

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

NOTIFICATION No:24 / 2024

C4/1301/2024/CTE

12-06-2024

Sub:- Education-Technical-Examination Wing- Diploma Examination in
Secretarial practice (Revision 16) &-Computer Application & Secretarial Practice
(Revision 23) April 2024- regarding:-

Ref: Circular No: D1/2835/2021/CTE, dated: 25.03.2022

1. Notification is hereby issued for the Diploma Examination in Secretarial practice
April 2024 (Revision 2016, Regular & Supplementary).and Computer Application &
Secretarial practice (Revision 2023,Regular)

2. All the Govt. Commercial Institute in the State of Kerala are the centers for
examinations. Time table will be published in the web site www.tekerala.org.
3. The Superintendents 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 up to 65% below the minimum specified above
may be condoned in deserving cases on payment of condonation fee and based on
the existing rules.

Those candidates who have failed the Second, Third and Fourth Semester
(Scheme 2016), 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 no candidates have made piece-meal
registration.

The application form for examination can be downloaded from website
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 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 may be forwarded to this office.

5.(a) General Guidelines

Fees for the Certificate & Mark list of the students who appear in the final Examinaton must be collected by the Head of the institutions and remitted into the Treasury as a single chalan. The original chalan receipt should be forwarded to this office along with the nominal lists of candidates before the last date as shown below. The Head of the institutions may collect the applications from the supplementary candidates and forward the same to this office with the chalan receipt.

Fee for The Certificate& Mark list should be remitted into a Government Treasury of the State under the **Head of Account "0202-02-800-94 (other receipts)"**.

6. Fees to be remitted

Course	Year / Semester	First Regular Appearance	Supplementary
Diploma in Secretarial Practice & Computer Application & Secretarial Practice	Revision 2016,2023 Scheme Second , Fourth Semester (regular & supplementary) (Third, semester supplementary)	Rs. 500/-	Rs. 170/- per paper
	Duplicate Hall tickets	Rs. 60/-	Rs. 60/-
	Fine for 7 days	Rs. 30/- per day	Rs. 30/- per day
	Super fine	Rs. 830/-	Rs. 830/-

6.(a) **Fees to be remitted for Certificate &Mark list**

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CERTIFICATE**Rs 315/-****MARK LIST****Rs 140/-****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 date. Such students are liable to pay fine for late submission of application. Fine is applicable for each semester/ year (Regular/ Supplementary) separately.

*The Candidates who have passed the above examination will be charged fee for Certificate & Mark list at the rate fixed by the Government from time to time.

* 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 and application at Govt. Commercial Institute .	18.06.2024
Last date of remittance of fee with fine of Rs.30/-per day & submission of Application in the Govt. Commercial Institute.	21.06.2024
Last date of remittance of fee with fine of Rs.830/- & submission of Application in the Govt. Commercial Institute.	22.06.2024
Last date of receipt of applications and nominal list by the Joint Controller of Technical Examinations, Thiruvananthapuram from the Superintendent of the Commercial Institute.	25.06.2024

7.1. The students availing fee concession shall also submit their application form to the office as per clause 7.0 failing which they have to remit the fine accordingly.

7.2. 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.

7.3. Fee from the Regular candidates (Candidates in the roll of the Institution) appearing for the regular as well as supplementary exams may be collected by the Superintendent of the Commercial Institute and remitted in the Treasury (Separate remittance may be made for each collection along with fine, if any) in the name of Superintendent and the copy of Chalan receipt forwarded along with the nominal list of candidates.

7.4. Amount of Examination fee once remitted will not be refunded or adjusted towards the fee for a subsequent Examination. The fee remitted prior to the date of this notification will not be accepted and need not be forwarded to this office.

8. Change 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. 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.

11. 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 duration 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.

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.

Superintendent should forward the printout of uploaded registration details of

all candidates of the institute to JCTE office along with the original chalan receipt on or before **25.06.2024**

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.

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JOINT CONTROLLER OF TECHNICAL EXAMINATIONS

Copy to:

1. All Govt: Commercial Institutes (Through Official Website)
2. Stock File / Office Copy