

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

PRIVATE CANDIDATES

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

1. Name of the Candidate (As entered in SSLC Mark Sheet (or) Bonafide Certificate)	...	
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)	...	
8. Subject (s) applied for Code No.	Code No.:	Subject Name:
	<table border="1" style="display: inline-table; width: 40px; height: 20px;"> </table> <table border="1" style="display: inline-table; width: 40px; height: 20px;"> </table>	<table border="1" style="width: 100%; height: 20px;"> </table>
9. Batch Required*	...	<table border="1" style="display: inline-table; width: 60px; height: 20px;"> </table> <table border="1" style="display: inline-table; width: 60px; height: 20px;"> </table>
10. Mention Centre No. & Name of the Centre	...	<table border="1" style="width: 100%; height: 20px;"> </table>
11. Fees	Rs.	Amount Rs. :
(i) Examination Fees		
(ii) Application Fees **	15.00/-	
Total	<table border="1" style="width: 100%; height: 20px;"> </table>	Counter foil of the Challan and Date :
12. Details of the Commerce subjects in which the candidate has already passed and has not received the certificate	Code No.:	Subject
	<table border="1" style="width: 60px; height: 20px;"> </table>	<table border="1" style="width: 150px; height: 20px;"> </table>
(Xerox Copy of the attested result pro-forma to be enclosed)	Register No.:	Month & Year of passing
	<table border="1" style="width: 60px; height: 20px;"> </table>	<table border="1" style="width: 150px; height: 20px;"> </table>
13. Mobile Number	...	<table border="1" style="width: 100%; height: 20px;"> </table>

Particulars furnished above by me are correct.

Signature of the Candidate

*** If the candidate apply for two Junior grade subjects he/she can appear one subject in 5th batch and the other in 4th batch only. Similarly if the candidate apply for two Senior grade subjects he/she can appear one in 4th batch and the other in 3rd batch only**

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

DECLARATION TO BE SIGNED BY THE CANDIDATE

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 am appearing as a private candidate only for the subject mentioned above and that I am not appearing through approved commerce institute. 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

BONAFIDE CERTIFICATE

(For admission to Government Technical Examinations of the Directorate of Technical Education, Chennai-25.)

(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, passedStandard 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 /
Headmistress with the Name in capital letters

School Seal

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 – FEBRUARY 2018
HALL TICKET FOR THE PRIVATE 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)

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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)

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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:

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

Place of the Centre:

CHENNAI

Affix Passport
size Photograph
To be attested

Signature of the Candidate

Name with Residential Address:

.....
.....
.....
.....
..... PIN

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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

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. Without Chief / Additional Chief Superintendent / Hall Superintendent prior permission communicating and other misbehaviors will be viewed to have indulged into malpractice and his conduct will be reported to the Chairman, Board of Examinations, Chennai for disciplinary action.**
- 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, 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)

MINIMUM QUALIFICATION FOR ADMISSION TO GOVERNMENT TECHNICAL EXAMINATIONS

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

Shorthand English Junior	3
Shorthand Tamil Junior	4
Shorthand English Intermediate	13
Shorthand English Senior	23
Shorthand Tamil Senior	24

Super Limited Centre Subjects

Shorthand English High Speed 150 wpm	33
Shorthand English High Speed 180 wpm	34
Shorthand English High Speed 200 wpm	35
Shorthand Tamil High Speed 120 wpm	36
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. Batch change will not be permitted on any circumstances.
17. **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.**
18. Common Centre : All Typewriting Examinations in English and Tamil.
19. Limited Centres : All Shorthand Examinations in English and Tamil except Shorthand High Speed.
20. Accountancy Centre : Accountancy Examinations both Junior and Senior Grades.
21. Super Limited Centre : All Shorthand High Speed Examinations both for English and Tamil.
22. Application which do not fulfil the conditions will be summarily rejected without giving any notice.
23. The Examinations Time-Table can be seen in the website.
24. 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.
25. The Candidate should send one self addressed 26 cm x 11 cm envelopes affixing Rs.10/- postage stamps each along with the filled up application.

CHAIRMAN
BOARD OF EXAMINATIONS

GOVERNMENT TECHNICAL EXAMINATIONS
NEW CENTRE LIST

WITH EFFECT FROM FEBRAUARY 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	73	GPCW Madurai-11
9	Kattangulathur 603 203	43A	KPTC-Karaikal-609609	73A	G.P.T.C.Chekkannurani-625514
10	Vepery, Chennai 7	44	Mayiladuthurai	74	Uthamapalayam
10 A	G.P.T.C., Purasawalkam	45	Thiruvavur	75	Pariyakulam
11	Erukenchery, Chennai	46	Mannargudi	76	Karaikudi
12	Thiruvottiyur	46 A	Sembodai	77	Sivagangai
13	Kavaraipettai	47	Pattukkottai	78	Paramakudi
14	Avadi, Chennai 62	48	Thanjavur	79	Ramanathapuram
15	Kilpauk, Chennai 30	49	Kumbakonam	80	Virudhunagar
16	Agaram, Chennai 82	50	GPTC Trichy-22	81	Srivilliputhur
17	Villivakkam, Chennai 49	51	SIT Trichy – 10	82	Aruppukottai
18	BPTC-I Kancheepuram-52	52	Sri Jayendra School Trichy-2	83	Rajapalayam
18A	BPTC-II Kancheepuram-52	52A	Mannapari	84	Tuticorin
19	Thiruvallur	52B	VPTC-Trichy	85	Kovilpatti
20	Arakkonam	53	Karur	86	Tiruchendur
21	Chengalput	54	Perambalur	87	Seydunganallur
22	G.P.T.C- cheiyyar - 604 408	55	Musiri	88	Sankar Nagar
22A	Vandavasi	55A	Thuraiyur-014	89	Tenkasi
23	Vellore	56	Pudukkottai	89A	Puliangudi
24	Arni	57	Kakkaveri, Rasipuram (TK)	90	Cheranmahadevi
25	Thiruvannamalai 606 603	58	Namakkal	91	Vadakkankulam
26	Walaja	59	Thiruchengode	92	Nagercoil
27	Gudiyattam	60	Gobichettipalayam	93	Thiruvithamcode
28	G.P.T.C.,Jolarpet	61	Erode-11	94	Chunkankadai
29	Krishnagiri	61A	B.Komarapalayam		
30	Dharmapuri-09	61B	Erode-02		
30A	Dharmapuri-05	62	Palani		
31	T.P.C. Salem	63	Dindigul		
32	C.S.I. Salem	64	Pollachi		
33	Mecheri, Salem 636453	65	Valparai		
34	Attur	66	GPTC Coimbatore 641 014		
35	Chidambaram				

LIMITED CENTRES

C.No.	Place
L 1	W.P.T. Chennai 113
L1A	S.I.C.E. Chennai 113
L 2	Vellore
L 3	Salem
L 4	Cuddalore
L 5	Trichy
L 6	Coimbatore
L 7	Madurai
L 8	Tirunelveli
L9	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

INSTRUCTIONS TO CANDIDATES

1. **If the candidate apply for two Junior grade subjects he/she can appear one subject in 5th batch and the other in 4th batch only. Similarly if the candidate apply for two Senior grade subjects he/she can appear one in 4th batch and the other in 3rd batch only**
2. **The private candidates under any circumstances will not be allowed to appear in other batches.**
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. 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. Under any circumstances the Examination fees should not be remitted by Postal orders, payorder or demand draft. Examination fees once paid will not be either refunded or adjusted for the subsequent Examinations.
7. **Hall tickets of Private candidates, who have not enclosed the Self addressed cover with Rs. 10/- Postage Stamp, will be sent to the centres allotted to them around 5 days prior to the commencement of the examination. The Candidates are requested to collect the Hall Ticket from the centres.**
8. Both in the application form and Hall Ticket, candidates should write their names in their own hand-writing, in block letters as entered in the qualification certificate, without any spelling mistake.
9. In the application form and in the Hall Ticket, candidates should carefully write the subject for which they are appearing for the examination. If there is a difference in the subject written, between the application and hall ticket, the application will be rejected
10. The candidates shall write the centre from where they would like to take up the examination. The Chairman's Office will allot the centre and the same will be indicated in the Hall Ticket.
11. Recently taken passport size photograph should be affixed in the space provided both in the application form and Hall Ticket. In addition, those who apply for **Senior Grade** must enclose a photo and keep in a cover separately. Photographs once used cannot be used again. Photographs in the hall ticket should be attested properly by the Competent Authorities.

CHAIRMAN
BOARD OF EXAMINATIONS

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	
Name of the Account: <i>Additional Director of Technical Education (Examinations)_GTE</i>	
Examination Fees Payable for GOVT. TECHNICAL EXAMINATIONS – FEB./AUG. 20.....	
BANKER'S COPY	
Name of the Institution:	
Or	
Name of the Candidate: (If the candidate appears privately)	
Approval No. (for approved Institutes only)	
Sl.No.	Particulars
1.	Examination Fees
2.	Application
	Total
Amount in words: (Rupees only)	
Date of Payment:	Remitter's Signature
FOR USE OF BANK (for acknowledging the receipt of amount)	Journal No. :
DATE:	Signature of the Bank Official with Seal
<ul style="list-style-type: none"> 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. 	

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	
Name of the Account: <i>Additional Director of Technical Education (Examinations)_GTE</i>	
Examination Fees Payable for GOVT. TECHNICAL EXAMINATIONS – FEB./AUG. 20.....	
NOTE'S COPY	
Name of the Institution:	
Or	
Name of the Candidate: (If the candidate appears privately)	
Approval No. (for approved Institutes only)	
Sl.No.	Particulars
1.	Examination Fees
2.	Application
	Total
Amount in words: (Rupees only)	
Date of Payment:	Remitter's Signature
FOR USE OF BANK (for acknowledging the receipt of amount)	Journal No. :
DATE:	Signature of the Bank Official with Seal
<ul style="list-style-type: none"> 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. 	

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	
Name of the Account: <i>Additional Director of Technical Education (Examinations)_ GTE</i>	
Examination Fees Payable for GOVT. TECHNICAL EXAMINATIONS – FEB./AUG. 20.....	
REMITTER'S COPY	
Name of the Institution: Or	
Name of the Candidate: (If the candidate appears privately) 	
Approval No. (for approved Institutes only)	
SI.No	Particulars
1.	Examination Fees
2.	Application
	Total
Amount in words: (Rupees only)	
Date of Payment:	Remitter's Signature
FOR USE OF BANK	Journal No. :
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DATE:	Signature of the Bank Official with Seal
<ul style="list-style-type: none"> 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. 	