

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
ANDHRA PRADESH::VIJAYAWADA**

**EXAMINATION NOTIFICATION**

No. APSBTET/Pre-Exam/TE-02/2021

Dated:11-10-2021.

**TECHNICAL EXAMINATIONS - DECEMBER/JANUARY, 2022**

Online applications are invited from the eligible candidates to appear for Typewriting and Shorthand examinations to be held in the month of **December/January, 2022**. The Principals of Typewriting and Shorthand Institutes, which are recognized by the Department of Technical Education, Andhra Pradesh, are alone eligible to sponsor the candidates for the Typewriting and Shorthand Examinations to be held during **December/January, 2022**. The candidates must apply through a recognized Typewriting Institution in Andhra Pradesh in case of first appearance for any of the examinations (any language or any grade). If the candidate fails in the examination in first appearance, subsequently he/she can apply privately (same language and same grade) by uploading a copy of his/her previous Hall Ticket.

**1. Conducting of Examinations:**

- (a) Typewriting Lower and Higher Grade Examinations both in English and Telugu will be conducted in 4 batches.
- (b) Typewriting Junior Grade Examination in English will be conducted in only one batch, where the examinations are scheduled for only one day i.e., along with the First batch of Higher Grade Examination and in two batches i.e., (I and II Batches) at the examination centres where exams are scheduled for two days i.e., along with First batch & Third Batch of Higher Grade Examinations.
- (c) 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.
- (d) Totally blind candidates are also permitted for Typewriting Examinations. Separate Typewriting Question Paper in BRAILLE LANGUAGE will be given.
- (e) Online application will be commenced tentatively during the month of November/December, 2021 through URL <https://sbtet.ap.gov.in>.

## 2. Eligibility:

(A) Eligibility to appear for **TYPEWRITING** Examinations

Sl.No.	Subject	Grade	Eligibility
1.	Typewriting English	Junior	A pass in VII Class examination/VIII Bonafide Certificate with the date of birth.
2.	Typewriting English/Telugu/Hindi	Lower	A pass in SSC Examinations or its equivalent. An appearance of SSC Examination or equivalent should upload attested Xerox Copy of hall ticket if marks statement is not yet issued.
3.	Typewriting English/Telugu/Hindi	Higher	A pass in SSC or equivalent examination and a pass in Lower grade examination of the same language. <b>(or)</b> A pass in Intermediate or equivalent from any recognized Board as per G.O.Rt.No.194, Higher Education (TE-II) Department, dated 17-03-2005.  <b>*Candidates qualified in Lower examination of Maharastra Government will not be admitted except those who qualify as per G.O.Ms.No.921, GA(Ser.B) Dept., dt. 19-06-62.</b>

(B) Eligibility for **SHORTHAND** Examinations:

Sl.No.	Subject	Grade	Eligibility
1.	Shorthand English/Telugu	Lower	A pass in SSC Examinations or its equivalent.
2.	Shorthand English	Intermediate	A pass in Shorthand Lower Grade Examination or any Graduation from the recognised University.
3.	Shorthand English/Telugu	Higher	A pass in Shorthand Lower Grade Examination 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.

**Notes:**

- i. 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 and Telangana is not treated as equivalent with that of Shorthand Lower (English) of the SBTET, A.P. Hence, they are not eligible to apply for Shorthand English Higher Grade Examination.
- ii. D.C.C.P. Candidates who are applying for Shorthand English Higher Grade Examination have to upload photo copy of their Provisional Certificate and he/she is eligible only if he/she secures 45% marks in each of the papers in the subject in the end examination excluding the sessional/internal marks. **The students who studied under C-09 and C-16 Schemes are not eligible for applying Shorthand English Higher Grade.**

**3. Details of Examination Fee:**

Sl.No.	Subject & Grade	Fee
1.	Lower Grade & Junior Grade	Rs. 200/-
2.	Shorthand Inter, Shorthand Higher, Typewriting Higher And Typewriting High Speed	Rs. 250/-
3.	Shorthand High Speed	Rs. 350/-
4.	Late Fee	Rs. 300/-
5.	TATKAL Fee	Rs. 1,400/-

**4. Instructions on usage of OMR BAR CODED ANSWER BOOKLET:** All the Principals of Typewriting/Shorthand Institutions are informed to go through the following instructions of OMR Bar coded answer sheets carefully and train the students accordingly.

- i 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.
- ii Each candidate will get a printed OMR Bar Code Sheet containing the Hall-Ticket number, 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 OMR sheets containing answer paper stitched together with perforation are to be distributed to the candidates present.
- iii 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.

- iv All first papers for all grades are in one color and all second papers for all grades are in another color.
- v Each answer sheet stitched together will be perforated vertically from the left side of the booklet.
- vi 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.
- vii 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.
- viii 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 torn at any cost.
- ix 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.
- x 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 on first answer sheet only before the invigilator.
- xi The candidate has to separate/tear the perforated answer sheet in serial order from 1<sup>st</sup> 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.

- xii It is the responsibility of the student to see that the papers are stapled together with his/her OMR sheet and stickers are pasted on the correct marked place on the OMR Sheet with due certification and counter signature of the candidate and Invigilator.
- xiii No additional papers will be issued.
- xiv Unused Answer sheets shall be maintained intact with Answer Booklet else the candidate will be booked under malpractice.
- xv 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.
- xvi Un-authorized exchange, replacement, insertion of papers, removal of unused answer sheets will be viewed seriously and renders ineligible for valuation.
- xvii No candidate will be allowed into the examination hall, once the Paper-II examination is commenced.
- xviii Don't tear OMR sheet at any cost.
- xix Don't tear all the answer sheets at a time at any cost and the candidate is advised to tear the required sheets only one by one serially. The additional sheets can be torn only if need arises. Torn but unused answer sheets will be booked under malpractice.
- xx 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.
- xxi 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.
- xxii 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.

xxiii 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. General Instructions:

- i. All the candidates of a Typewriting Institution shall opt for only one examination centre.
- ii The Principals of the Typewriting Institutions should ensure that they select the same examination centre for all the candidates of his institutions as opted by him.
- iii Black & White photos and photos taken with wearing cap/cooling glass in different postures will not be accepted, as the purpose of clear identify gets defeated.
- iv The Principals of Typewriting institutes are advised to ensure placing the new typewriting ribbons to the machines during the examinations. Improper print of passage will be awarded zero marks.
- v 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.
- vi The Principals of the Typewriting Institutes shall check-up the photograph, name, father's name and date of birth of the candidate mentioned in the application form as per SSC/Bonafied/Equivalent Certificates scrupulously, as the same are being incorporated in the original pass certificate of the candidate.
- vii If it is found that a Principal uploaded the candidature of an imposter, proxy/unrecognized institutions candidates, action will be initiated against the Principal.
- viii 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. 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 initiated against the candidate.

- ix If a Principal of Typewriting Institution sponsor a candidate already passed Typewriting Examination, in any case, a suitable action will be initiated against the respective Typewriting Institute and the candidate.
- x Batch change will not be permitted under any circumstances.
- xi 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.
- xii 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 the respective candidates only.
- xiii 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, the candidate may be awarded marks accordingly.
- xiv 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.
- xv 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.

Vijayawada,  
Date: 11-10-2021.

**Sd/- K.Vijaya Bhaskar,**  
**SECRETARY**



For Secretary