

**GOVERNMENT OF TAMIL NADU  
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI-600 025**

**CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION,  
“DECEMBER 2010”**

**NOTIFICATION NO.113984 /Q3/2010**

Applications are invited for the Certificate Course in “**Computer on Office Automation Examination DECEMBER 2010**” from the candidates who satisfy the following qualifications and conditions:

**A. EDUCATIONAL QUALIFICATION:**

- I. A pass in SSLC of Tamilnadu State or Equivalent Examination thereof.
- II A pass in **Junior Grade Typewriting Examination in English / Tamil** Conducted by the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.

**OR**

A pass in Higher Grade Typewriting Examination in English / Tamil Conducted by the Department of Technical Education, Tamilnadu or equivalent Examination thereof.

The Candidate should possess the prescribed qualification on the date of publication of this notification.

**B. TRAINING QUALIFICATION:**

- I. Candidate should have undergone a minimum of **120** hours of training in a recognised Typewriting Institute or Government / Government Aided / Self-finance Polytechnic Colleges.
- II. Private candidates who have qualified and undergone a minimum of **120** hours of training in a private institute may also appear for the Examination as **Private candidate**.
- III. All the candidates including Private Candidates should maintain a record note- book for the Practical Classes attended by them as per the syllabus and submit the same at the time of their Practical Examination

**C. CONDUCT OF EXAMINATION:**

Examination will be conducted only at the selected Government / Government Aided/ Self-financing Polytechnic Colleges in Tamil Nadu. The Examination will consist of the following Two papers.

<b>PAPERS</b>	<b>EXAM</b>	<b>DATE OF EXAM</b>
<b>(i) Paper I</b>	<b>... Theory Examination (2 Hours Duration)</b>	<b>18.12.2010</b>
<b>(ii) Paper II</b>	<b>... Practical Examination (2 Hours Duration)</b>	<b>19.12.2010</b>

Required Examination Stationery and Computer for the Conduct of Examination will be provided in the Examination Centers.

**D. APPLICATION FORMS AND EXAMINATION FEE :**

<b>Cost of Application</b>	<b>Rs, 30/- in Person Rs. 42/- by Post for one application and Rs. 5 /- in excess for every additional application by post towards Postal Expenditure.</b>
<b>Date from which the application form will be issued</b>	<b>18.10.2010 onwards</b> at the Directorate of Technical Education on all working days during working hours and also can be downloaded from the websites. ( <a href="http://www.tndte.com">www.tndte.com</a> ) and ( <a href="http://www.tndte.gov.in">www.tndte.gov.in</a> )
<b>Last date for getting Application forms by post</b>	04.11.2010
<b>Last date for getting Application form directly from DOTE in person</b>	<b>08.11.2010</b>
<b>Last date of Submission of duly filledup Application</b>	<b>12.11.2010 (without fine) 15.11.2010 (with fine Rs. 5/-)</b>
<b>Examination Fee</b>	(a) <b>Rs. 500/-</b> (b) <b>Rs. 530/-</b> (If the application form is Downloaded from the website)
<b>Mode of Payment</b>	Application and Examination fees should be paid by Demand Draft Drawn in favour of <b>Additional Director of Technical Education (Exam), Chennai -25.</b>

Examination fees once paid cannot be refunded or adjusted for future examination under any  
circumstances

**(Sd/-) S. Annadurai**  
**Additional Director of Technical Education (Exam) I/c**

Chennai - 600 025  
Dated : 18.10.2010

**for Chairman**  
**Board of Examination**