GOVERNMENT OF TAMIL NADU

DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025

"CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION, FEBRUARY 2024 "

NOTIFICATION NO. 114859 / Q3 /2023

Directorate of Technical Education is conducting Certificate Course in Computer on Office Automation. Applications are invited for the Certificate Course in " **Computer on Office Automation Examination, February 2024 ".** Institute candidates/ Private candidates have to fill the relevant data in the application form through on-line from 06.12.2023 in the website (www.tndtegteonline.in). Application and Examination fees Rs.1030/- should be paid by On-line only. Detailed instructions are given in www.dte.tn.gov.in website.

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

CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION, " FEBRUARY 2024"

NOTIFICATION No. 114859 / Q3 / 2023

Ref:
1. G.O.Ms.No.47, Higher Education (B1) Department
   Dated: 20.02.2002
2. G.O.Ms.No.50, Higher Education (B1) Department
   Dated: 24.02.2004
3. G.O.Ms.No.82, Higher Education (B1) Department
   Dated: 17.03.2023

Applications are invited for the "Certificate Course in Computer on Office Automation Examination", "FEBRUARY 2024". Institute candidates/ private candidates willing to apply, have to fill the relevant data in the application form through on-line **from 06.12.2023 to 31.12.2023.**

A. EDUCATIONAL QUALIFICATION:

I. A pass in 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 the equivalent Examination 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 may also appear for the Examination as <u>Private candidate</u>.

III. All the candidates including Private Candidates should maintain a record note- book for the Practical Classes as per the syllabus and submit the same at the time of their Practical Examination. Private Candidates has to submit their Record Note books to the Chief Superintendent of the Examination Centre 10 days before the commencement of COA Examinations.

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 Two papers, Theory and Practical. The date of Examination is scheduled on 03.02.2024 for Theory Exam and 04.02.2024 onwards for Practical Exam.

D. APPLICATION FORMS AND EXAMINATION FEES :

Cost of On-line Application	Rs.30/-
Date for applying through online	**06.12.2023 to 31.12.2023** in the website. (www.tndtegteonline.in)
Examination Fee	Rs.1000/-
Mode of Payment	Total of Rs.1030/- (Rupees One Thousand and Thirty only). This includes online Application Cost and Examination fees which should be paid through online only. Amount once paid through payment gateway (including duplicate / multiple payments) shall not be refunded.

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

INSTRUCTIONS

(Read the following Instructions carefully before applying online Application)

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

   REQUIRED QUALIFICATION

   I.   A Pass in 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 the equivalent Examination thereof.

2. Candidate should have undergone a minimum of 120 hours of training in a recognized Typewriting Institute or Government / Government Aided / Self financing Polytechnic Colleges.

3. The candidate who have qualified and undergone a minimum of 120 hours of training may also appear for the Examination as Private candidate .

4. The Theory and Practical Examination will be conducted only in the selected Polytechnics. The allotted centre will be mentioned in the Hall Ticket.

5. The Candidates need not bring Computer for Practical Examination and the arrangement are made by the Department.

6. Examination Fee and Application Fee of Rs.1030/- should be paid by On-line only.

7 . Payment made through Online

   (link available during submission of Online application)

8.   The relevant data in the Application form must be uploaded through on-line

9.   On-line application must be uploaded on or before 31.12.2023

       NOTE: Photos taken wearing Cap or Cooling Glass should not be uploaded.

10.   Application which do not fulfill the conditions will be summarily rejected without giving any notice.

11.   The Detailed Examinations Time-Table will be displayed in the website.

12.   The decision of the Chairman, Board of Examinations, Chennai – 25 shall be final in respect of admission of candidates to the Examination.

13.   Candidates are requested not to send the hard copy of the Application to this office.