

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

REVISED EXAMINATION NOTIFICATION

TECHNICAL EXAMINATION – DECEMBER-2020

(All TWSH Grades with TYPE Machine)

1. Schedule of Application and Examination Dates

PARTICULARS	Fees for all TW & SH examinations (Rs)	Certificate fee (Rs)*	Start/ Last Date
Commencement of filing application	--	--	14-12-2020
Typewriting Examinations Dates.	--	--	30-01-2021(Saturday) & 31-01-2021 (Sunday)
Shorthand Examinations Dates.	--	--	06-02-2021(Saturday) & 07-02-2021 (Sunday)
Fee payment without penalty	650	600	07-01-2021
Fee payment with penalty of Rs.400/-.	1050	600	09-01-2021
Fee payment under Tatkal	2000	600	10-01-2021
Fee payment under Premium Tatkal	5000	600	Before examination date and time

*Candidates can get the pass certificates after payment of the certificate fee through online after declaration of results.

a) Candidates have to apply as per the time schedule notified in **sbtet.telangana.gov.in** and attend the examinations as per the time table notified at sbtet.telangana.gov.in.

b) Revised Time Table for Type writing and Shorthand Examinations will be placed in **sbtet.telangana.gov.in**.

2. 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 Maharastra 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.

3. ELIGIBILITY FOR SHORTHAND EXAMINATIONS:

Sl.No	Subject	Grade	Eligibility
1	Shorthand English/Telugu/Urdu	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/Urdu	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.

4. Typewriting and Shorthand Examination Centres:

Sl.No	Inst. Code	College name	Type of Examination	
1	001	Government Polytechnic, Masabtank, Hyderabad	TW	SH
2	002	J.N.Government Polytechnic, Ramanthapur, Hyderabad	TW	SH
3	004	Government Polytechnic, Warangal	TW	SH
4	005	Government Polytechnic, Nizamabad	TW	
5	006	Government Polytechnic, Mahabubnagar	TW	
6	007	K.D.R.Government Polytechnic, Wanaparthi	TW	
7	024	S.R.R.S.Government Polytechnic, Sircilla	TW	
8	025	Smt.D.D.Govt.Women's Technical Trng. Instt.,Ameerpet, Hyd.	TW	SH
9	026	S.G.Government Polytechnic, Adilabad	TW	
10	027	Government Polytechnic, Nalgonda	TW	
11	046	Government Polytechnic, Kothagudem	TW	
12	051	Z.P. High School Girls, Miryalaguda	TW	
13	054	Govt. Inst Of Electronics, East Marredpally, Secbad.	TW	SH
14	069	Government Polytechnic For Women, Medak	TW	
15	076	Government Polytechnic For Women, Suryapet	TW	
16	086	Government Polytechnic, Bellampally	TW	

17	087	DR.B.R.A.G.M.R. Polytechnic For Women, Karimnagar	TW	
18	161	Singareni Colliries Polytechnic, Mancherla	TW	
19	174	Government Polytechnic, Nirmal	TW	
20	187	Government Polytechnic, Korutla	TW	
21	189	Government Polytechnic, Siddipeta	TW	
22	210	Government Polytechnic, Sangareddy	TW	
23	481	Swarna Bharathi Inst. of Science & Tech., Khammam	TW	SH

5. The scheme of evaluation of answer scripts of Typewriting & Shorthand Examinations:

Name of the subject	Marks to be deducted for each mistake for Paper-I	Marks to be deducted for each mistake for Paper-II
Typewriting English & Urdu All Grades.	2 Marks	2.5 Marks
Typewriting Telugu& Hindi Lower Grades	4 Marks	4 Marks
Typewriting Hindi, Telugu Higher & Telugu High Speed.	3 Marks	3 Marks
Shorthand English & Urdu all Grades.	No candidate shall be allowed to pass, who makes more than 5% of errors or omissions in his transcription.	Based on the performance of the candidate
Shorthand English Inter, Higher and all High Speeds.	No candidate shall be allowed to pass, who makes more than 4% of errors or omissions in his transcription.	Based on the performance of the candidate
Shorthand Telugu Higher grade.	No candidate shall be allowed to pass, who makes more than 4% of errors or omissions in his transcription.	Based on the performance of the candidate
Shorthand Telugu Lower and all High Speeds.	No candidate shall be allowed to pass, who makes more than 5% of errors or omissions in his transcription.	Based on the performance of the candidate

6. Instructions to Institutes and candidates appearing with TYPE Machine.

- 1) Candidate willing to apply for any Typewriting or Shorthand Examination has to file online application directly at sbtet.telangana.gov.in (if eligible as per SBTET norms) or the application can be filed through recognised institutions login from sbtet.telangana.gov.in.
- 2) The candidate who already appeared for Typewriting or Shorthand Examinations for any grade/subject in the last 04 sessions has to choose yes for the option *Did you appear for TWSH in any of the last 04 sessions* and enter the respective Hall Ticket No. A click on submit button will fetch the personal data of the candidate thereby reduces the data entry work. If a candidate does not remember the correct Hall Ticket No/Registration No. of his previous examination, he has to choose *No* for the above option and apply as a fresh candidate through a recognised Typewriting Institute in the State
- 3) Before filing the application, the candidate has to scan the colour photo and keep the image ready to upload for filing the online application.
- 4) After entering into the website, enter the details and save the application by click on *save* button and note down the *application number* for future reference. The application number is useful for retrieving the application. The already saved application can be retrieved by a click on *Application Search* and entering the application number.

- 5) The payment can be made immediately by a click on *submit* button after entering the basic data, click on Submit button then the payment option will be displayed. The Principals of Typewriting Institution / Candidate can pay the examination fee through payment gateway (i.e., Debit Card/Credit Card/Net Banking) i.e., ONLINE then application with Registration Number will be generated and get the printout of the application.
- 6) The recognised Institutions has to login with their respective usernames and password issued by SBTET and the institute can make the payment to the candidates sponsoring through their institute.
- 7) Type Machine based Typewriting Lower and Higher-Grade Examinations both in English and Telugu will be conducted in 4 batches.
- 8) 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.
- 9) 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.
- 10) Totally blind candidates are also permitted for Typewriting Examinations. Separate Typewriting Question Paper in **BRILLE LANGUAGE** will be given to totally blind candidates.
- 11) The Shorthand Examinations in twin cities will be held at 1) GPT, Hyderabad, All High Speeds and SEL 125 capacity 2) Smt. DDWTTI, Ameerpet, SEL 125 and SEH 75 Capacity 3) GIOE, Secunderabad, SEL 125 and SEH 75 Capacity and 4) JNGPT, Ramanthapur, Hyderabad SEL 125 and SEH 75 Capacity. Depending upon exhausting the maximum strength allotted to a center, the rest of other candidates shall be allotted at any of the other centres as per the option exercised by the candidate subject to availability of vacancies. The Hall Tickets will be generated on first come first served basis. In the case of SEL, SEI & SEH grades, the dictation shall be conducted simultaneously for all concerned grades.

SL.NO	Shorthand Examination Centres	Grades
1	GPT Masabtank	All grades of Hindi, Telugu, Urdu & English grades.
2	JNGP Hyderabad	SEL, SEI and SEH Grades.
3	GPT Warangal	SEL, SEI and SEH Grades.
4	Smt. DDWTTI, Ameerpet	SEL, SEI and SEH Grades.
5	GIOE Secunderabad	SEL, SEI and SEH Grades.
6	Swarna Bharathi Inst. of Sci.& Tech.	SEL, SEI and SEH Grades.

- 12) The Examination in Paper –II (Manuscript) of Typewriting of all grades will be conducted first and the Paper–I (Speed) will be conducted after completion of the Paper–II (Manuscript) Examination.
- 13) Shorthand, candidates can appear directly by applying online at sbtet.telangana.gov.in
- 14) In the application form, Name, Father's name and date of birth of the candidate should be carefully entered as per SSC/ Bonafide /Equivalent Certificates.
- 15) Subject, Batch, Language, Grade and Examination Centre where the candidate is willing to appear for the examination shall be entered carefully.
- 16) Once the Registration No. is generated any of the above data cannot be changed and the fee paid will not be refunded.
- 17) The application without login to the portal, the candidate will be treated as Private candidate.
- 18) If any candidate is ineligible to pay the fee as private candidate, paid the fee and request to forward the application through the institution cannot be entertained.
- 19) Color Photos are only accepted. Black & white photos and photos taken with wearing cap/cooling glass will not be accepted, as the purpose of clear identity gets defeated.

- 20) Once Hall Ticket is generated, no corrections will be entertained.
- 21) Once amount is deducted, after submitting the application, no amount will be refunded.
- 22) Hall Tickets can be downloaded from the above website
- 23) Candidates whose qualifying examination data is NOT available online, they have to upload the attested copy in the website and have 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.**
- 24) **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.**
- 25) **For any clarification please call SBTET helpdesk no 040-23222192 during office working hours (or) email to sbtet-helpdesk@telangana.gov.in.**

8. GENERAL INSTRUCTIONS

- a) **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.**
- b) **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.**
- c) **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.**
- d) 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.
- e) **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.**
- f) 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/Bonafide/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.
- g) **Batch change will not be permitted under any circumstances.**
- h) 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.
- i) 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.
- j) **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.**
- k) 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.

- l) Candidates are informed to go through the following instructions of OMR Bar-coded answer sheets carefully.
- m) **The Private candidates are requested to carry Photo ID cards such as Aadhar, Voter ID, Driving License, 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.
- n) 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.
- o) **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:

9. 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. **No additional sheets will be given.** 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. **No additional sheets will be given.**
- 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.

10. 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.**

11. Revised Time Table of Typewriting & Shorthand Examination January/February-2021 is given in Annexure-I & II

Signature Not Verified

Digitally signed by DR C
SRINATH
Date: 2020.12.21 16:26:08 IST
Reason: Approved