

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

EXAMINATION NOTIFICATION

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

DATED:01-08-2015.

TECHNICAL EXAMINATIONS – JULY/AUGUST,2015

- (1) **Online applications** are invited from the eligible candidates to appear for Typewriting and Shorthand examinations to be conducted during July/August,2015 in the Examination Centres mentioned in the Annexure. The Principals of Typewriting and Shorthand Institutes which are recognised by the Departments of Technical Education, TELANGANA state are alone eligible to sponsor the candidates for the Typewriting and Shorthand Examinations schedule to be held in July/August,2015 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 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 HYDERABAD only in view of very less number of candidates appearing for these examinations.**
- (d) Typewriting Hindi lower Grade Examinations will be conducted in two Batches, i.e. First batch along with first Batch of Typewriting English Lower Grade on First Day and Second Batch of Typewriting Hindi Lower Grade will be conducted along with second Batch of Typewriting English Lower Grade Examinations on First Day.
- (e) Typewriting Hindi Higher Grade Examinations will be conducted in two batches, i.e. First batch will be conducted along with first Batch of Typewriting English Higher Grade on First Day and Second Batch of Typewriting Hindi Higher Grade will be conducted along with second Batch of Typewriting English Lower Grade Examinations on First Day.
- (f) Totally blind candidates are also permitted for Typewriting Examinations. Separate Typewriting Question Paper in **BRILLE LANGUAGE** will be given to totally blind candidates.
- (g) The candidates must apply through a recognized Typewriting Institutions 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 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.
- (h) Govt. Employees appearing for the examination shall seek permission from their respective employer for appearing the examination. Instructions mentioned in the notification should be strictly adhered to.
- (i) **Typewriting Examinations will be conducted during the last week of August,2015 tentatively.**
- (j) **Online application and instructions (How to file the online application) will be commenced from 10-07-2015 and will be placed in the sbtet website tentatively.**

2. (A) ELIGIBILITY FOR TYPEWRITING EXAMINATIONS:

Sl.No.	Subject	Grade	Eligibility
1	Typewriting English	Junior Grade	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	Higher	A pass in Lower Grade exam., of the subject and language along with

	English/Telugu /Hindi/Urdu		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.
4	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/Urdu	Lower Grade	A pass in SSC or Equivalent Exam.
2	Shorthand English	Intermediate	A pass in Shorthand Lower Grade Examination of SBTET or any Graduation from the recognised University.
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
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, Typewriting Higher and High Speed.	Rs.250/-
03	Shorthand High Speed	Rs.350/-
04	Late fee	Rs.300/-
05	TATKAL Fee	Rs.1400/-

STATE BOARD OF TECHNICAL EDUCATION & TRAINING
HYDERABAD :: TELANGANA

SCHEDULE OF SUBMISSION OF ONLINE APPLICATION AND PAYMENT OF EXAM FEE.

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|----|--|---------------|
| a) | Commencement of filing of online application. | : 04 -08-2015 |
| b) | Last date to pay the fee without fine for Private candidates and Principals of Typewriting & Shorthand Institutions. | : 14-08-2015 |
| c) | Last date to pay the fee with a fine of Rs.300/- for Private and Principals of Typewriting & Shorthand Institutions. | : 17 -08-2015 |
| d) | Last date to pay the fee under TATKAL Scheme Rs.1400/-. | : 20 -08-2015 |
| e) | Last date to submit downloaded applications (with normal, late fee and | : 21 -08-2015 |

Tatkal applications) for Private Candidates and Typewriting Institutions.

f) Shorthand Examinations will be held on **05/09/2015 and 06/09/2015**

Typewriting Examinations will be held on **12/09/2015 and 13/09/2015**.

Time Table will be placed in the sbtet website

Note: All the Principals of Typewriting & Shorthand Institutions and students appearing for Typewriting and Shorthand Examinations are requested to note the following changes in conducting the Technical Examinations to be held during August, 2015.

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.

**INSTRUCTIONS FOR FILLING THE APPLICATION FORM AND MODE OF PAYMENT OF FEE
OF TYPEWRITING AND SHORTHAND EXAMINATIONS TO BE HELD DURING
SEPTEMBER, 2015.**

(Please go through the instructions carefully given below before filling the application)

The Typewriting and Shorthand Institutes which are recognised by the Commissionerate of Technical Education, Telangana, Hyderabad for the calendar year 2014 & 2015, 2015 and block period 2015 & 16 and whose names are placed in the website of the SBTET, Telangana are alone, eligible to sponsor the candidates for the Typewriting and Shorthand examinations scheduled to be held in September, 2015.

1. The Principals of Recognised Institutions / Private candidates, belonging to the State of Telangana have to file the online application with URL <http://ousbtet.net/twshportal>.
2. The Candidates must apply through the recognized Typewriting Institutions in case of first appearance for any of the examinations (any grade or any language). 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.
3. For Filing the online application, click on [Online Application](#).
4. If the candidate already appeared for any of the Typewriting or Shorthand examinations in the last 7 sessions, select **Yes** for **Did you appear for TWSH in any of the last 7 Sessions** and enter the corresponding Hall Ticket No., which will fetch the old data and reduces the data entry work.
5. 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.
6. Subject, Batch, Language, Grade and Examination Centre where the candidate is willing to appear for the examination shall be entered carefully. Once the Registration No. is generated any of the above data cannot be changed and the fee paid will not be refunded.
7. The Principals of Typewriting Institutes have to file the applications after login with their login credentials only. The Username is nothing but their institute code and the password is **"welcome"**. If any of the institution filed the application without login to the portal, the candidate will be treated as Private candidate.
8. All the Principals of Typewriting Institutions, shall submit the downloaded applications, along with the copies of prerequisite qualifications duly attested by the Principal / Gazetted Officer and a covering letter addressed to the Secretary, SBTET, Telangana, Hyderabad within the stipulated time.
9. All the private candidates, after downloading online applications, along with the requisite qualification documents attested by a Gazetted Officer, shall submit directly to the State Board of Technical Education and Training, 7th Floor, BRKR Govt. Offices Building, Tankbund Road, Hyderabad-500 063 Telangana **as private candidate** within the stipulated time.
10. 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.
11. 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.

12. After submitting the online application, for any correction in Name, Father Name, Date of Birth and change of photograph, the candidate/principal has to send the email with details to admin.sbtet@gmail.com before issuing of Hall Ticket.
13. Once Hall Ticket is generated, no corrections will be entertained.
14. The candidates must be educated regarding the scheme of evaluation of answer scripts of Typewriting and Shorthand Examinations, as most of the students are applying for recounting of papers due to ignorance of the procedure. For example: (1) In respect of Typewriting English 2 marks, 4 marks for Typewriting Telugu, Hindi and Urdu Lower Grades, 3 Marks for Telugu, Hindi and Urdu Higher Grades are to be deducted for each mistake or error. (2) In respect of Shorthand no candidate shall be allowed to pass, who makes more than 4% of errors or omissions in transcription.
15. 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 from the last examinations and the detailed instructions are placed in the SBTET website i.e., <http://ousbtet.net/twshportal> for information of the students and Principals. Therefore, all the Principals of Typewriting and Shorthand institutions shall educate the students about the use of new OMR barcoded answer sheet thoroughly.
16. For Shorthand Examinations scribbling pads will be supplied with OMR barcoded sheet pinned to the scribbling writing pads with variable data of the candidate.
17. Once amount is deducted, after submitting the application, no amount will be refunded.
18. The scheme of evaluation of answer scripts of Typewriting and Shorthand Examinations is as follows.

Sl.No.	Name of the subject	Marks to be deducted for each mistake for Paper-I	Marks to be deducted for each mistake for Paper-II
01	Typewriting English & Urdu All Grades.	2 Marks	2.5 Marks
02	Typewriting Telugu & Hindi Lower Grades	4 Marks	4 Marks
	Typewriting Hindi, Telugu Higher & Telugu High Speed.	3 Marks	3 Marks
03	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
04	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
04	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
05	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

How to file online application:

- (1) Candidate willing to apply for Typewriting or Shorthand Examination can file online application directly (if eligible as per SBTET norms) or the application can be filed through recognised institutions. The candidate who wants to file the application directly, has to type the URL <http://ousbtet.net/twsh>
- (2) The URL for filling the online application for Typewriting and Shorthand Examinations is <http://ousbtet.net/twshportal> for Telangana State.
- (3) The candidate who already appeared for Typewriting or Shorthand Examinations for any grade/subject in the last 7 sessions (i.e. December 2011, September 2012, February 2013, July/August 2013, January/February 2014, August 2014 and January/February 2015) has to choose **Yes** for the option ***Did you appear for TWSH in any of the last 7 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 **No** for the

above option and apply as a fresh candidate through a recognised Typewriting Institute in the State as per the instructions given in the notification.

- (4) Before filing the application, the candidate has to scan the color photo and keep the image ready to upload for filing the online application.
- (5) 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.
- (6) The payment can be made immediately by a click on **submit** button.

Mode of Fee Payment:

After entering the basic data, click on **Submit** button then the two payment options will be displayed. The candidate / Principals of Typewriting Institution can pay the examination fee by any of the following two payment options i.e,

(1) A.P.Online (2) Online.

A.P.Online: The candidate can pay the examination fee in any AP Online center by entering the basic data. The AP Online operator will issue a receipt containing the secret code. The candidate belongs to Telangana State has to select the online application with URL: <http://ousbtet.net/twshportal> and enter the data, upload the photo, click on submit and select **APOnline** as payment option. Enter the secret code printed on the payment receipt issued by the AP Online centre, then Registration No. will be generated and get the printout of the application.

Online: Payment gateway facility has been introduced by SBTET to facilitate the Candidates / Principals of Typewriting Institutes to make the payment of examination fee by Credit by Credit Card/Debit Card/Net Banking. After a click on **submit** button, select **Online** then it will take to the payment gateway. Select the Credit Card/Debit Card/Net Banking, then select the Card type i.e. **VISA / MASTER / MAESTRO**, enter the details and click on **pay**, then application with Registration Number will be generated and get the printout of the application. If the Online Transaction is failed, the Registration No. will not be generated. If Registered Number is not generated make the payment once again and the amount pertaining to failed transaction will be returned to the respective account in 3 to 4 working days. **In case of institutions, the institute has to login with their respective usernames and password issued by SBTET and the institute can make the payment for a maximum of ten candidates at a time, the remaining procedure is the same.**

After verifying the applications, SBTET will generate Hall Tickets and place them in the same web portal one week before the examination. If any candidate files the applications for the same grade from more than one institution, the applications filed by the candidate for that grade will be cancelled. The candidates may get the print out of the Hall Tickets from the same portal for appearing the examinations. The Hall Ticket must be attested by a Gazetted Officer or the Principal of Type Institute.

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

(4) GENERAL INSTRUCTIONS:

A. **Recognised Typewriting Institutions are only permitted to upload applications of the candidates from their institute. 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 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.**
- 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.**
- 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 teared 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. The Answer Sheets Torn but unused and not enclosed to answer sheets Booklet 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 Sri P.Ramulu, Deputy Secretary (TE), State Board of Technical Education and Training, 7th 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**

**Hyderabad,
Dt. 01-08-2015.**