

GOVERNMENT OF TAMIL NADU

DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025

“CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION, FEBRUARY / MARCH 2022”

NOTIFICATION NO. 103054 /Q3 /2020

Directorate of Technical Education is conducting Government Technical examination in Computer on Office Automation.

As per the direction of Hon’ble Madras High Court (Madurai Bench) in W.P (MD) No: 8456 of 2021, the Notification No: 103054/Q3/2020 issued by this office in Apr 2021 is cancelled and fresh notification is hereby issued.

Applications are invited for the Certificate Course in “Computer on Office Automation Examination, FEBRUARY / MARCH 2022”. Institute candidates/ Private candidates have to fill the relevant data in the application form through online from 23/02/22 to 16/03/22 in the website (www.tndtegteonline.in). Application and Examination fees of Rs.530/- should be paid by Online only. Detailed instructions are given in www.tndte.gov.in website.

All candidates who have already applied and remitted examinations fees against Apr 2021 notification are requested to apply again in the online portal (www.tndtegteonline.in). Candidates who had already applied and remitted examination fees against Apr 2021 notification need not to pay examination fees again. However they have to enter the Transaction ID and MMP ID of previous payment made while applying online application.

**Chairman
Board of Examinations**

**GOVERNMENT OF TAMIL NADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI-600 025**

**CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION,
" FEBRUARY / MARCH 2022 "**

NOTIFICATION No. 103054/Q3/2020

Applications are invited for the "Certificate Course in Computer on Office Automation Examination, FEBRUARY / MARCH 2022". Institute candidates/ Private candidates willing to apply, have to fill the relevant data in the application form through online from 23/02/22 to 16/03/22 and the same application form must be downloaded and taken a print out. This printed application duly signed (Digital signature) and with the copies of necessary certificates duly attested must reach DOTE on or before 19/03/22. Applications received after due date will be summarily rejected.

A. EDUCATIONAL QUALIFICATION:

- I. A pass in SSLC of Tamil Nadu State or Equivalent Examination thereof.
and

A pass in Junior Grade Typewriting Examination in English / Tamil of the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.

(Or)

- II. A pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamil Nadu or equivalent Examination thereof.

B. TRAINING QUALIFICATION:

- I. Candidate should have undergone a minimum of 120 hours of training in a recognized Typewriting Institute or Government / Government Aided / Self-financing Polytechnic Colleges.
- II. Private candidates who have qualified and undergone a minimum of 120 hours of training may also appear for the Examination as Private candidate.

- III. All the candidates including Private Candidates should maintain a record notebook for the Practical Classes as per the syllabus and submit the same at the time of their Practical Examination.

C. CONDUCT OF EXAMINATION:

Examination will be conducted only at the selected Government / Government Aided / Self- financing Polytechnic Colleges in Tamil Nadu. The Examination will consist of two papers, Theory and Practical. The date of Examination is scheduled on 09/04/22 and 10/04/22.

D. APPLICATION FORMS AND EXAMINATION FEES:

Cost of Online Application	Rs.30/-
Date for Applying through online	From 23/02/22 to 16/03/22 in the website. www.tndtegteonline.in
Examination Fee	Rs.500/-
Mode of Payment	(I) Total of Rs.530/- (Rupees Five Hundred and Thirty only) this includes Application and Examination fees which should be paid through Online only. (II) Candidates who have already applied and remitted examination fees against Apr 2021 notification need not to pay examination fees again. However they have to enter the Transaction ID and MMP ID of previous payment made while applying online application.

Examination fees once paid cannot be refunded or adjusted for future examination under any circumstances.

Chennai – 600 025

Dated: 23.02.2022

Chairman
Board of Examinations

INSTRUCTIONS

(Read the following Instructions carefully before applying online Application)

1. The candidate should possess the following qualification on the date of this Notification.

REQUIRED QUALIFICATION

I. A Pass in SSLC of Tamil Nadu State or Equivalent Examination thereof.

and

A Pass in Junior Grade Typewriting Examination in English / Tamil of the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.

(or)

II. A Pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamil Nadu or equivalent Examination thereof.

2. Candidate should have undergone a minimum of 120 hours of training in a recognized Typewriting Institute or Government / Government Aided / Self-financing Polytechnic Colleges.
3. Private candidates who have qualified and undergone a minimum of 120 hours of training may also appear for the Examination as Private candidate.
4. The candidate sponsored by recognized Typewriting Institutes Proprietor / Polytechnic Principals has to sign the declaration in the hard copy of application before sending to this office.
5. The Theory and Practical Examinations will be conducted only in the selected Polytechnics. The allotted centre will be mentioned in the Hall Ticket.

6. The Candidates need not bring Computer for Practical Examination and the arrangement are made by the Department.
7. Examination Fee and Application Fee of Rs.530/- should be paid through Online only.
8. Payment made through Online
(link available during submission of Online application)
9. The relevant data in the Application form must be uploaded through online
10. Online application must be uploaded on or before **16/03/22**.
11. The following certificates should accompany the hard copy of online application :
Uploaded Xerox Copy of S.S.L.C., or +2 Certificates as a proof of date of Birth, and Junior Grade or Higher Grade Typewriting Examination in English / Tamil Certificate. This should be duly attested by A or B Grade Officer of the State or Central Government.
- NOTE:** Photos taken wearing Cap or Cooling Glass should not be uploaded.
12. Hard copy of the online Application along with photocopies of Certificates duly attested should reach DOTE on or before **19 /03/22**.
13. Applications which do not fulfill the conditions will be summarily rejected without giving any notice.
14. The Detailed Examination Time table will be displayed in website.
15. The decision of the Chairman, Board of Examinations, Chennai – 25 shall be final in respect of admission of candidates to the Examination.

Chairman
Board of Examinations