



GOVERNMENT OF KERALA  
DEPARTMENT OF TECHNICAL EDUCATION

DIPLOMA EXAMINATION  
In  
SECRETARIAL PRACTICE  
REVISION (16) And REVISION (10)  
APRIL 2017

**NOTIFICATION**

OFFICE OF THE CONTROLLER OF  
TECHNICAL EXAMINATIONS  
THIRUVANANTHAPURAM.

**OFFICE OF THE CONTROLLER OF TECHNICAL EXAMINATIONS,  
KAIMANAM, THIRUVANANTHAPURAM.**

**NOTIFICATION No: 15**

**No.TX2/2101/2017/CTE**

**Dated 28.03.2017**

**Subject:-** Education-Technical-Examination Wing- Diploma Examination in Secretarial practice (Revision 2016 and Revision 10) April 2017 regarding.

**Reference:**

1. G.O (Rt) No. 1527/2016/H.Edn Dated 13.6.2016
2. G.O. (Ms) No. 711/2013/H.Edn. dated 29.11.2013
3. G.O. (Ms) No. 222/2013/H.Edn. dated 03.06.2013
4. G.O. (Ms) No.09/92/H.Edn dated 06.01.1992

1. It is hereby notified that the Diploma Examination in Secretarial practice (Revision 2016 and Revision 10) will be conducted during the month of April 2017.
2. All the Govt. Commercial Institute in the State of Kerala are the examination centers for examinations. Time table will be published in the web site [www.tekerala.org](http://www.tekerala.org).
3. The Superintendent of Govt. Commercial Institutes will be the Chief Superintendents for the conduct of the Examination in the respective centers.

**4. Instruction to the Candidates**

Candidates who have completed the respective courses of studies in any one of the Government Commercial Institutes in the State, securing the prescribed minimum of 80% attendance are eligible to appear for the respective examination. However, shortage of attendance upto 65% below the minimum specified above April be condoned in deserving cases on payment of condonation fee and based on the existing rules.

Those candidates who have failed the First year and Second year Examinations conducted previously can also register for the above examinations, through the Institutions where they have undergone the course, as supplementary candidates.

**Piece-meal registration will not be allowed.** The Superintendent of Government Commercial Institute should ensure that.

The application for examination can be downloaded from website [www.tekerala.org](http://www.tekerala.org) downloads, submit the same to the institution filling up relevant details and payments required fees and fines.

**5. General Guidelines**

Superintendent of Govt. Commercial Institutes should verify whether the candidates have remitted adequate fee for all subjects in which he/she has failed (Details of fee is given in clause 6) with the list available in the web portal [tekerala.org](http://www.tekerala.org) for the acceptance of the Application. Application forms for examination need not be forwarded to this office. But it should be kept in the institution itself for further

verification. The consolidated list of candidates with details of fees remittance April be forwarded to this office.

#### 6. Fees to be remitted

Course	Year/Semester	First regular Appearance	Supplementary
<b>Diploma in Secretarial Practice</b>	<b>Revision 2016</b>	<b>Rs. 450/- (Second Semester)</b>	
	<b>Revision 2010</b>	<b>Rs.450/-</b>	<b>Rs.150/- per paper</b>
	<b>Duplicate Hall tickets Rs.50/-</b>		
	<b>Fine for 7 days Rs.20/- per day</b>		
	<b>Super fine Rs.750/-</b>		

Note:

- Fine will be collected for late applications, and will be paid in addition to the above fees.
- Students who enjoy fee concession should also submit the application in the prescribed form. Such students also are liable to pay fine for late submission of application. Fine is applicable for each semester/ year (Regular/ Supplementary) separately.

Fees for the regular candidates viz candidates on the roll of the institution, April be collected by the Superintendents of the Commercial Institutes and remitted in the Treasury or State Bank of Travancore (Separate remittance April be made for the late remittance with fine) in the name of the Superintendent, and the original Chalan receipt forwarded along with the nominal list of candidates.

Private candidates will have to remit the Examination fee in their own names in separate Chalan and the original Chalan receipt should be forwarded along with the application to the Superintendent of the institution in which they have undergone the course. They should not forward either the application or Chalan receipt direct to the office of the Controller of Technical Examinations.

On no account the examination fee be sent to this office in cash or Cheque or money order or Postal Order or in any form other than those prescribed.

Amount of Examination fee once remitted will not be refunded or adjusted towards the fee for subsequent Examination. The fee remitted prior to the date of this Notification will not be entertained.

## **7.0 Dates of submission of Application /Remittance of fee.**

The filled in application forms accompanied by recommendations of staff concerned and prescribed fees should be submitted to the Superintendent on or before the following dates

Last date of remittance of fee without fine & submission of Application at Govt. Commercial Institute .	<b>11/04/2017</b>
Last date of remittance of fee with fine of Rs.20/per day& submission of Application in the Govt. Commercial Institute.	<b>17/04/2017</b>
Last date of remittance of fee with fine of Rs.750/-& submission of Application in the Govt. Commercial Institute.	<b>24/04/2017</b>
Last date of receipt of applications and nominal list by the Joint Controller of Technical Examinations, Thiruvananthapuram from the Superintendent of the Commercial Institute	<b>29/04/2017</b>

7.1. The fee for the Examination shall be remitted to Treasury under the head of account 0202-02-101-98-Examination fees or in the Govt. Commercial Institute.

**8.** Changes of Centre for the Examination will not be allowed to any candidate except for the candidate transferred from one Institution to another with the consent of the concerned authority.

## **9. Cancellation of candidature for the Examination.**

If a candidate desires to cancel his candidature for the Examination, he/she should submit the application to the Superintendent of Govt. Commercial Institute within 10 days after the completion of the last theory examination of that particular year/semester examination. Cancellation of Candidature in Diploma Examination is allowed only once for a particular Year/Semester Examination. Superintendent of Govt. Commercial Institute are requested to forward the applications received for the cancellation of examination, so as to reach the office of the Controller of Technical Examinations within 5 days.

**10.** The students those who have discontinued their studies in Revision 2010 scheme and readmitted to Revision 2016 scheme will have to pass additional subjects.

## **11. Practical Examination.**

1. Practical Exam will be conducted before or after the theory exam, at the respective Govt. Commercial Institute where the student completed the course.
2. Candidates must contact the Superintendent of the Centre to ascertain the date fixed for the Practical Examination. This would be the sole responsibility of the candidate and no complaints will be entertained by this office if any candidate fails to do so.

3. Candidates who have failed only in Practical Examination should also apply for Examination in the prescribed form.

12. Extra time up to 30 minutes per paper for all the papers of the Examination of 3 hours duration and proportionate time for the papers of shorter durations to physically handicapped candidates with 40% and above normal disability is sanctioned as per G.O.(MS) No.09/92/H.Edn dt:6.1.1992. Such candidates should obtain permission from the Director of Technical Education in this regard.

13. Candidates under Revision 2010 who have completely passed the Second Year Examination will be given the option to appear again for the same examination as full course candidate for betterment of results, within a period of one year from the date of passing the Second Examination. But no candidates shall be permitted for reappearance for the betterment of results more than once. Such candidates who apply for re-appearance need not surrender the Diploma already issued. Those candidates who are applying for re-appearance as above should also submit a declaration as below duly countersigned by the Superintendent of the Institution concerned, along with the application.

### **DECLARATION**

I have passed the Diploma Examination in Secretarial Practice held in .....with Register No.....Through the Centre.....the total marks obtained by me for the Examination is.....out of..... I have not appeared for the Examination previously for the betterment of my Result (vide G.O (M.S) No. 10/86/Edn. Dt. 12-2-1986).

Name & Signature of Candidate:

Station:

Date:

Counter signature of the Superintendent.

14 Admission tickets for the candidate will be issued by the Chief Superintendent of the Centre-concerned at least 5 days before the commencement of the examination. Candidates appearing for the Examination should produce their admission tickets before the examiner for verification, on all days of the examination.

15 The mark lists will be issued to the candidates through the Superintendent of the Commercial Institutions only.

16 The detailed timetable for the examination will be published in the Examination Centers.

After uploading the registration details of all candidates of your institute ,take the printout of the uploaded details from the site and forward the printout to the JCTE office along with the original chalan receipt before **29/04/2017**.

All the institutions have been provided a unique login ID. The head of the institutions are requested to contact this office if the login ID is not obtained from this office.

Sd/-

**Controller of Technical Examinations**