

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

No: C2/1918/2019.

Dated: 11/04/2019

NOTIFICATION NO. 20/2019

Sub: Diploma in Hotel Management & Catering Technology – April 2019.

1. It is hereby notified that the Diploma Examination in Hotel Management and Catering Technology, Regular and Supplementary Examination will be commenced during April 2019, Munnar Catering College, Munnar will be the Examination center.
2. Instruction to the candidates.
 - a) Candidates who have undergone the prescribed course satisfactorily in the recognized institutions in this State and who have secured the prescribed minimum attendance i.e. 80% and above are eligible to appear for the Examination. However necessary condonation for the shortage in attendance can be obtained for valid reasons from the competent authority.
 - b) Candidates who have failed in the previous examination need to appear only for the failed subject in the subsequent examination. Such candidates should register for the subsequent examination for all the subjects in which they have failed in the previous examination. Piecemeal registration will not be allowed. Piecemeal appearance, if any, will be treated as cancelled and result will not be published. No candidate will be eligible to register for any semester examination unless he/she secures minimum internal marks in each subject in that semester.
3. General Guidelines:
 - a) Principal's of Institution should verify whether the candidates have remitted adequate fee for all subjects in which he/she applied. (Details of fee is given in clause 6).
 - b) All entries made by the candidate in the application form are to be carefully verified by the Principal.
 - c) No enclosures need to be attached along with the application.
5. Fees to be remitted
First, Second and third year examination including fee for the Marks List as per G.O. (MS) No. 711/2013/ H.Edn dt, 29/11/2013.

***For Regular Examinations of first, second
and third year
For Supplementary Papers***

***Rs.1500/- per year
Rs.150/- per paper***

Date of submission of Application/ Remittance of fee :

Registration of Examination begins from 11.04.2019.

The filled in application forms accompanied by recommendation of staff concerned and prescribed fees should be submitted to the Principal on or

before the following dates.

<i>Last date of remittance of fee without fine</i>	<i>16/04/2019</i>
<i>Last date of remittance of fee with fine of Rs. 20/- per day</i>	<i>18/04/2019</i>
<i>Last date of remittance of fee with super fine of Rs. 750/-</i>	<i>20/04/2019</i>

6. Amount of Examination fee once remitted will not be refunded or adjusted towards the fee for subsequent Examinations. The fee remitted prior to the date of this notification will not be accepted and need not be forwarded to this office. Application relating to those candidates who have remitted fee after the last date will not be accepted and need not be forwarded to this office
7. The applications received from the candidates up to 20/04/2019 along with nominal list should reach the office of the undersigned on or before 22/04/2019 positively. Belated applications will not be considered in any account.
8. Application form for examination registration is available in the web site www.tekerala.org (from home page- down loads). All the candidate is requested to use this application form to register for the examination. All entries made by the candidate in the application form are to be carefully verified by themselves. After filling the application form it is to be submitted to the institution concerned with original chalan receipt for the fee remitted in the Government Treasury under the head of account **“0202-02-101-98-Examination fees”**

The head of Institutions in which candidates had completed the course should countersign the application. Private Candidates need not forward their applications direct to this office. They are directed to remit the fee as mentioned above and forward the applications with the original Chelan receipt so as to reach the Principals of the institution where they had undergone the course before the dates specified above. Principals should collect such applications and prepare the list in the prescribed form and forward the same to this office along with the applications received from the candidates, which the nominal list and Chelan receipts.

The Principals of the institution will scrutinize the applications and see that the entries made their in by the candidates are correct and agree with the records of the institution. Applications with nominal list and original Chelan receipt should reach this office as per the dates specified above.
9. Changes of centre for the Examination will not be allowed to any candidates except for the candidates transferred from one institution to another with the consent of concerned authority. Other should Write the examination through the centre from where they completed the prescribed course of studies.
10. Admission Tickets for the candidates will be issued from the office of the Controller of Technical Examinations.
11. **Issue of Mark list**

Mark list will be issued to the candidates through the Principals of the Examination Centre.

12. **Practical Examination.**

Candidate should contact the Principals (Chief Superintendent) of the centre in advance and ascertain from him/her the date fixed for the Practical Examination. If any candidate fails to contact the Principal in time and ascertain the date fixed for practical, this office will not take up the responsibility in the matter.

The Chief Superintendent may fix the date of each Practical. Sufficient publicity should be given for the information of the candidates as regard to the date fixed for Practical Examination.

13. Candidates who have failed only in Practical Examination and now appearing for the practical should apply for admission to the /examination in the prescribed form.
14. Candidates appearing both for written and practical Examination should produce their admission tickets to the Examiner for Identification on all days of Examinations.
15. The timetable for the written examination will be published in the website www.tekerala.org.

If a candidate desires to cancel the candidature for the examination, he/she should forward the application in the prescribed form (see web site) duly recommended by the Principal so as to reach this office within ten days after the co0mpletion of last theory examination of that particular year examination. Those who have applied for the examination and absent without cancelling their appearance will be treated as a chance. Cancellation of candidature is allowed only once for a particular year examination. Cancellation will not be allowed for cases for which Malpractice is reported.

16. Extra up to 30 minutes per paper for all the papers of the Examination of 3 hours duration and proportionate time for papers of shorter durations to physically handicapped candidates with 40% and above disability with prior sanction of the DTE is sanctioned as per G.O. (MS) No. 09/92/H.Edn dt, 06/01/1992.



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JOINT CONTROLLER