

No.TX-2/6205/2016/CTE

Office of the
Controller of Technical Examinations
Thiruvananthapuram,
Dated,; 26.11.2016

TIME TABLE
DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE – FIRST SEMESTER

Revision 2016

<u>DAY AND DATE</u>	<u>TIME</u>	<u>SUBJECTS</u>	<u>CODE</u>
13/12/2016 Tuesday	9.15 AM TO 12.15 PM	Communicative English and Personality Development- I	1611
15/12/2016 Thursday	9 .00 AM TO 12 NOON	Accountancy – I	1612
17/12/2016 Saturday	9.00 AM TO 12 NOON	Business Studies – I	1613
19/12/2016 Monday	9.00 AM TO 11.00 AM	Shorthand English – I	1614

TIME TABLE
DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE
November – 2016
Revision 2010

(II year) FINAL

<u>DAY AND DATE</u>	<u>TIME</u>	<u>SUBJECTS</u>	<u>CODE</u>
15/12/2016 Thursday	9.00 am to 12 Noon	Business Studies	2004
16/12/2016 Friday	9.00 am to 12 Noon	Accountancy - II	2003
17/12/2016 Saturday	9.00 am to 12 Noon	Secretarial Practice	2001

SHORTHAND ENGLISH

13/12/2016 Tuesday	9.00 am to 9.07 am 9.15 am to 10.45 am 11 am to 12.30 pm	Shorthand English Paper I Dictation(Section A) Transcription Shorthand English Paper I Theory(Section B)	2005 A
14/12/2016 Wednesday	9.00 am to 9.03 am 9.10 am to 9.55 am 10. am to 10.06 am 10.15 am to 12.15 pm	Shorthand English Paper II Section A – Condensation Dictation Transcription Shorthand(E)Paper II Elaboration (Section B) Dictation Elaboration of notes	2005 B

SHORTHAND MALAYALAM

20/12/2016 Tuesday	9.00 am to 9.07 am 9.15 am to 10.45 am 11 am to 12.00 Noon	Shorthand Malayalam Dictation Section A Transcription Shorthand Malayalam Theory(Section B)	2006 A 2006 (B)
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TYPEWRITING ENGLISH

19/12/2016 Monday	<u>Batch I</u> 9. am to 9.10 am 9.25 am to 11.25 am	Type writing (English I Paper) Speed Test Type writing (English II Paper) Manuscript	2007 (A&B)
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19/12/2016 Monday	<u>Batch II</u> 11.35 to 11.45 am 12 Noon to 2 pm	Type writing (English) Speed Test Type writing (English II Paper) Manuscript	2007 (A &B)
19/12/2016 Monday	<u>Batch III</u> 2.10pm to 2.20pm 2.30pm to 4.30 pm	Type writing (English) Speed Test Type writing (English II Paper) Manuscript	2007 (A&B)

TYPEWRITING MALAYALAM

21/12/2016 Wednesday	<u>Batch I</u> 9. am to 9.10 am 9.25 am to 10.55 am	Type writing Malayalam I Paper Section A - Speed Test Type writing Malayalam II Paper Section B-Manuscript	2008(A&B)
21/12/2016 Wednesday	<u>Batch II</u> 11.00 am to 11.10 am 11.25 am to 12.55 pm	Type writing Malayalam I Paper Section A - Speed Test Type writing Malayalam II Paper Section B-Manuscript	2008(A&B)
21/12/2016 Wednesday	<u>Batch III</u> 1.00 pm to 1.10 pm 1.25 pm to 2.55 pm	Type writing Malayalam I Paper Section A - Speed Test Type writing Malayalam II Paper Section B-Manuscript	2008(A&B)

Revision 2010 First year

TYPEWRITING ENGLISH

<u>Batch I</u> 13/12/2016 Tuesday	9 am to 9.10 am 9.30 am to 11 am	T/W Eng I Paper T/W Eng II Paper	1006 A 1006 B
<u>Batch II</u> 13/12/2016 Tuesday	11.15 am to 11.25 am 11.45 am to 1.15 pm	T/W Eng I Paper T/W Eng II Paper	1006 A 1006 B
<u>Batch III</u> 13/12/2016 Tuesday	2 pm to 2.10 pm 2.30 pm to 4 pm	T/W Eng I Paper T/W Eng II Paper	1006 A 1006 B

SHORTHAND ENGLISH

14/12/2016 Wednesday	1.00 pm to 1.07 pm 1.15 pm to 2.20 pm 2.30 pm to 4.30 pm	Dictation Transcription Shorthand (Eng) II Paper	1005(a) 1005(b)
15/12/2016 Thursday	1pm to 4 pm	Communicative English	1001
16/12/2016 Friday	2pm to 5 pm	Accountancy	1002
17/12/2016 Saturday	1 pm to 4 pm	Business Communication	1003
19/12/2016 Monday	1 pm to 4 pm	Computer Application for Business	1004

The Practical Examinations for both schemes shall be conducted conveniently from 22/12/2016 onwards.

***N.B.** There will be no change in the examination, unless officially informed.*

Standard time will be followed. The Timetable will be strictly followed as published even though after the publication of it a holiday is declared on any day of the examination. The Examination

should not be stopped on any circumstances until the receipt of official information from the Office of the Controller of Technical Examinations.

INSTRUCTION TO CANDIDATES APPEARING FOR THE EXAMINATIONS

1. All Candidates appearing for the examination should use only the answer books and additional sheets supplied by the Controller of Technical Examinations.
2. They should write their Register numbers only at the space provided for the purpose in the answer books. They should not write the Register number or name or any other identification mark at any other place in the answer books or additional sheets.
3. If any candidate is using the additional sheets alone for the speed test, it should be tied safely to the main answer books in which he/she has written the Register number in the space provided.



N.K.RAJAN
JOINT CONTROLLER