Instructions to the candidates to fill onlineApplication form

1. Column:- 02,03,05 to be filled in as per VII /SSC pass certificate
2. Community should be selected in as O.C/B.C/S.C/S.T
3. Medium :Telugu / English / Hindi /Urdu to be selected
4. Trade code: Connected trade code to be selected.

Trade	Trade code	Fee Rs.	Trade	Trade code	Fee Rs.
Drawing (Lower)	41	100/-	Tailoring & Embroidery (Lower)	81	150/-
Drawing (Higher)	42	150/-	Tailoring & Embroidery (Higher)	82	200/-

5. The minimum Educational qualification for Lower grade is VII class for all Trades (attested copy should be enclosed).
6. For Higher Grade who passed lower grade or equivalent Examination in concerned Trade (attested copy should be enclosed)
7. Candidate postal address to be filled.
8. The following District Code &District Name to be selected in respective box.

Dist Code	District Name	Dist Code	District Name	Dist Code	District Name
01	Adilabad	12	Hanumakonda	23	Ranga Reddy
02	KomaramBheemAsifabad	13	Karimnagar	24	Vikarabad
03	Mancherial	14	RajannaSircilla	25	Mahaboobnagar
04	Nirmal	15	Kamareddy	26	JogulambaGadwal
05	Nizamabad	16	Sanga Reddy	27	Wanaparthy
06	Jagitial	17	Medak	28	Nagarkurnool
07	Peddapalli	18	Siddipet	29	Nalgonda
08	JayashankarBhupalapally	19	Jangaon	30	Suryapet
09	BhadradriKothagudem	20	YadadriBhongir	31	Khammam
10	Mahabubabad	21	Medchal Malkajgiri	32	Mulugu
11	Warangal	22	Hyderabad	33	Narayanpet

9. His / Her recent pass port size photograph and signature shall be scanned and uploaded at the relevant boxes.
10. After submit the application, take a print of the application and fee challan submit in the concern district DEO Office.
11. Hall Tickets will not be issued to those candidates who do not submit their application form along with original challan at concerned DEO office within the due dates mentioned in the notification.

General Instructions

1. The fee should be paid by the candidates through challan to the following Head of Account

Head of Account

Major Head	0202	:	Education; Sports, Arts and Culture
	01	:	General Education
	102	:	Secondary Education
(SH)	06	:	Director of Government Examinations
	800	:	Other Receipts

DDO Code:- 25000303001

2. DD's towards payment of exam fee will not be accepted. Such applications will summarily be rejected.
3. Incorrect, incomplete and defective application forms will summarily be rejected without any intimation and the fee will neither be refunded nor reserved for any subsequent examination.
4. Any change of address should be communicated immediately to the Additional Joint Secretary to the Director for Government Examinations, T.S., Hyderabad concerned.
5. Uploaded Application form and its enclosures along with challan of Drawing and Tailoring & Embroidery Lower and Higher Exams should be submitted to the District Educational Officers concerned only.
6. The applications received without necessary enclosures or after the due date notified will summarily be rejected.
7. Candidates coming up from outside the State should obtain prior permission of Director of Government Exams,Telangana State, Hyderabad for appearing Technical Certificate Course Exams before paying the examination fee.
8. Intimation to the candidates consisting of date of examination, venue of the centre, Roll. No. etc., will be hosted on the website www.bse.telangana.gov.in 4 to 5 days earlier from the commencement of Examination.

Yours faithfully,

DIRECTOR

Copy to the ACGE, O/o the DEO concerned for information.
Copy to the Regional Joint Directors concerned for information.