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GOVERNMENT OF TAMIL NADU

DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI 600 025
BOARD OF EXAMINATIONS
APPLICATION FORM FOR GOVERNMENT TECHNICAL EXAMINATION IN COMMERCE
SUBJECTS - AUGUST 2018

APPEARING THROUGH APPROVED COMMERCE INSTITUTE

(To be filled in by the candidate in his / her own handwriting)

</div>

1. Name of the Candidate   …
   (As entered in SSLC Mark Sheet (or)
   Bonafide Certificate)

   > Affix
   > Passport
   > size
   > Photograph

2. Father's Name   …

3. Date of Birth   …
   (As entered in SSLC Mark Sheet (or)
   Bonafide Certificate)

4. Sex   …   Male / Female

5. Permanent Address   …

6. General Qualification   …
   (Attested Xerox Copy to be enclosed)

7. Technical Qualifications   …
   (Attested Xerox Copy to be enclosed)

   Code No.:   Subject Name:

8. Subject (s) applied for Code No.

   English   Tamil

9. Batch Required   …

10. Mention Centre No. & Name of the Centre   …

11. **Fees**   **Rs.**   …   Amount Rs. :
    (i) Examination Fees
    (ii) Application Fees *   **15.00**   …
          Total   Counter foil of the Challan
    and Date :

12. Details of the Commerce subjects in which   Code No.:
    the candidate has already passed and has not   Subject
    received the certificate

    (Xerox Copy of the result pro-forma   Register No.:   Month & Year of passing   Class
    to be enclosed)

   Particulars furnished above by me are correct

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Signature of the Candidate

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* Cost of application form Rs. 15/- per application to be paid along with Examination fees irrespective of codes appearing

DECLARATION TO BE SIGNED BY CANDIDATES APPEARING THROUGH RECOGNISED COMMERCE INSTITUTE

I hereby declare that I have filled the application in my own handwriting and also not passed the above subjects previously and not applied more than one grade in same subject and the particulars furnished are all true and correct to the best of my knowledge. I shall behave properly in obedience to the rules and regulations of the Chairman, Board of Examinations for the smooth conduct of the Examination. If the particulars furnished by me are found to be false at a later stage or any misbehavior is found during Examination, I will accept any kind of punishment that may be decided by the Chairman, Board of Examinations, Chennai 600 025.

Place   :

Date   :   Signature of the Candidate

DECLARATION TO BE SIGNED BY THE RECOGNISED INSTITUTE / PROPRIETOR / PRINCIPAL

I hereby delare that…………………………………………….. is studying in my Institute the subject(s) for which he / she has applied for the examinations and that I have verified the eligibility and all other particulars in the Application. Photocopies of the Certificate attested by Competent Authorities / Original Bonafide Certificates issued by Competent Authority is enclosed. The candidate has been informed that he/she cannot appear both the Junior Grade and the Senior Grade simultaneously in the same subject.

Recognition No.   :

Center No.   :   Signature of the Proprietor / Principal with seal
                                          Institute Address with Phone / Cell No.

BONAFIDE CERTIFICATE

(For admission to Government Technical Examinations of the Directorate of Technical Education, Chennai 600 025.)
(If the Xerox copy of the eligibility of qualification is enclosed, filling up of the bonafide certificate must be avoided)

Certified that Selvan / Selvi (Capital Letters)……………………………………………………Son/

Daughter of Thiru……………………………………………………. is a bonafide student of this

recognized School, passed ……Standard and studying in ……………………………… Standard.

His / Her date of birth is ………………………………… as per the School records.

Phone Number of School with STD code:

                                                          Signature of the Principal / Headmaster /
School Seal   Headmistress with the Name in capital letters

Note: Qualification prescribed for the subject appearing should be verified carefully and any lapses in this regard, will lead to rejection of the application.

Government of Tamil Nadu

Directorate of Technical Education

BOARD OF EXAMINATIONS, CHENNAI 600 025

Government Technical Examinations in Commerce Subjects – AUGUST 2018
HALL TICKET FOR THE APPROVED INSTITUTE CANDIDATE

Website address www.tndte.gov.in

Name of the Candidate (BLOCK LETTERS)
(As entered in SSLC Mark Sheet or Bonafide Certificate)

Date of Birth (DD-MM-YYYY)
(As entered in SSLC Mark Sheet or Bonafide Certificate)

Code Number of Typewriting subject (s) for which the Candidate is appearing	Batch Number in Typewriting	
	English	Tamil

Centre No

Register No.:
(To be allotted by Chairman's Office)

Code Number of Shorthand Subjects for which the Candidate is appearing (except High Speed Test in Shorthand)

Code Number of Accountancy Subjects for which the Candidate is appearing

Place of the Centre:

Code Number of High Speed Tests in Shorthand for which the Candidate is appearing

Place of the Centre:

CHENNAI

Approved Institute's Seal

Affix Passport size Photograph To be attested

Signature of the Candidate

Name with Residential Address:

……………………………………………………………………
……………………………………………………………………
……………………………………………………………………
……………………………………………………………………
………………………… PIN

Attesting authority should sign in such a way that his / her signature falls partly on the photograph and the Hall Ticket without defacing the features of Candidate and also affix the office seal with Designation, Name of Office and Place to confirm the identity of the Attesting Officer

3

IMPORTANT INSTRUCTIONS

1. The candidates should read "Instructions to candidates appearing for Commerce Examinations" which is available in the Directorate of Technical Education website. **www.tndte.gov.in**

2. The candidate should bring the Hall Ticket to the examination hall. He/She should write Register Number and Name only in the Flyslip.

3. No Candidate will be permitted to appear for Examination in more than one Grade in the same subject.

4. FLY SLIP should be filled up carefully and candidate has to write name and registration number as in Hall Ticket.

5. Irrelevant or answering a question not belong to that batch will be treated as malpractice

6. Candidates are not allowed to bring Cellular Phones, Electronic Gadgets for Recording information related to Examination.

7. Communication of all sorts in totally prohibited inside examination hall.

8. The application of the candidates, who do not fulfill the conditions stipulated in the application form, will be rejected. If by any chance, candidates who do not possess requisite qualification 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 produced by the Candidate and sought admission is bogus or tampered with, candidate concerned will be debarred permanently from appearing for the Government Technical Examination besides the cancellation of the result in addition to any other punishment that may be decided by the Chairman, Board of Examinations.

9. Before handing over the answer book to the Hall Superintendent, the candidates ensure that the answer sheets written/typed is tied up properly. Wrapper without the answer sheets will be treated as malpractice.

INSTRUCTIONS
(Read the following Instructions carefully before filling up the Application)

<u>MINIMUM QUALIFICATION FOR ADMISSION TO GOVERNMENT TECHNICAL EXAMINATIONS</u>

1. The Candidate should possess the required qualifications as per the publication of Notification.

2. **PRE-JUNIOR GRADE TYPEWRITING (ENGLISH & TAMIL) (Examination in August only):**
    Pass in 6th Standard of a Recognized School. Candidates can appear only THROUGH the Commerce Institutes that are recognized by the Directorate of Technical Education.

3. JUNIOR GRADE TYPEWRITING (ENGLISH & TAMIL):
    Pass in 8th Standard of a Recognized School.

4. SENIOR GRADE TYPEWRITING (ENGLISH & TAMIL):
    Pass in the Junior Grade Typewriting Examination of the concerned subject or pass in SSLC or equivalent Examination of a Recognized School.

5. SHORTHAND JUNIOR (ENGLISH & TAMIL) AND SHORTHAND ENGLISH INTERMEDIATE GRADE:
    Appeared SSLC or equivalent Examination through a Recognized School. Private Candidates must have passed SSLC or equivalent Examination.

6. SHORTHAND SENIOR (ENGLISH & TAMIL):
    Pass in SSLC or equivalent Examination through a Recognized School (OR) Failed SSLC or equivalent Examination with a pass in Junior Grade Examination of the concerned subject.

7. HIGH SPEED TEST IN TYPEWRITING AND SHORTHAND (ENGLISH & TAMIL):
    Pass in Senior Grade Examination of the concerned subject.

8. COMMERCE SUBJECT: ACCOUNTANCY JUNIOR GRADE:
    Pass in SSLC or equivalent Examination.

9. COMMERCE SUBJECT: ACCOUNTANCY SENIOR GRADE:
    A pass in PUC in Madras, Madurai or Annamalai University / a pass in Higher Secondary Course conducted by the Government of Tamil Nadu (or) a pass in SSLC or equivalent with eligibility for admission to Higher Secondary Course of Study along with a pass in the Junior Grade Examination of the concerned subject or any other equivalent examination.

10. **No Candidate will be permitted to appear for Examination in more than one Grade in the same subject at the same session of Examination.**

11. Place of Examination: As detailed in Annexure.

List of Competent Authorities for attesting the copies of Certificates and photos:

(1) A & B Group of Officers serving in the Government of Tamil Nadu / in the Government of India.

(2) Headmasters/ Headmistress of all Government and Government recognized High Schools and Higher Secondary Schools in Tamil Nadu.

(3) Principals of all Polytechnics. (Government and Aided)

(4) Principals of all affiliated Arts and Science Colleges.

(5) Deputy Inspector of Schools.

(6) Government Medical Officers / Civil Surgeon / Civil Assistant Surgeon.

(7) Revenue Officials not below the rank of Deputy Thasildar.

(8) All Officers working in public undertaking like Electricity Board etc.

(Details of Code Number of Subjects)

Common Centre Subject	Code No.	Common Centre Subject	Code No.
Typewriting English Pre Junior (Aug only)	11	Typewriting English Senior	21
Typewriting Tamil Pre Junior (Aug only)	12	Typewriting Tamil Senior	22
Typewriting English Junior	01	Typewriting English High Speed	31
Typewriting Tamil Junior	02	Typewriting Tamil High Speed	32

Accountancy Centre Subjects	Code No.
Accountancy Junior	5
Accountancy Senior	25

Limited Centre Subjects		Super Limited Centre Subjects	
Shorthand English Junior	3	Shorthand English High Speed 150 wpm	33
Shorthand Tamil Junior	4	Shorthand English High Speed 180 wpm	34
Shorthand English Intermediate	13	Shorthand English High Speed 200 wpm	35
Shorthand English Senior	23	Shorthand Tamil High Speed 120 wpm	36
Shorthand Tamil Senior	24	Shorthand Tamil High Speed 150 wpm	37
		Shorthand Tamil High Speed 180 wpm	38

Separate application for Common Centre / Limited Centre / Accountancy Centre / Super Limited Centre to be submitted.

(Fees to be paid by the Candidates for admission to Government Technical Examinations)

Pre Junior Grade Subjects (August only)	Rs. 50/-	All Senior Grade Subjects	Rs. 65/-
All Junior Grade Subjects	Rs. 50/-	All High Speed Subjects	Rs. 100/-
Shorthand Intermediate (English)	Rs. 60/-		

12. The cost of each application form of Rs.15/- must be remitted along with the examination fees, by the Recognized Institutes. Fees once paid will not be either refunded or be adjusted for subsequent examination. Chairman office will allot the batch for the Typewriting Examination. Both English and Tamil High Speed Subjects in Typewriting will be conducted along with Senior Grade 2nd and 3rd batch.

13. The Examination fee must be paid only in the account number 6120096699 of Indian bank in favour of Additional Director of Technical Education (Examinations)_GTE, DOTE campus, Chennai 600 025. Using the Challan available with the downloaded application.

   (Counterfoil of the Challan DOTE copy only should be enclosed).

14. Filled up applications have to be sent on or before the last date notified. Incomplete applications, and application received belatedly will be summarily rejected.

15. The following items should accompany the completed application.

   (i) Bonafide Certificate with the Date of Birth for Students without SSLC Standard qualification.

   (ii) Recently taken passport size photographs (similar) of the candidate should be affixed in the space provided in the Hall Ticket and in the application form. Those who apply for Senior Grade subjects have to enclose a photo in a cover separately. Photographs once used should not be used again. The photographs in the Hall Ticket should be attested properly by any Gazetted Officer.

   Note : Photos taken wearing Cap or Cooling Glass will not be accepted.

16. Institute Candidates – Successful Institute Candidate will get the Certificate through the Institute.

17. Batch change will not be permitted on any circumstances.

18. **Candidates have to write the Code No. of the Subjects and Centre No. properly in the appropriate place in the application form and Hall Ticket. Once the admission given based on this will not be changed afterwards.**

19. Common Centre : All Typewriting Examinations in English and Tamil.

20. Limited Centres : All Shorthand Examinations in English and Tamil except Shorthand High Speed.

21. Accountancy Centre : Accountancy Examinations both Junior and Senior Grades.

22. Super Limited Centre : All Shorthand High Speed Examinations both for English and Tamil.

23. **The approved Commerce Institutes should select nearest examination center as per the center list**

24. Application which do not fulfil the conditions will be summarily rejected without giving any notice.

25. The Examinations Time-Table can be seen in the website.

26. The decision of the Chairman, Board of Examinations, Chennai 600 025 shall be final in respect of all issues concerning the examination and the candidates shall be bound by them.

Chairman
Board of Examination

GOVERNMENT TECHNICAL EXAMINATIONS
NEW CENTRE LIST

WITH EFFECT FROM AUGUST 2018 EXAM

Common Centres

C.No.	Place	C.No.	Place	C.No.	Place
1	C.P.T. Chennai 113	36	Villupuram	67	GPTCW Coimbatore 641 044
2	W.P.T. Chennai 113	37	MNGP Pondicherry	68	NPC Karumathampatti, CBE
3	S.I.C.E. Chennai 113	38	GPW Lawspet, Pondicherry	69	Udagamandalam
4	G.T.T.C. Chennai 32	39	Virudhachalam	70	Gudalur
5	Maduravoyal, Chennai 95	40	Cuddalore	71	Coonoor
6	Mylapore, Chennai -04	41	Tindivanam	72	TPC Madurai-11
7	Pammal, Chennai 75	42	Neyveli	72A	G.P.T.C.Melur-625109
8	Tambaram, Chennai 44	43	Nagappatinam	72B	K L N PTC- Madurai
9	Kattangulathur 603 203	43A	KPTC-Karaikal-609609	73	GPCW Madurai-11
10	Vepery, Chennai 7	44	Mayiladuthurai	73A	G.P.T.C.Chekkanurani-625514
10 A	G.P.T.C., Purasawalkam	45	Thiruvarur	74	Uthamapalayam
11	Erukenchery, Chennai	46	Mannargudi	75	Periyakulam
12	Thiruvottiyur	46 A	Sembodai	76	Karaikudi
13	Kavaraipettai	47	Pattukkottai	77	Sivagangai
14	Avadi, Chennai 62	48	Thanjavur	78	Paramakudi
15	Kilpauk, Chennai 30	48A	PCPTC-Vallam-613403	79	Ramanathapuram
16	Agaram, Chennai 82	49	Kumbakonam	80	Virudhunagar
17	Villivakkam, Chennai 49	49A	GPTC Papanasam	81	Srivilliputhur
18	BPTC- Kancheepuram-52	50	GPTC Trichy-22	82	Aruppukottai
18A	SKPTC- Kancheepuram-02	51	SIT Trichy – 10	83	Rajapalayam
19	Thiruvallur	52	Sri Jayendra School Trichy-2	84	Tuticorin
20	Arakkonam	52A	Mannapari	85	Kovilpatti
21	Chengalput	52B	VPTC-Trichy	86	Tiruchendur
22	G.P.T.C- cheiyyar - 604 408	53	Karur	87	Seydunganallur
22A	Vandavasi	54	Perambalur	88	Sankar Nagar
23	Vellore	55	Musiri	89	Tenkasi
24	Arni	55A	Thuraiyur-014	89A	Puliangudi
25	Thiruvannamalai 606 603	56	Pudukkottai	89B	VKPPTC- chokampatti
26	Walaja	57	Kakkaveri, Rasipuram (TK)	89C	MSPVNL PTC- Pavoorchatram
27	Gudiyattam	58	Namakkal	90	Cheranmahadevi
28	Tirupattur-01	59	Thiruchengode	91	Vadakankulam
29	Krishnagiri	60	Gobichettipalayam	92	Nagercoil
30	Dharmapuri-09	61	Erode-11	93	Thiruvithamcode
30A	Dharmapuri-05	61A	B.Komarapalayam	94	Chunkankadai
31	T.P.C. Salem	61B	Erode-02		
32	C.S.I. Salem	62	Palani		
33	Mecheri, Salem 636453	63	Dindigul		
34	Attur	64	Pollachi		
35	Chidambaram	65	Valparai		
		66	GPTC Coimbatore 641 014		

LIMITED CENTRES

C.No.	Place
L 1	W.P.T. Chennai 113
L1A	C.P.T. Chennai 113
L 2	Vellore
L 3	Salem
L 4	Cuddalore
L 5	Trichy
L 6	Coimbatore
L 7	Madurai
L 8	Tirunelveli
L 9	Nagercoil
L10	Rajapalayam

ACCOUNTANCY CENTRES

C.No.	Place
A1	Chennai
A2	Salem
A3	Trichy
A4	Coimbatore
A5	Madurai
A6	Tirunelveli

Super Limited Centre: High Speed Test in Shorthand English & Tamil will be conducted only at Chennai

NOMINAL ROLL [IN TRIPLICATE]

DEPARTMENT OF TECHNICAL EDUCATION, TAMIL NADU – G.T. EXAMINATION 20……

Name and Address of the Institution with Pin Code

Approval Number

Code No. of Subjects approved

Phone / Cell No.   Centre No: …… Place of Centre: ……………

Sl. No.	Reg. No. to be assigned by Chairman's Office	Name of the Candidate (Initial at the end)	Code No. of Subject(s)	Batch No. of Typewriting		Date of Birth
				English	Tamil	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

NB. Request for alteration correction in the Nominal Roll after the Submission of application will not be complied with.

                                                                                                P.T.O

Code Number of Subject	Number of Candidate in Each batch					Total Amount paid			
	I	II	III	IV	V	Sl. No.	Rate of Fees	No. of Candidate	Total
1						1. Pre. Jr.	50 x		
2						1. Jr.	50 x		
21						2. Sr.	65 x		
22						3. Inter.	60 x		
31						4.T/w High Speed	100 x		
32						5.Shorthand High Speed	100 x		
11						Application Fee	15 x		
12						Grand Total			

Note: Candidate must be divided in **five equal batches for Junior and   four equal batches for Senior**. If it is noticed other wise, the department will change the batches and if the Institutes ask for any changes of batch in the Examination Center, it will not be considered.

Please follow these Special Instructions carefully in preparing Nominal Roll:

1. Nominal Roll should be given in triplicate. Nominal Roll prepared in manuscript will not be accepted.

2. **Separate Nominal roll in triplicate should be prepared for each centre when candidates are sent for more than one category of centre (Common (1, 11, 21, 2, 12, 22, 31, 32) / Limited (3, 13, 23, 4, 24) / Accountancy (5, 25) / Super Limited (33, 34, 35, 36, 37, 38).**

3. If the Candidate wants to appear for one or more subjects of any particular category of center mentioned above, only one application must be used. But if the subjects are in different category of centres, separate applications must be used and in the event of using one application, such cases will be rejected.

4. Candidates appearing for the subjects for which the Institute is approved should alone be presented through the Institute and their names included in the Nominal Roll. If any deviation is found either now or later date, actions will be initiated.

5. Names of the candidates should be typed in the Nominal Roll in one alphabetical irrespective of the Code Numbers of the subjects for which they are appearing

6. Under any circumstances the Examination fees should not be remitted by Postal orders, Demand Draft or Pay Order. Examination fees once paid will not be either refunded or adjusted for the subsequent Examinations.

7. All applications of the Institute should be submitted in one lot only.

8. Write Institute phone number and proprietor mobile number on Nominal Roll

Note:1. Nominal Roll should be prepared in triplicate and attached with application bundle only.
2. Code Number of the subject and Batch No. will be allotted based on the particulars furnished in the application of the candidate only. Hence special care is necessary in preparing the Nominal Roll. Under any circumstances no change will be given regarding the Code No. and Batch thereafter.
3. The name of the candidates should be mentioned by placing the initial in the last. Mr., Mrs., Selvi., W., etc., need not be mentioned.
4. Under any circumstances the excess amount paid towards the Examination fees will not be refunded or adjusted.
5. Applications received before the prescribed date with remittance alone will be accepted, provided, all requirements are fulfilled. It should be noted that under no circumstances mere remittance of fees without the applications will be considered.
6. Applications sent subsequently (i.e. second or third lots) will not be considered.

Chairman
Board of Examination

Govt. of Tamil Nadu DIRECTORATE OF TECHNICAL EDUCATION CHENNAI – 600 025	Govt. of Tamil Nadu DIRECTORATE OF TECHNICAL EDUCATION CHENNAI – 600 025	Govt. of Tamil Nadu DIRECTORATE OF TECHNICAL EDUCATION CHENNAI – 600 025
Challan for Payment into Indian Bank (Any Branch) INDIAN BANK A/c. No. **6120096699**	Challan for Payment into Indian Bank (Any Branch) INDIAN BANK A/c. No. **6120096699**	Challan for Payment into Indian Bank (Any Branch) INDIAN BANK A/c. No. **6120096699**
Name of the Account: ***Additional Director of Technical Education (Examinations)_GTE***	Name of the Account: ***Additional Director of Technical Education (Examinations)_GTE***	Name of the Account: ***Additional Director of Technical Education (Examinations)_GTE***
Examination Fees Payable for GOVT. TECHNICAL EXAMINATIONS – FEB./AUG. 20......	Examination Fees Payable for GOVT. TECHNICAL EXAMINATIONS – FEB./AUG. 20.......	Examination Fees Payable for GOVT. TECHNICAL EXAMINATIONS – FEB./AUG. 20.......
BANKER'S COPY	**DOTE'S COPY**	**REMITTER'S COPY**
Name of the Institution: .... Or Name of the Candidate: .... (If the candidate appears privately)	Name of the Institution: .... Or Name of the Candidate: .... (If the candidate appears privately)	Name of the Institution: .... Or Name of the Candidate: .... (If the candidate appears privately) ....
Approval No. (for approved Institutes only)	Approval No. (for approved Institutes only)	Approval No. (for approved Institutes only)

Sl.No. Particulars	`.	Sl.No. Particulars	`.	Sl.No Particulars	`.
1. Examination Fees	... .	1. Examination Fees	... .	1. Examination Fees	... .
2. Application	... .	2. Application	... .	2. Application	... .
Total	... .	Total	... .	Total	... .

Amount in words: (Rupees .... only)	Amount in words: (Rupees .... only)	Amount in words: (Rupees .... only)
Date of Payment: Remitter's Signature	Date of Payment: Remitter's Signature	Date of Payment: Remitter's Signature
FOR USE OF BANK **Journal No. :** (for acknowledging the receipt of amount)	FOR USE OF BANK **Journal No. :** (for acknowledging the receipt of amount)	FOR USE OF BANK **Journal No. :** (for acknowledging the receipt of amount)
DATE: Signature of the Bank Official with Seal	DATE: Signature of the Bank Official with Seal	DATE: Signature of the Bank Official with Seal

- All the branches of Indian Bank are authorised to accept the fee challan
- The collecting bank is requested to feed the Name of the Institution / candidate correctly.

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