

STATE BOARD OF TECHNICAL EDUCATION & TRAINING
TELANGANA :: HYDERABAD.

SCHEDULE OF SUBMISSION OF ONLINE APPLICATION AND PAYMENT OF EXAM FEE.
FEBRUARY/MARCH, 2019 TECHNICAL EXAMINATIONS.

- a) Commencement of filing of online application. : 24-12-2018
- b) Last date to pay the fee without fine for Private candidates and Principals of Typewriting & Shorthand Institutions. : 07-01-2019
- c) Last date to pay the fee with a fine of Rs.300/- for Private and Principals of Typewriting & Shorthand Institutions. : 14-01-2019
- d) Last date to submit downloaded applications (with normal and late fee) for private candidates and typewriting institutions. : 17-01-2019
- e) Last date to pay the fee under TATKAL Scheme Rs.1400/-. : 19-01-2019
- f) Last date to submit downloaded TATKAL applications : 21-01-2019
- g) Shorthand Examinations will be held on **23-02-2019 & 24-02-2019**
Typewriting Examinations will be held on **02-03-2019 & 03-03-2019**
Time Table will be placed in the sbtet website i.e., www.sbtet.telangana.gov.in

Note: All the Principals of Typewriting & Shorthand Institutions and students appearing for Typewriting and Shorthand Examinations are requested to note the following changes in conducting the Technical Examinations to be held during **February/March, 2019.**

The Shorthand Examinations in twin cities will be held at 1) GPT, Hyderabad, All High Speeds and SEL 125 capacity 2) Smt.DDWTTI, Ameerpet, SEL 125 and SEH 75 Capacity 3) GIOE, Secunderabad, SEL 125 and SEH 75 Capacity and 4) GDSTC, Secunderabad, SEL 125 and SEH 75 Capacity. Depending upon exhausting the maximum strength allotted to a center, the rest of other candidates shall be allotted at any of the other centers as per the option exercised by the candidate subject to availability of vacancies. The Hall Tickets will be generated on first come first served basis. In the case of SEL, SEI & SEH grades, the dictation shall be conducted simultaneously for all concerned grades.

The Examination in Paper – II (Manuscript) of Typewriting of all grades will be conducted first and the Paper – I (Speed) will be conducted after completion of the Paper – II (Manuscript) Examination.

Using different Type machine in the Examination Hall without the prior permission of the Chief Superintendent / Joint Chief Superintendent leads to cancellation of examination results.

INSTRUCTIONS FOR FILLING THE APPLICATION FORM AND MODE OF PAYMENT OF FEE OF TYPEWRITING AND SHORTHAND EXAMINATIONS TO BE HELD DURING FEBRUARY/MARCH, 2019

(Please go through the instructions carefully given below before filling the application)

The Typewriting and Shorthand Institutes which are recognised by the Commissionerate of Technical Education, Telangana, Hyderabad for the calendar year 2018 & 2019, 2019 and block period 2019 & 2020 and whose names are placed in the website i.e., <http://ousbtet.net/twshportal> of the SBTET, Telangana are alone, eligible to

sponsor the candidates for the Typewriting and Shorthand examinations scheduled to be held in February/March, 2019. The Principals of recognised institutions are informed to thoroughly check the applications while sponsoring by recording their addresses and genuinity of candidates appearing for examination. If any violation, the sponsoring Principals will be held responsible for action initiated by SBTET.

1. The Principals of **Recognised Institutions / Private candidates**, belonging to the State of Telangana have to file the online application with URL <http://ousbtet.net/twshportal>. **The applications of Typewriting Examinations sent by the Principals of unrecognized Typewriting Institutions will be rejected without any intimation and the examination fee paid by them will be forfeited.**
2. The Candidates must apply through the recognized Typewriting Institutions in case of first appearance for any of the examinations (any grade or any language). Subsequently one can appear privately by enclosing a copy of his previous Hall Ticket and requisite qualifications along with downloaded online application. For shorthand, candidates can appear directly and send their downloaded applications along with requisite documents.
3. For Filing the online application, click on **Online Application**.
4. If the candidate already appeared for any of the Typewriting or Shorthand examinations in the last 02 sessions, select **Yes** for **Did you appear for TWSH in any of the last 02 Sessions** and enter the corresponding Hall Ticket No., which will fetch the old data and reduces the data entry work.
5. In the application form, Name, Father's name and date of birth of the candidate should be carefully entered as per SSC/Bonafide/Equivalent Certificates.
6. Subject, Batch, Language, Grade and Examination Centre where the candidate is willing to appear for the examination shall be entered carefully. Once the Registration No. is generated any of the above data cannot be changed and the fee paid will not be refunded.
7. The Principals of Typewriting Institutes have to file the applications after login with their login credentials only. The Username is nothing but their institute code and the password is **"welcome"**. If any of the institution filed the application without login to the portal, the candidate will be treated as Private candidate.
8. All the Principals of Typewriting Institutions, shall submit the downloaded applications, along with the copies of prerequisite qualifications duly attested by the Principal / Gazetted Officer and a covering letter addressed to the Secretary, SBTET, Telangana, Hyderabad within the stipulated time.
9. All the private candidates, after downloading online applications, along with the requisite qualification documents attested by a Gazetted Officer, shall submit directly to the State Board of Technical Education and Training, 7th Floor, BRKR Govt. Offices Building, Tankbund Road, Hyderabad-500 063 Telangana **as private candidate** within the stipulated time.
10. If any candidate is ineligible to pay the fee as private candidate, paid the fee and request to forward the application through the institution cannot be entertained.
11. Color Photos are only accepted. Black & white photos and photos taken with wearing cap/cooling glass will not be accepted, as the purpose of clear identity gets defeated.

12. After submitting the online application, for any correction in Name, Father Name, Date of Birth and change of photograph, the candidate/principal has to send the email with details to admin.sbtet@gmail.com before issuing of Hall Ticket.
13. Once Hall Ticket is generated, no corrections will be entertained.
14. The candidates must be educated regarding the scheme of evaluation of answer scripts of Typewriting and Shorthand Examinations, as most of the students are applying for recounting of papers due to ignorance of the procedure. For example: (1) In respect of Typewriting English 2 marks, 4 marks for Typewriting Telugu, Hindi and Urdu Lower Grades, 3 Marks for Telugu, Hindi and Urdu Higher Grades are to be deducted for each mistake or error. (2) In respect of Shorthand no candidate shall be allowed to pass, who makes more than 4% of errors or omissions in transcription.
15. The SBTET has introduced new model of answer booklet along with the OMR sheet stitched together with perforation for Typewriting and Shorthand Examinations on which the same barcode of the candidate is printed instead of loose color answer sheets for Typing on Machine from the last examinations and the detailed instructions are placed in the SBTET website i.e., <http://ousbtet.net/twshportal> for information of the students and Principals. Therefore, all the Principals of Typewriting and Shorthand institutions shall educate the students about the use of new OMR barcoded answer sheet thoroughly.
16. Once amount is deducted, after submitting the application, no amount will be refunded.
17. The scheme of evaluation of answer scripts of Typewriting and Shorthand Examinations is as follows.

| Sl.No. | Name of the subject | Marks to be deducted for each mistake for Paper-I | Marks to be deducted for each mistake for Paper-II |
|--------|---|--|--|
| 01 | Typewriting English & Urdu All Grades. | 2 Marks | 2.5 Marks |
| 02 | Typewriting Telugu & Hindi Lower Grades | 4 Marks | 4 Marks |
| | Typewriting Hindi, Telugu Higher & Telugu High Speed. | 3 Marks | 3 Marks |
| 03 | Shorthand English & Urdu all Grades. | No candidate shall be allowed to pass, who makes more than 5% of errors or omissions in his transcription. | Based on the performance of the candidate |
| 04 | Shorthand English Inter, Higher and all High Speeds. | No candidate shall be allowed to pass, who makes more than 4% of errors or omissions in his transcription. | Based on the performance of the candidate |
| 04 | Shorthand Telugu Higher grade. | No candidate shall be allowed to pass, who makes more than 4% of errors or omissions in his transcription. | Based on the performance of the candidate |
| 05 | Shorthand Telugu Lower and all High Speeds. | No candidate shall be allowed to pass, who makes more than 5% of errors or omissions in his transcription. | Based on the performance of the candidate |

How to file online application:

- (1) Candidate willing to apply for Typewriting or Shorthand Examination can file online application directly (if eligible as per SBTET norms) or the application can be filed through recognised institutions. The candidate who wants to file the application directly, has to type the URL <http://ousbtet.net/twshportal>
- (2) The URL for filling the online application for Typewriting and Shorthand Examinations is <http://ousbtet.net/twshportal> for Telangana State.
- (3) The candidate who already appeared for Typewriting or Shorthand Examinations for any grade/subject in the last 14 sessions (i.e. December 2011, September 2012, February 2013, July/August 2013, January/February 2014, August 2014, January/February 2015, August/September, 2015, January/February, 2016, July/August, 2016, January/February, 2017, July/August, 2017, January/February, 2018 and July/August, 2018) has to choose **Yes** for the option ***Did you appear for TWSH in any of the last 02 sessions*** and enter the respective Hall Ticket No. A click on submit button will fetch the personal data of the candidate thereby reduces the data entry work. If a candidate does not remember the correct Hall Ticket No/Registration No. of his previous examination, he has to choose **No** for the above option and apply as a fresh candidate through a recognised Typewriting Institute in the State as per the instructions given in the notification.
- (4) Before filing the application, the candidate has to scan the color photo and keep the image ready to upload for filing the online application.
- (5) After entering into the website, enter the details and save the application by click on **Save** button and note down the ***application number*** for future reference. The application number is useful for retrieving the application. The already saved application can be retrieved by a click on ***Application Search*** and entering the application number.
- (6) The payment can be made immediately by a click on ***submit*** button.

Mode of Fee Payment:

After entering the basic data, click on **Submit** button then the two payment options will be displayed. The candidate / Principals of Typewriting Institution can pay the examination fee by any of the following two payment options i.e,

- (1) **T.S.Online** (2) **Online.**

T.S.Online: The candidate can pay the examination fee in any TS Online center by entering the basic data. The TS Online operator will issue a receipt containing the secret code. The candidate belongs to Telangana State has to select the online application with URL: <http://ousbtet.net/twshportal> and enter the data, upload the photo, click on submit and select **TSOnline** as payment option. Enter the secret code printed on the payment receipt issued by the TS Online centre, then Registration No. will be generated and get the printout of the application.

Online: Payment gateway facility has been introduced by SBTET to facilitate the Candidates / Principals of Typewriting Institutes to make the payment of examination fee by Credit by Credit Card/Debit Card/Net Banking. After a click on **submit** button, select **Online** then it will take to the payment gateway. Select the Credit Card/Debit Card/Net Banking, then select the Card type i.e. **VISA / MASTER / MAESTRO**, enter the details and click on **pay**, then application with Registration Number will be generated and get the printout of the application. If the Online Transaction is failed, the Registration No. will not be generated. If Registered Number is not generated make the payment once again and the amount pertaining to failed transaction will be returned to the respective account in 3 to 4 working days. **In case of institutions, the institute has to login with their respective usernames and password issued by SBTET and the institute can make the payment for a maximum of ten candidates at a time, the remaining procedure is the same.**

After verifying the applications, SBTET will generate Hall Tickets and place them in the same web portal one week before the examination. If any candidate files the applications for the same grade from more than one institution, the applications filed by the candidate for that grade will be cancelled. The candidates may get the print out of the Hall Tickets from the same portal for appearing the examinations. The Hall Ticket must be attested by a Gazetted Officer or the Principal of Type Institute.

Place: Hyderabad.

SECRETARY