

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
HYDERABAD :: TELANGANA.**

EXAMINATION NOTIFICATION

NO.SBTET/TE/01/1094/2019-2.

DATED: -08-2019.

TECHNICAL EXAMINATION – SEPTEMBER, 2019.

- (1) **Online applications** are invited from the eligible candidates to appear for Typewriting and Shorthand examinations to be conducted during **SEPTEMBER, 2019**. The Principals of Typewriting and Shorthand Institutes which are recognised by the Department of Technical Education, **Telangana state** (for the calendar years 2018-19, 2019 and 2019-20) are alone eligible to sponsor the candidates for the Typewriting and Shorthand Examinations scheduled to be held in **SEPTEMBER, 2019** and private candidates are informed to carefully go through the instructions given below before filling the applications.
- (a) Typewriting Lower and Higher Grade Examinations both in English and Telugu will be conducted in 4 batches.
- (b) Typewriting Urdu both Lower and Higher Grade Examinations will be conducted in one batch each at Hyderabad only in view of very less number of candidates appearing for these examinations.
- (c) Typewriting Hindi both Lower and Higher Grade Examinations will be conducted in two batches each in view of very less number of candidates appearing for these examinations.
- (d) Totally blind candidates are also permitted for Typewriting Examinations. Separate Typewriting Question Paper in **BRAILLE LANGUAGE** will be given to totally blind candidates.
- (e) **The candidates must apply through a recognised Typewriting Institution in Telangana State in case of first appearance for any of the above mentioned examinations (any language or any grade).** Subsequently one can appear privately by entering previous Hall Ticket number. Shorthand, candidates can appear directly by applying online at sbtet.telangana.gov.in
- (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) **The Typewriting & Shorthand Examinations will be conducted during the month of SEPTEMBER, 2019 on 21-09-2019 & 22-09-2019 and 26-09-2019 & 27-09-2019.** Commencement of online application and instructions (how to file the online application) will be placed in the SBTET websites i.e., www.sbtet.telangana.gov.in.
- (h) For any clarification please call SBTET helpdesk no 040-23222192 during office working hours (or) email to sbtet-helpdesk@telangana.gov.in

(2) (A) ELIGIBILITY FOR TYPEWRITING EXAMINATIONS:

Sl.No	Subject	Grade	Eligibility
1	Typewriting English /Telugu/Hindi/Urdu	Lower	An appearance of SSC Examination or equivalent. Candidates should upload 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 uploaded.
2	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. Dated: 19-06-62.
3	Typewriting English/Telugu	High Speed	A pass in Higher Grade examination of the concerned subject.

(B) ELIGIBILITY FOR SHORTHAND EXAMINATIONS:

Sl.No	Subject	Grade	Eligibility
1	Shorthand English/Telugu/Urd u	Lower Grade	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. Tamilnadu Shorthand English Junior Grade certificate is not equivalent to Shorthand English Lower Grade of SBTET. Hence not eligible to apply for SEI Grade.
3	Shorthand English/Telugu/Urd u	Higher Grade	A pass in Shorthand Lower Grade Examination of the concerned subject or any Graduation from the recognised University. Tamilnadu Shorthand English Junior Grade certificate is not equivalent to Shorthand English Lower Grade of SBTET. Hence not eligible to apply for SEH Grade.
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, T.S. 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	Rs.300/-
02	For Shorthand Inter, Higher, Typewriting Higher and High Speed.	Rs.350/-
03	Shorthand High Speed	Rs.425/-
04	Late fee	Rs.300/-
05	TATKAL Fee	Rs.1400/-

Please visit www.sbtet.telangana.gov.in for details of submission of online application along with dates, instructions for filing the online application and mode of payment of fee of Typewriting and Shorthand Examinations.

NOTE: 1. Hall Tickets can be downloaded from the above website

2. Candidates whose qualifying examination data is NOT available online, they have to upload the attested copy in the website and has to show the original eligibility Certificates to the Principal of the examination centre before last date of the fee payment, **failing which the candidate will not be allowed to write the examination.**

(4) GENERAL INSTRUCTIONS:

- a) Recognised Typewriting Institutions are only permitted to upload applications of the candidates from their institute at www.sbtet.telangana.gov.in with user ID and password sent to the mobile number of the principal. Candidates whose qualifying examination data is NOT available online they have to upload the attested copy in the website and has to show the original eligibility Certificates to the **Principal of the examination centre** before last date of the fee payment, **failing which the candidate will not be allowed to write the examination.**
- 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) **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.**
- g) 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.
- h) If it is found that a Principal certified the candidature of an impostor, proxy / unrecognised institutions candidates, action will be initiated against the Principal.
- i) **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 in the same Notification. 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.**
- j) **If a Principal of Typewriting Institution in Telangana State sponsor a candidate already passed Typewriting Examination in any case, a suitable action will be initiated against the respective Typewriting Institute and the candidate.**
- k) **Batch change will not be permitted under any circumstances.**
- l) 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.

- m) 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.
 - n) **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 based on the first sheet matter.**
 - o) The Secretary, State Board of Technical Education and Training, Telangana, 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.
 - p) **All the Principals of Typewriting /Shorthand Institutions are informed to go through the following instructions of OMR Barcoded answer sheets carefully and train the students accordingly.**
 - q) **The Private candidates are requested to carry Photo ID cards such as Aadhar, Voter ID, Driving Licence, PAN card etc issued by Government. Without which they will not be allowed into the examination hall.** Some Hall-tickets might have detained for want of certain information or might have been cancelled. Hence though the candidate's name is available in the Nominal Roll as well as QR Coded Answer Sheets, they shall not be admitted without Hall Ticket.
 - r) 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.
 - s) 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.
 - t) The Principals of Typewriting Institutes are requested to co-operate with the Chief Superintendents in the maintenance of discipline in the examination centre.
 - u) The Secretary, SBTET reserves the right to cancel any centre notified due to administrative reasons and re-allot the candidates to a nearby centre of examination.
5. **NEW QR CODED ANSWER SHEETS:** The SBTET has introduced new model of QR Coded Answer Sheets along with the (1+3 papers / 1+7 papers of the QR Answer Sheets) for Typewriting and (1+8 papers of the QR Coded Answer Booklet for Shorthand Examination along with A4 Size, 2 papers (04 ruled pages) for taking Shorthand Dictation writing sheets) on which the same QR Code of the candidate is printed and provided. The other instructions are as follows:

(TYPEWRITING)

- a. **For Typewriting Examinations instead of Answer Booklets, New stapled QR Coded Answer Sheets containing (1+3 Papers for First Paper and 1+7 Papers for Second Paper) shall be supplied. The candidates have to remove the stapled pin and use the required answer sheets one by one serially for typing. The unused answer sheets shall be attached with QR Coded Answer sheets else will be booked under Malpractice.**
- b. Each candidate will get a printed QR Coded Sheets containing (1+3 papers / 1+7 papers) for paper I and Paper II respectively with details of Hall-Ticket numbers, name of the candidate and details of examination appearing printed along with photograph imprint on the first sheet. The QR Sheets are to be distributed to the candidates present, according to the paper wise examination. The candidates are not expected to write Hall-

Ticket number anywhere on the answer sheets.

- c. The QR coded answer sheets for Typewriting contains QR Code, Barcode, Page No. Name of the Candidate, Hall Ticket No, Grade, Batch No, Paper No and Centre code & Name on all 4 Sheets of **First Paper for all grades** and on **8 sheets of Second paper** for all grades.
- d. All first papers for all grades are in one colour and all second papers for all grades are in another colour.
- e. For Typewriting Lower Grade Paper-I Examination (Speed), all candidates have to use only one answer sheet from the QR Coded Answer sheets 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. **The additional sheets can be used only if need arises.** After completion of the examination, the candidates have to return the white sheet to the Invigilator.
- f. In respect of Typewriting Higher Grade Paper-I Examination (Speed), candidates are allowed to use two (2) answer papers from the answer sheets for typing and support vice versa, and shall be enclosed to the same QR Coded Answer Sheets in the correct serial orders whether used/unused. **The additional sheets can be used only if need arises.**
- g. 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.
- h. The candidate has to enter with pen all the particulars on the answer sheets such as Grade, Language, Batch No., Paper No. and Make of the Typewriter on the used answer sheets and to put his signature on the QR Coded Answer sheet before the invigilator.
- i. The candidate has to separate answer sheets in serial order from 1st page one by one carefully and after typing put the papers in serial order along with the papers unused, then pinned/stapled the entire answer sheets put together and affix the stickers properly in the place provided to it.
- j. **It is the responsibility of the candidate to see that the papers together with his/her QR Code Answer sheets are pinned and stickers are pasted on the correct marked place on the Q.R. Answer Sheet with due certification and counter signature of the candidate and Invigilator.**
- k. No additional paper will be issued.
- l. 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.
- m. Unused Answer sheets shall be maintained intact with Q.R. Answer Sheets else booked under malpractice.
- n. Un-authorized exchange, replacement, insertion of papers, removal of unused answer sheets will be viewed seriously and rendered ineligible for valuation.
- o. **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 QR Coded Sheets, the examination will be cancelled without any intimation.**
- p. Using different Type Machine other than the mentioned one on the Answer Sheets in the Examination Hall without the prior permission of the Chief Superintendent / Joint Superintendent leads to cancellation of examination results.

SHORTHAND)

- a. New QR coded answer booklet in respect of Shorthand Paper-I and Paper-II examination for all grades, containing 1+8 papers (16 pages) will be provided and instead of providing Shorthand Note Book for taking dictation, A4 size, 2 papers (4 ruled pages) with QR Code will be given for taking Shorthand Dictation. The QR coded answer booklets and Shorthand Dictation Writing Sheets are to be distributed to the candidates present, according to the paper wise examination carefully.
- b. After completion of the examination, the shorthand dictation writing sheets must be pinned and stickers are pasted on the correct marked place on the QR Coded Answer Booklet without fail.
- c. Shorthand Dictation Writing Sheets are to be arranged and pinned on the backside of the QR Coded Answer Booklet and stickers are pasted on the correct marked place on the QR Coded Answer Booklet with due certification and counter signature of the candidate and the invigilators.
- d. In respect of Shorthand Examination, the candidates are not allowed to tear any pages from the Answer Booklet at any cost, if it is found the candidate will be booked under malpractice.
- e. No candidate will be allowed into the examination hall, once the Paper-II Examination is commenced.
- f. Don't tear QR Coded Answer sheet / Answer Booklet at any cost.
- g. The QR Coded Cover sheet and all Answer sheets shall be maintained intact from fold, scramble, scratch, pierce, tearing etc., which renders unreadable while scanning.
- h. **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.**

Signature Not Verified

Digitally signed by MURTHY
UVSN
Date: 2019.08.23 20:21:58 IST
Reason: Approved

SECRETARY

Hyderabad.

Dated: -08-2019.