

Lr. No.SBTET-TE/TE01/PRE/18/2019-PRE2

Dated: -03-2020

From:

Sri. U.V.S.N. Murthy, M.Tech,
Secretary
State Board of Technical Education & Training,
S.V. Bhavan, Masabtank,
HYDERABAD-500028.

To:

The Principals/ Chief Superintendents of
Typewriting Examination Centres across
the Telangana State.

Sir,

Sub:- SBTET-Technical Examinations-Instructions to the Chief Supdts & Joint Chiefs for
conducting of TW Exams and dispatch of confidential Material - Regarding.

**INSTRUCTIONS TO THE CHIEF SUPERINTENDENTS/JOINT CHIEF SUPERINTENDENTS
OF TYPEWRITING EXAMINATIONS TO BE HELD DURING MARCH, 2020.**

PRE-EXAMINATION DUTIES.

1. The Chief Superintendents/Joint Superintendents are requested to go through the following instructions issued for conduct of Typewriting and Shorthand Examinations and be conversant with all the procedures.
2. The Chief Superintendents/Joint Superintendents are jointly responsible for the safety and confidentiality of the materials from the time they receive and till they are dispatched to the Board immediately after the examination is over.
3. **The confidential question papers are proposed to be sent through EDEP Provision, so all the necessary equipments needed for taking the printouts are to be arranged and kept ready. Question papers must be downloaded in the presence of Chief Superintendent and observers only. The EDEP passwords will be communicated before the concerned examination i.e., day wise, batch wise and time wise. You are requested to note the exact time of downloading the question papers from EDEP provision and record the Time, Date, Grade, Language, Paper Number & No. of Print Outs of the question paper in a register.**
4. The Chief Superintendents are requested to download NR from OSDES Portal and update the attendance of the students daily.

DURING THE EXAMINATION.

The Chief Superintendents of Typewriting Examination centres are informed to note the following in the respect of Typewriting Examinations:

- 1) **“EXAMINATION IN PAPER-II (MANUSCRIPT) OF TYPEWRITING OF ALL GRADES SHALL BE CONDUCTED FIRST AND THE PAPER-I (SPEED) SHALL BE CONDUCTED AFTER COMPLETION OF THE PAPER-II (MANUSCRIPT) EXAMINATION.”**
- 2) Therefore, the Chief Superintendents of Typewriting Examination Centres are requested to follow the changed time table and ensure that correct Batch Number, Date of Examination, Language and the Paper number is written on the sealed packet is opened. Further, the staff concerned should be strictly instructed to follow the changed time table in conducting the Typewriting Examinations as per schedule enclosed.
- 3) One Invigilator may be appointed for a maximum of 10 candidates.
- 4) It is the responsibility of the Chief Superintendent of the Examination Centre to conduct a meeting with the Invigilators and staff to be appointed for technical examinations a day before the commencement of the Technical Examinations, discuss the New QR answer sheets and the instructions of the answer sheets and changed time table along with general instructions issued by the Board and ensure that the examinations are conducted smoothly.
- 5) The Chief Superintendents of the Examination Centres shall also give instructions to the Invigilators of the Examination Centre to collect Four (4) answer sheets for Paper-I (Speed) and Eight (8) answer sheets for Paper-II (Manuscript) of Typewriting Examinations from the candidates before leaving the Examination Centre otherwise they shall be held responsible

for this.

File No.SBTET-TE/TE-1/PREX/18/2019-PRE2

- 6) **QR Coded Answer sheets** supplied to the examination center should be issued only to those candidates whose names are there in the Nominal Rolls. If a candidate's name is not there in Nominal Rolls but his **QR Answer Sheet** is there, he should not be allowed into the examination hall. Such **QR Answer Sheet's** will be packed with absentee **QR Answer Sheets** and returned to SBTET.
- 7) **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.**

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, 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 color and all second papers for all grades are in another color.
- 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**

- 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.**

(SHORTHAND)

- p. 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.
 - q. 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.
 - r. 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.
 - s. In respect of Shorthand Examination, the candidates are not allowed to tear any pages from the Answer Booklet at any cost, it is found the candidate will be booked under malpractice.
 - t. No candidate will be allowed into the examination hall, once the Paper-II Examination is commenced.
 - u. Don't tear QR Coded Answer sheet / Answer Booklet at any cost.
 - v. 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.
 - w. **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.**
- 2. Maintain the time of examinations as per schedule.
 - 3. To make the seating arrangement plan of the candidates as per N.R.
 - 4. The candidates whose Hall ticket attested by the Principal of Typewriting Institute or Gazetted Officer in case of private candidates, are only admitted 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.
 - 5. The QR Coded Answer Sheets are to be handled carefully, it should not be torn, spoiled as the date while scanning will become a difficult process. The facsimile of the Chief Superintendent need to be put on those QR Coded Answer sheets.
 - 6. Checking Hall Tickets with N.R. downloaded/sent by the SBTET and identify the candidates.

7. The candidates are asked to check the particulars printed on the upper portion of the QR Coded Answer Sheets (Hall Ticket in particular).
8. Before opening the sealed cover, to make sure that the Script Number, Batch Number, Date of Examination, Language and paper number written on the sealed cover.
9. **The answer papers and the QR Coded Answer Sheets containing the security features meant for the specific examinations should be used and the old stationery should not be utilized at any cost.**
10. **The sticker account should be maintained by the Chief Superintendent and unused stickers and QR Coded Answer Sheets of the absentee candidates along with marked copy of Nominal Rolls etc., shall be sent to the Deputy Secretary (TE-Section), Sankethika Vidya Bhavan, Masabtank, Hyderabad-500 028 immediately without any delay.**
11. To keep watch on the issue of answer sheets to the candidates.
12. To make sure that the invigilators are obtaining the signatures of the candidates on the N.R.Sheet and QR Coded Answer Cover Sheet provided by the Board. During the time of Typewriting Examination Paper – I (Speed), a candidate shall not be disturbed for signatures or otherwise, Signature of the candidate of the Paper – I examination, shall be obtained before commencement of the speed paper or soon after completion of the speed paper.
13. To keep watch unauthorized exchange, replacement, insertion of papers in the examination centres.
14. **Batch change will not be permitted under any circumstances.**

POST EXAMINATION DUTIES:

1. A check in respect of the following has to be made immediately after the examination.
 - A. Scripts number written on the covers.
 - B. Batch Number.
 - C. Date of Examination.
 - D. Language.
 - E. Paper Number.
 - F. Absentees Hall-Ticket Number.
2. Chief Superintendents should scan all the absent and present QR Sheets in OSDES Portal and generate packing slip in the OSDES Portal.
3. You are advised to sign the sealed covers containing answer scripts after full satisfaction that the relevant scripts of the language and grade are in the cover and the count is tallying with the Hall Ticket numbers mentioned duly verifying the correctness of the Hall Ticket number along with Packing slip generated in OSDES Portal.
4. The unsued/absent QR Coded Answer Sheets along with the used answer sheets must be packed as soon as the examination for the batch is concluded and there should be three packets, one for Paper-I, one for Paper- II and the third for Unused/absentee answer sheets. The unused answer sheets and stickers should not be retained at the examination center under any circumstances.
5. The answer scripts of Typewriting Examination must be packed immediately after completion of the examination (Each paper and Batch) in a cloth bundle and sealed with Chief Superintendent's seal and also affix his signature on the cloth bundle. The Observer deputed also sign on the envelope containing answer scripts and on cloth sealed bundle of answer scripts. The sealed bundles should be deposited in the area police station immediately/on the same day.
6. The confidential bundles consisting of Typewriting Examination answer scripts collected by the Logistic Postal Service Vehicles allocated for the routes.
7. **In case of delay in sending the sealed bundles of Typewriting Examination answer scripts for any avoidable reasons shall be viewed seriously.**

8. In case of missing the sealed bundles of Typewriting Examination answer scripts in sending by other than Logistic Postal Service Vehicles , the Chief Superintendent/Joint Chief Superintendent will be held responsible.
9. All the Chief Superintendents are requested to extend their co-operation in conducting the examinations.
10. All the Chief Superintendents shall download the **SKYPE** software which is free from internet and keep ready during the time of examination for video conferencing.
11. All the confidential material (answer scripts) should be sent in the name of **Sri. P. Sankaraiah, Deputy Secretary (Post Exams), Sanketika Vidya Bhavan, Masab Tank, Hyderabad – 500 028, 9912342196.**

Yours faithfully

Signature valid

Digitally signed by
MURTHY
Date: 2020.06.18
06:50:34 IST
Reason: Approved

Note: Blind candidates are allowed for the Typewriting Examinations to be held from August/September, 2009 onwards. Separate Typewriting question papers will be given in Braille language. The candidate is required to type Paper -I (speed) in 20 minutes time and Paper-II in 1 ½ Hrs time in respect of Lower Grade while for Paper- I (speed) in 20 minutes time and Paper-II 2 Hrs time in respect of Higher Grade. **No scribe is allowed in the examination hall to assist to totally blind candidates** . The answer scripts of the totally blind candidates are to be packed separately duly superscribing on the cover "Scripts of totally blind candidates".