

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

**CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION,
"DECEMBER 2016"**

NOTIFICATION No.114360 /Q3/2016

Applications are invited for the "Certificate Course in Computer on Office Automation Examination, DECEMBER 2016" Institute candidates/ private candidates have to fill the relevant data in the application form through on-line on or before 11.11.2016 and the same application form must be downloaded and taken a print out. This printed application duly signed and with the copies of necessary certificates duly attested must reach DOTE on or before 18.11.2016. Applications received after due date will be summarily rejected.

A. EDUCATIONAL QUALIFICATION:

- I. A pass in SSLC of Tamilnadu State or Equivalent Examination thereof.
and

A pass in Junior Grade Typewriting Examination in English / Tamil of the Department of Technical Education, Tamil Nadu or the Equivalent Examination there of.

(or)

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

B. TRAINING QUALIFICATION:

- I. Candidate should have undergone a minimum of 120 hours of training in a recognized Typewriting Institute or Government / Government Aided / Self-financing 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 notebook for the Practical Classes attended by them as per the syllabus and submit the same at the time of their Practical Examination. All the forty questions given in the Computer on Office Automation Practical question bank should be written in the record note book.

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.

PAPERS	EXAM	DATE OF EXAM
(i) Paper I	Theory Examination (2 Hours Duration)	07.01.2017 (Saturday)
(ii) Paper II	Practical Examination (2 Hours Duration)	08.01.2017 (Sunday)

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

D. APPLICATION FORMS AND EXAMINATION FEE :

Cost of Application	Rs, 30/- (DD in favour of "The Additional Director of Technical Education" (Exams) Chennai 25.) (To be uploaded in website and the copy to be downloaded and taken a print out.)
Date from which the application form be uploaded in the website	17.10.2016 to 11.11.2016 uploaded in the website. (www.tndote.org)
Last date of Submission of duly filled Application (downloaded) at DOTE office	18.11.2016
Examination Fee	Rs. 500 /-
Mode of Payment	Application and Examination fees should be paid by Demand Draft Drawn in favour of "The Additional Director of Technical Education (Exam) ", Chennai -25.totally for Rs 530/- (Rupees five hundred and thirty only)

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

**Sd/-xxx
Director (FAC)**

INSTRUCTIONS

(Read the following Instructions carefully before filling up the Application)

1. The candidate should possess the qualification on the date of this Notification.

REQUIRED QUALIFICATION

I. A Pass is SSLC of Tamil Nadu State or Equivalent Examination thereof.

And

A Pass in Junior Grade Typewriting Examination in English / Tamil of the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.

(or)

II. A Pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamil Nadu or equivalent Examination on thereof.

2. The candidate should have undergone a minimum of 120 hours of training at the recognized Institute / Government / Government Aided / Self financing Polytechnics / Privately.
3. The candidate sponsored by recognized Institutes' Principal / Proprietor has to fill up the details and to sign the certificate in the application.
4. The Private candidates need not fill up the certificate intended for Institute candidates.
5. The Theory Examination and Practical Examination will be conducted only in the selected Polytechnics. The allotted centre will be mentioned in the Hall Ticket.
6. The Candidates need not bring Computer for Practical Examination and the arrangement are made by the Department.
7. Examination Fee of Rs.530/- should be drawn in favour of "Additional Director of Technical Education (Examination)" payable at Chennai Only, and be enclosed along with the application.(filled application downloaded and taken a print out.)
8. The name, address of the recognized Institute / Polytechnic and address of the candidates in the case of private appearance, should be written on the reverse of the Demand Draft. Payment either by cash / Indian Postal Order / Cheque will not be accepted.

9. The relevant data in the Application form must be uploaded through on-line and the same application form must be downloaded and taken a print out. This printed application duly signed and with relevant copies of certificates duly attested must reach DOTE on or before the due date.
 10. On-line application must be uploaded on or before 11.11.2016. The same application form must be downloaded and taken a print out. This printed application duly signed and with relevant copies of certificates duly attested must reach DOTE office on or before 18.11.2016. Incomplete application or Applications received belated will be summarily rejected.
 11. The following certificates should accompany the completed application :
Xerox Copy of S.S.L.C., OR +2 Certificate as a proof of date of Birth, and Junior Grade or Senior Grade Typewriting Examination in English / tamil Certificate this should be duly attested by A or B Grade Officer of the State OR Central Government.
- NOTE:** Photos taken wearing Cap or Cooling Glass should not be uploaded.
12. Application which do not fulfill the conditions will be summarily rejected without giving any notice.
 13. The Examinations Time-Table will be displayed in website.
 14. The decision of the Chairman, Board of Examinations, Chennai – 25 shall be final in respect of admission of candidates to the Examination.

Sd/-xxx
Director (FAC)

DEPARTMENT OF TECHNICAL EDUCATION

From

**The Director,
Directorate of Technical Education,
Chennai-600 025.**

To

**The Principals of all Govt.
Govt. Aided Poly. Colleges,
Engineering, Colleges / Special
Institutions / All District Collectors.**

Letter No. 114360 /Q3/2016, dated : 13.10.2016

Sir,

**Sub: Technical Education – Government Technical
Examination in Computer on Office Automation –
DECEMBER 2016 – Copy of Notification - Sending -
Regarding.**

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**Notification No. 114360 /Q3/2016 inviting application for the
Certificate Course in “Computer on Office Automation” to be held in DECEMBER
2016 is enclosed. I request you to please display the notification in your
Institution Notice Board for the benefit of students.**

**Sd/-xxx
Director (FAC)**

Encl : Copy of Notification

GOVERNMENT OF TAMIL NADU

DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025

“CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION, DECEMBER 2016”

NOTIFICATION NO.114360 /Q3 /2016

Applications are invited for the Certificate Course in “Computer on Office Automation Examination, DECEMBER 2016.” Institute candidates / Private candidates have to fill the relevant data in the application form through on-line on or before 11.11.2016 and the same application form must be downloaded from the website (www.tndote.org) and taken a print out. This printed application duly signed and with the copies of necessary certificates duly attested must reach DOTE on or before 18.11.2016. Applications received after due date will be summarily rejected.

Sl.No	Particulars	Date
1	Last date for Submitting on-line application	11.11.2016
2	Last date for submitting at DOTE office, the Downloaded and and Printed application along with attested copy of SSLC Mark Sheet, typewriting certificate and Demand Draft for Rs 530/-	18.11.2016

**Sd/-xxx
Director (FAC)**

DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 25

CIRCULAR NO. 114360 / Q3 /2016, DATED : 13.10.2016

Certificate Course in “Computer on Office Automation”

Examination , DECEMBER 2016

EXAMINATION TIME TABLE

Theory Examination	07.01.2017 (Saturday) from 10.30 A.M to 12.30 P.M.
Practical Examination	08.01.2017 (Sunday) onwards

**For further details contact the Chief Superintendent of the Examination
Centre concerned.**

**Sd/-xxx
Director (FAC)**