principals of all
Polytechnics,
(Including Aided, Private
Polytechnics and Second Shift
Polytechnics in Engineering
Colleges)

Lr. No. SBTET/EE-I-07/556/2013-18

Dated: 23-02-2019.

Sir,

Sub: - SBTET - Diploma (C-09,C-14,C-16& ER-91) I, II, III Year/Semesters Regular & Supplementary Examinations **March/April-2019** Candidates Seeking Change of Examination center by the candidates for Diploma examinations Conducted by the Board – Guidelines – Issued – Reg.

Ref: - 1. XXXIX Board Meeting held on 24-07-2008.

2. Committee meeting held on 29-08-2008 in the conference hall of SBTET, A.P., Hyderabad.

3. This office Lr. No. SBTET/EE-I-14/848/2005 Dated: 18-09-2008.

4. SBTET/EE-II-1/ 476/Dip. Exams/2019 dated.21-02-2019

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With references to the above, it is to inform you that the details of guidelines are furnished herewith for change of examination centers

- 1) Change of examination center to the exam registered candidates may be permitted in genuine cases only.
- 2) The regular course students shall not be considered.
- 3) Change of center within the station is not permitted.
- 4) Change of examination center may be allowed in respect of Regular students after they complete the prescribed course of study at the Institution where they have been admitted initially.

FOR (REGULAR) CANDIDATES

- 1) Female candidate got married during the course of study and seeking change of center to the place due to for her husband's place of working / Residence. Such requisition shall be entertained on production of **(Latest)** service certificate in *original* of the husband issued by the employer/competent authority (MRO).
- 2) In case of candidates father or mother retired from service or transferred to another station to which the change of center sought may be considered on production of the **(Latest)** certificate issued by competent authority (MRO)/Employer.
- 3) Change of Center may be considered on the priority of category of employment.
 - I. Govt. Establishments.
 - II. Public Sector undertakings
 - III. Private Sector Establishment Registered under concerned departments.
 - IV. M.N.C. organizations.
 - V. Self employed business establishments (Registered)

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- 4) a). Change of centre may be allowed only when the branch studied by the candidate is offered in the proposed examination centre.
- b) Change of Center may be allowed as many times as the candidate desires subject to production of certificates and payment of fee for each notification.
- c). Change of examination center may be allowed from Govt. Polytechnic to another Govt. Polytechnic only and from Private Polytechnic to Govt. Polytechnic within the state(only) as per their request. However change of examination center from Govt. to Private **and** Private to Private Polytechnic/Institutions shall not be allowed.
- 5) Filtration of applications and allocation of examination centers shall be under taken by the Board.
- 6) The candidates applied under late fee and Tatkal Scheme shall **not be** allowed for such change of examination center.
- 7) The change in examination center shall be limited to 10% of sanctioned intake per Branch / Institution at which center the candidate seeking to appear for examination.
- 8) **The above shall be decided on first come first served basis.**
- 9) The change in examination center will be granted only on payment of fee through **D.D** in favour of **"THE SECRETARY, SBTET, T.S"** payable at Hyderabad from any Nationalized bank.

Rs. 500/- per Regular candidates (Day-time).

The Principals are requested to inform the candidates to submit the application along with necessary certificates and required fee as mentioned above to this office on or before **07/03/2019** so as to enable this office to process the applications based on the guidelines mentioned above. Applications will not be entertained under any circumstances after prescribed date through institution or from the candidates who apply directly to this office.

Encl: Application Form for
Change of Center

Yours faithfully,
Signature valid
Digitally signed by D. V. KATESWARLU
Date: 2019.02.23 18:41:17 IST
Reason: Approved
SECRETARY

Date: ____/____/20__

APPLICATION FORM FOR CHANGE OF EXAMINATION CENTER

Last Date: 07-03-2019

I _____ S/o, D/o _____
_____ have completed my course of study from _____
_____ Polytechnic, with PIN: _____ in Diploma in
_____ Engineering/Tech. I wish to appear the Board
examinations of _____ 20 _____, from _____
Polytechnic, to _____ Polytechnic (**within the**
State only), due to my Residential / working place at _____. I
am herewith enclosing the **LATEST** Service Certificate /Residence Certificate issued by the competent
authority **in Original**. I am herewith enclosing the Demand Draft No. _____ Bank _____
Date _____ for Rs.500=00(**Regular**) for consideration.

I request you Sir, to kindly consider my application.

Yours Faithfully

Encl: as above

Signature of the candidate with

PIN:

Address:

Pin Code:

Mobile No:

Note:

Private Institution to Private Institution is not allowed

Private Institutions to Govt. Institution accepted &
concerned

Govt. Institution to Govt. Institution allowed

within the state ONLY

Subject to Course offering at

College

Documents to be enclosed:

Photo copy of Fee Receipt & Hall Ticket is must otherwise application will be rejected.