

GOVERNMENT OF TAMIL NADU

DEPARTMENT OF TECHNICAL EDUCATION, CHENNAI

Government Technical Examinations in Commerce Subjects
Conduct of Government Technical Examinations

TENTATIVE PROGRAMME FOR 2010 – 2011

Sl. No.	Particulars	August 2010	February 2011
1.	Publication of Notification inviting applications for Government Technical Examinations	03.05.2010	07.10.2010
2.	Availability of application forms for Government Technical Examination on Website www.tndte.com	03.05.2010	07.10.2010
3.	Last date for submission of filled in application forms with Examination fees without fine	04.06.2010	10.12.2010
4.	Last date for submission of filled in application forms with Examination fees with fine	09.06.2010	14.12.2010
5.	Last date for submission of filled in application forms by the Proprietors of Recognised Institutes	11.06.2010	20.12.2010
6.	Conduct of Government Technical Examinations (i) Shorthand High Speed	07.08.2010 & 08.08.2010	05.02.2011 & 06.02.2011
7.	(ii) Accountancy	23.08.2010	14.02.2011
8.	(iii) Shorthand Junior and Senior	21.08.2010 & 22.08.2010	12.02.2011 & 13.02.2011
	(iv) Typewriting Junior & Senior and High Speed Pre-Junior – AUGUST only	28.08.2010 & 29.08.2010	19.02.2011 & 20.02.2011
9.	Publication of the Results	II week of October	II week of April
10.	Last date for submission of Annual Performance / Annual Renewal forms / fee	30.11.2010	

NOTE:

The Institutes which are recognized for the code number 1 and 2 for the year 2010 will also be considered as the recognized Institution's for the code number 11 and 12. (Pre Junior Grade Typewriting Examination)

தொழில் நுட்பக் கல்வித்துறை, சென்னை 600 025
வணிகவியல் பாடங்களில் அரசினர் தொழில் நுட்பத் தேர்வுகள் ஆகஸ்ட் 2010
(Government Technical Examination in Commerce Subjects, AUGUST 2010)
அறிவிக்கை

2010ம் ஆண்டு ஆகஸ்ட் மாதம் தொழில் நுட்பக் கல்வித் துறையினால் நடத்தப்படும் தட்டெழுத்து, சுருக்கெழுத்து மற்றும் கணக்கியல் தேர்வுகளில் கலந்து கொள்ள விரும்பும் அரசு அங்கீகாரம் பெற்ற தட்டச்சு பயிலகங்கள் மற்றும் தனித்தேர்வர்கள் விண்ணப்ப படிவங்களை கீழே குறிப்பிட்டுள்ள இணைய தளத்தின் வாயிலாக 03.05.2010 முதல் பெற்றுக் கொள்ளலாம்.

கல்வித் தகுதி: ஆகஸ்ட் 2010 வணிகவியல் தேர்வுகளுக்கு விண்ணப்பிப்போர் குறைந்தபட்ச கல்வித்தகுதிகளை **05.06.2010**க்கு முன் பெற்றிருத்தல் வேண்டும்.

1.	இணைய தளத்தின் வாயிலாக விண்ணப்பப் படிவம் பெறுவதற்கான கடைசி நாள்	09.06.2010
2.	ஒரு விண்ணப்பப் படிவ கட்டணம் (விண்ணப்பப் படிவத்திற்கான கட்டணம் தேர்வு கட்டணத்துடன் சேர்த்து ஒரே வங்கி வரைவோலையாக (Demand Draft) செலுத்த வேண்டும்).	ரூபாய் 15/-
3.	தேர்வு கட்டணம் அபராதமின்றி செலுத்த கடைசி நாள்	04.06.2010
4.	ஒரு விண்ணப்பப்படிவத்திற்கு ரூ 5/- அபராதத்துடன் தேர்வு கட்டணம் செலுத்த கடைசி நாள்	09.06.2010
5.	தனித் தேர்வர்கள், பூர்த்தி செய்யப்பட்ட விண்ணப்பங்களை, இவ்வலுவலகத்தில் நேரிலோ அல்லது தபால் மூலமாகவோ சேர்க்கப்பட வேண்டிய கடைசி நாள்	09.06.2010
6.	அங்கீகரிக்கப்பட்ட பயிலகங்கள் பூர்த்தி செய்யப்பட்ட விண்ணப்பங்களை, இவ்வலுவலகத்தில் நேரிலோ அல்லது தபால் மூலமாகவோ சேர்க்கப்பட வேண்டிய கடைசி நாள்.	11.06.2010
7.	இணைய தள முகவரி	www.tndte.com
8.	தொலைபேசி எண்	044 - 22351018.
9.	மேற் குறிப்பிட்ட கடைசி நாளுக்குப் பின்னர் பெறப்படும் விண்ணப்பங்கள் நிராகரிக்கப்படும் அஞ்சல் போக்குவரத்தில் ஏற்படும் தவறுகள் மற்றும் காலதாமதத்திற்கு இவ்வியக்ககம் பொறுப்பேற்காது.	

சென்னை 600 025
நாள் : 29.04.2010

தலைவர்
தேர்வு வாரியம்

GOVERNMENT OF TAMIL NADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI 600 025
BOARD OF EXAMINATIONS
APPLICATION FORM FOR GOVERNMENT TECHNICAL EXAMINATION IN COMMERCE SUBJECTS
FEBRUARY / AUGUST 20

APPEARING THROUGH RECOGNISED COMMERCE INSTITUTE / PRIVATE

(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. ...
9. Batch Required ...
 (For Institute Candidates)
10. Mention Centre No ...
11. Fees ...

	Rs.	
(i) Examination Fees		
(ii) Application Fees *	15.00	
Total		
12. Details of the Commerce subjects in which
 the candidate has already passed, and has not
 received the certificate
 (OR)
 (Attested Result Proforma Xerox Copy to
 be enclosed) ...

Affix
 Passport
 size
 Photograph

Code No.:

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Subject
 Name

English Tamil

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Amount Rs. :

Name of the Bank :

D.D. No. And Date :

Code No.:

Subject

Register No.:

Month & Year of passing

Class

Particulars furnished above by me are correct.

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

Signature of the Candidate

Last Date for Remittance of Exam Fee

Without Fine : 04.06.2010

With Fine Rs: 5/- : 09.06.2010

**CERTIFICATE TO BE SIGNED BY CANDIDATES THROUGH RECOGNISED
COMMERCE INSTITUTE / PRIVATE**

I hereby declare that I have filled the application in my own handwriting and the particulars furnished are all true and correct to the best of my knowledge. 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 misbehaviour 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 _____

**CERTIFICATE TO BE SIGNED BY THE RECOGNISED INSTITUTE /
PROPRIETOR / PRINCIPAL**

Certified that..... is studying in my Institute the subject(s) for which he / she has applied for the examinations and that I have verified the eligibility and all particulars in the Application. Xerox copies of the Certificate attested by Competent Authorities / Original Bonafide Certificates issued by Competent Authority is enclosed.

Recognition No. : Signature of the Proprietor / Principal with seal

Center No. : Institute Address

BONAFIDE CERTIFICATE

(For admission to Government Technical Examinations of the Directorate of Technical Education, Chennai 600 025.)

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.

School Seal _____ Signature of the Principal / Headmaster /
Headmistress with the Name in capital letters _____

Note: Qualification prescribed for the subject appearing should be verified carefully and any lapses in this regard, will lead to rejection of the application.

BOARD OF EXAMINATIONS, CHENNAI 600 025
Government Technical Examinations in Commerce Subjects February / August 20

HALL TICKET

Name of the Candidate (BLOCK LETTERS)
.....
(As entered in SSLC Mark Sheet or Bonafide Certificate)

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)

Code Number of Shorthand Subjects for which the Candidate is appearing (except High Speed Test in Shorthand)

Centre No:

Code Number of Accountancy Subjects for which the Candidate is appearing

Place of the Centre:

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

Place of the Centre:

CHENNAI

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.

Name with Residential Address:

.....
.....
.....
.....

..... PIN

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Affix Passport size Photograph

Signature of the Candidate

IMPORTANT INSTRUCTIONS

1. 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.
2. 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.
3. The private 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.
4. Recently taken pass-port 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.

Note: Photo taken with wearing cap / cooling glass will not be accepted, since the purpose of clear identity gets defeated.

5. 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 students are requested to collect the Hall Ticket from the centres.
6. 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.
7. Private Candidates should send two self-addressed cover 26 cm x 11 cm affixing Rs. 10/- and Rs. 5/- postage stamp along with filled up application.

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 Recognised School. Candidates can appear only THROUGH the Commerce Institutes that are recognised by the Directorate of Technical Education.
3. **JUNIOR GRADE TYPEWRITING (ENGLISH & TAMIL):**
Pass in 8th Standard of a Recognised School or pass in ESLC Examination.
4. **SENIOR GRADE TYPEWRITING (ENGLISH & TAMIL):**
Pass in the Junior Grade Typewriting Examination of the concerned subject or pass in SSLC/MATRICULATION Examination of a Recognised School.
5. **SHORTHAND JUNIOR (ENGLISH & TAMIL) AND SHORTHAND ENGLISH INTERMEDIATE GRADE:**
Appeared SSLC/Matriculation Examination through a Recognised School. Private Candidates must have passed SSLC/Matriculation Examination.
6. **SHORTHAND SENIOR (ENGLISH & TAMIL):**
Pass in SSLC/Matriculation Examination through a Recognised School. (OR) Failed SSLC/Matriculation 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/Matriculation 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/Matriculation 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 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 (August only)	11	Typewriting English Senior	21
Typewriting Tamil Pre Junior (August 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	Rs. 50/-	All Senior Grade Subjects	Rs. 65/-
All Junior Grade Subjects	Rs. 50/-	All High Speed Test	Rs. 100/-
Shorthand Intermediate (English)	Rs. 60/-		

12. The cost of the each application form of Rs.15/- must be remitted along with the examination fees, by the Recognized Institutes / Private candidates who had down loaded the Application form from the web site. 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 Tests in Typewriting will be conducted along with Senior Grade 1st and 2nd batch.
13. The Examination fee must be paid only by Demand Draft drawn in favour of **Additional Director of Technical Education (Examinations), Chennai 600 025**. Private Candidates should enclose **Demand Draft individually for each candidate**. Fees paid through a single Demand Draft by more than one candidate will not be accepted.
14. Candidates outside Tamil Nadu should remit the fees individually through a Demand Draft drawn from Nationalised Bank payable at Chennai.
15. The Recognized Institutes / Private Candidates has to obtain the application form web site. **"www.tndte.com"**
16. Filled up applications have to be sent on or before the last date notified. Incomplete applications, and application received belatedly will be summarily rejected.
17. The following items should accompany the completed application.
 - (i) Bonafide Certificate for Students with VI & VIII Standard qualification with the Date of Birth.
 - (ii) ESLC privately passed candidate should enclose the Xerox copy of the Certificate duly attested by the competent authority.
 - (iii) 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.
18. Private Candidates-Certificates of the Successful Candidates will be sent individually by Courier / Register Post to the address given in the address slip appended to the application.
19. Institute Candidates – Successful Institute Candidate will get the Certificate through the Institute.
20. Batch change will not be permitted on any circumstances.
21. 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.
22. Common Centre : All Typewriting Examinations in English and Tamil.
23. Limited Centres : All Shorthand Examinations in English and Tamil except Shorthand High Speed.
24. Accountancy Centre : Accountancy Examinations both Junior and Senior Grades.
25. Super Limited Centre : All Shorthand High Speed Examinations both for English and Tamil.
26. Application which do not fulfil the conditions will be summarily rejected without giving any notice.
27. The Examinations Time-Table will be sent along with the Hall Tickets.
28. 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.
29. **Private Candidate should send two self addressed 26 cm x 11 cm envelopes affixing Rs.10/- and Rs. 5/- postage stamps along with the filled up application.**

**CHAIRMAN
BOARD OF EXAMINATIONS
CHENNAI 600 025**

GOVERNMENT TECHNICAL EXAMINATIONS
NEW CENTRE LIST

WITH EFFECT FROM AUGUST 2005 EXAM

Common Centres

C.No.	Place	C.No.	Place	C.No.	Place
1	C.P.T. Chennai 113	33	Mecheri, Salem 636453	65	Valparai
2	W.P.T. Chennai 113	34	Attur	66	GPTC Coimbatore 641 014
3	S.I.C.E. Chennai 113	35	Chidambaram	67	GPTCW Coimbatore 641 044
4	G.T.T.C. Chennai 32	36	Villupuram	68	NPC Karumathampatti, CBE
5	Maduravoyal, Chennai 95	37	MNGP Pondicherry	69	Udagamandalam
6	Mylapore, Chennai	38	GPW Lawspet, Pondicherry	70	Gudalur
7	Pammal, Chennai 75	39	Virudhachalam	71	Coonoor
8	Chrompet, Chennai 44	40	Cuddalore	72	TPC Madurai
9	Kattangulathur 603 203	41	Tindivanam	73	GPCW Madurai
10	Vepery, Chennai 7	42	Neyveli	74	Uthamapalayam
10 A	G.P.T.C., Purasawalkam	43	Nagappatinam	75	Periyakulam
11	Erukenchery, Chennai	44	Mayiladuthurai	76	Karaikudi
12	Thiruvottiyur	45	Thiruvarur	77	Sivagangai
13	Kavaraipeetai	46	Mannargudi	78	Paramakudi
14	Avadi, Chennai 62	46 A	Sembodai	79	Ramanathapuram
15	Shenoy Nagar, Chennai 30	47	Pattukkottai	80	Virudhunagar
16	Periyar Nagar, Chennai 82	48	Thanjavur	81	Krishnankoil
17	Villivakkam, Chennai 49	49	Kumbakonam	82	Aruppukottai
18	Kancheepuram	50	GPTC Trichy	83	Rajapalayam
19	Thiruvallur	51	SIT Trichy – 10	84	Tuticorin
20	Arakkonam	52	PSNRMPTC Trichy – 2	85	Kovilpatti
21	Chengalput	53	Karur	86	Tiruchendur
22	Vandavasi 604 408	54	Perambalur	87	Seydunganallur
23	Vellore	55	Musiri	88	Sankar Nagar
24	Arni	56	Pudukkottai	89	Tenkasi
25	Thiruvannamalai 606 603	57	Kakkaveri, Rasipuram (TK)	90	Cheranmahadevi
26	Walaja	58	Namakkal	91	Vadakankulam
27	Gudiyattam	59	Thiruchengode	92	Nagercoil
28	Tirupattur	60	Gobichettipalayam	93	Thiruvithamcode
29	Krishnagiri	61	Erode	94	Chunkankadai
30	Dharmapuri	62	Palani		
31	T.P.C. Salem	63	Dindigul		
32	C.S.I. Salem	64	Pollachi		

LIMITED CENTRES

ACCOUNTANCY CENTRES

C.No.	Place	C.No.	Place
L 1	Chennai	A1	Chennai
L 2	Vellore	A2	Salem
L 3	Salem	A3	Trichy
L 4	Cuddalore	A4	Coimbatore
L 5	Trichy	A5	Madurai
L 6	Coimbatore	A6	Tirunelveli
L 7	Madurai		
L 8	Tirunelveli		

Super Limited Centre: High Speed Test in Shorthand English & Tamil will be conducted only at Chennai.

PRIVATE CANDIDATE ONLY

CODE NUMBER OF THE SUBJECT (S):

REGISTER NO. :

ADDRESS IN CAPITALS :

To

Thiru / Selvi
(Name as in S.S.L.C)

.....
.....
.....

Pincode

-
- Note : 1. The candidate should furnish his / her address neatly within the above rule border in block letters.
Certificates in respect of successful candidates will be dispatched to the above address only.
2. Care of Institute address should not be furnished.

CODE NUMBER OF THE SUBJECT (S):

REGISTER NO. :

ADDRESS IN CAPITALS :

To

Thiru / Selvi
(Name as in S.S.L.C)

.....
.....
.....

Pincode

-
- Note : 1. The candidate should furnish his / her address neatly within the above rule border in block letters.
Certificates in respect of successful candidates will be dispatched to the above address only.
2. Care of Institute address should not be furnished.

RECOGNISED INSTITUTE ONLY
NOMINAL ROLL [IN TRIPLICATE]

DEPARTMENT OF TECHNICAL EDUCATION, TAMIL NADU – G.T. EXAMINATION 20.....

Name and Address of the Institution with Pin Code

Approval Number

Code No. of Subjects approved

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Centre No:..... Place of Centre:

Sl. No.	Reg. No. to be assigned by Chairman's Office	Name of the Candidate	Code No. of Subject(s)	Batch No. of Typewriting		Date of Birth
				English	Tamil	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
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11.						
12.						
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20.						
21.						
22.						
23.						
24.						
25.						

NB. Request for alteration correction in the Nominal Roll after the Submission of application will not be complied with.

P.T.O

Code Number of Subject	Number of Candidate in Each batch					Total Amount paid			
	I	II	III	IV	V	Rs. Vide Demand Draft No.			
						Sl. No.	Rate of Fees	No. of Candidate	Total
1						1. Pre. Jr.	50 x		
2						1. Jr.	50 x		
21						2. Sr.	65 x		
22						3. Inter.	60 x		
31						4.T/w High Speed	100 x		
32						5.Shorthand High Speed	100 x		
11						Application Fee	15 x		
12						Grand Total			

Note: Candidate must be divided in five equal batches for Junior and three equal batches for Senior. If it is noticed other wise, the department will change the batches and if the Institutes ask for any changes of batch in the Examination Center, it will not be considered.

Please follow these Special Instructions carefully in preparing Nominal Roll:

- Nominal Roll should be typewritten in triplicate. Nominal Roll prepared in manuscript will not be accepted.
- Separate Nominal roll in triplicate should be prepared for each centre when candidates are sent for more than one category of centre (Common (1, 11, 21, 2, 12, 22, 31, 32) / Limited (3, 13, 23, 4, 24) / Accountancy (5, 25) / Super Limited (33, 34, 35, 36, 37, 38).**
- 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.
- Candidates appearing for the subjects for which the Institute is approved should alone be presented through the Institute and their names included in the Nominal Roll. If any deviation is found either now or later date, actions will be initiated.
- Names of the candidates should be typed in the Nominal Roll in alphabetical order Code wise, starting from pre junior followed by junior and senior.
- Under any circumstances the Examination fees should not be remitted by Postal orders. Examination fees once paid will not be either refunded or adjusted for the subsequent Examinations.
- All applications of the Institute should be submitted in one lot only.

Note: 1. Nominal Roll should be prepared in triplicate and attached with application bundle only.

- Code Number of the subject and Batch No. will be allotted based on the particulars furnished in the application of the candidate only. Hence special care is necessary in preparing the Nominal Roll. Under any circumstances no change will be given regarding the Code No. and Batch thereafter.
- The name of the candidates should be mentioned by placing the initial in the last Mr., Mrs., Selvi., W., etc., need not be mentioned.
- Under any circumstances the excess amount paid towards the Examination fees will not be refunded or adjusted.
- 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.
- Applications sent subsequently (i.e. second or third lots) will not be considered.