

No.TX-2/605/2012

Office of the  
Controller of Technical Examinations  
Thiruvananthapuram,  
Dated, 9/03/2012

**TIME TABLE**  
**DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE**  
**April – 2012**  
**Revision 2010(New scheme)**

**FINAL**

<b><u>DAY AND DATE</u></b>	<b><u>TIME</u></b>	<b><u>SUBJECTS</u></b>	<b><u>CODE</u></b>
16/04/2012 Monday	9.00 am to 12 Noon	<b>Secretarial Practice</b>	2001
17/04/2012 Tuesday	9.00 am to 12 Noon	<b>Accountancy</b>	2003
18/04/2012 Wednesday	9.00 am to 12 Noon	<b>Business Studies</b>	2004
19/04/2012 Thursday	9.00 am to 9.07 am 9.15 am to 10.45 am 11 am to 12.30 pm	<b>Shorthand English Paper I Dictation(Section A) Transcription Shorthand English Paper II Theory(Section B)</b>	2005 A
20/04/2012 Friday	9.00 am to 9.03 am  <b>9.10 am to 9.55 am</b>  <b>10. am to 10.06 am</b>  <b>10.15 am to 12.15 am</b>	<b>Shorthand English Paper II Section A – Condensation Dictation Transcription  Shorthand(E)Paper II Elaboration (Section B) Dictation Elaboration of notes</b>	2005 B

21/04/2012 Saturday	9.00 am to 9.07 am	<b>Shorthand Malayalam Dictation Section A Transcription</b>	2006 A
	9.15 am to 10.45 am		
	11 am to 12.00 Noon	<b>Shorthand Malayalam Theory(Section B)</b>	2006 (B)
	<b><u>Batch I</u></b>		
23/04/2012 Monday	9. am to 9.10 am	<b>Type writing (English)Speed Test Type writing (English II Paper) Manuscript</b>	2007(A&B)
	9.25 am to 11.25 am		
	<b><u>Batch II</u></b>		
23/04/2012 Monday	11.35 to 11.45 am	<b>Type writing (English)Speed Test Type writing (English II Paper) Manuscript</b>	2007(A&B)
	12 Noon to 2 pm		
	<b><u>Batch III</u></b>		
23/04/2012 Monday	2.10pm to 2.20pm	<b>Type writing (English)Speed Test Type writing (English II Paper) Manuscript</b>	2007(A&B)
	2.30pm to 4.30 pm		
	<b><u>Batch IV</u></b>		
24/04/2012 Tuesday	9. am to 9.10 am	<b>Type writing (English)Speed Test Type writing (English II Paper) Manuscript</b>	2007(A&B)
	9.25 am to 11.25 am		
	<b><u>Batch V</u></b>		
24/04/2012 Tuesday	11.35 to 11.45 am	<b>Type writing (English)Speed Test Type writing (English II Paper) Manuscript</b>	2007(A&B)
	12 Noon to 2 pm		
	<b><u>Batch VI</u></b>		
24/04/2012 Tuesday	2.10pm to 2.20pm	<b>Type writing (English)Speed Test Type writing (English II Paper) Manuscript</b>	2007(A&B)
	2.30pm to 4.30 pm		

**Batch I**

25/04/2012  
Wednesday

9. am to 9.10 am  
9.25 am to 10.55 am

**Type writing Malayalam I Paper  
Section A - Speed Test  
Type writing Malayalam II Paper  
Section B-Manuscript**

2008(A&B)

**Batch II**

25/04/2012  
Wednesday

11 am to 11.10 am  
11.25 am to 12.55 pm

**Type writing Malayalam I Paper  
Section A - Speed Test  
Type writing Malayalam II Paper  
Section B-Manuscript**

2008(A&B)

**Batch III**

25/04/2012  
Wednesday

1.pm to 1.10 pm  
1.25 pm to 2.55 pm

**Type writing Malayalam I Paper  
Section A - Speed Test  
Type writing Malayalam II Paper  
Section B-Manuscript**

2008(A&B)

**Batch IV**

26/04/2012  
Thursday

9. am to 9.10 am  
9.25 am to 10.55 am

**Type writing Malayalam I Paper  
Section A - Speed Test  
Type writing Malayalam II Paper  
Section B-Manuscript**

2008(A&B)

**Batch V**

26/04/2012  
Thursday

11 am to 11.10 am  
11.25 am to 12.55 pm

**Type writing Malayalam I Paper  
Section A - Speed Test  
Type writing Malayalam II Paper  
Section B-Manuscript**

2008(A&B)

**Batch VI**

26/04/2012  
Thursday

1.pm to 1.10 pm  
1.25 pm to 2.55 pm

**Type writing Malayalam I Paper  
Section A - Speed Test  
Type writing Malayalam II Paper  
Section B-Manuscript**

2008(A&B)

02/05/2012  
Wednesday  
03/05/2012  
Thursday

9. am onwards

**Computerised Financial Accounting  
Practical** 2002

04/05/2012  
Friday  
05/05/2012  
Saturday

9. am onwards

**Word processing Paper II  
Practical** 2009

07/05/2012  
Monday  
08/05/2012  
Tuesday

9. am onwards

**Project and viva** 2010

**Revision 2010 (New Scheme) First year**

**Batch I**

16/04/2012	9 am to 9.10 am	<b>T/W Eng I Paper</b>	1006(a)
Monday	9.30 am to 11 am	<b>T/W Eng II Paper</b>	1006(b)

**Batch II**

16/04/2012	11.15 am to 11.25 am	<b>T/W Eng I Paper</b>	1006(a)
Monday	11.45 am to 1.15 pm	<b>T/W Eng II Paper</b>	1006(b)

**Batch III**

16/04/2012	2 pm to 2.10 pm	<b>T/W Eng I Paper</b>	1006(a)
Monday	2.30 pm to 4 pm	<b>T/W Eng II Paper</b>	1006(b)

**Batch IV**

17/04/2012	9 am to 9.10 am	<b>T/W Eng I Paper</b>	1006(a)
Tuesday	9.30 am to 11 am	<b>T/W Eng II Paper</b>	1006(b)

**Batch V**

17/04/2012	11.15 am to 11.25 am	<b>T/W Eng I Paper</b>	1006(a)
Tuesday	11.45 am to 1.15 pm	<b>T/W Eng II Paper</b>	1006(b)

**Batch VI**

17/04/2012	2 pm to 2.10 pm	<b>T/W Eng I Paper</b>	1006(a)
Tuesday	2.30 pm to 4 pm	<b>T/W Eng II Paper</b>	1006(b)

**SHORTHAND ENGLISH**

18/04/2012	1.00 pm to 1.07 pm	<b>Dictation</b>	1005(a)
Wednesday	1.15 pm to 2.20 pm	<b>Transcription</b>	
	2.30 pm to 4.30 pm	<b>Shorthand (Eng) II Paper</b>	1005(b)

19/04/2012	1 pm to 4 pm	<b>Communicative English</b>	1001
Thursday			

20/04/2012	2 pm to 5 pm	<b>Accountancy</b>	1002
Friday			

21/04/2012  
Saturday

1 pm to 4 pm

**Business Communication** 1003

23/04/2012  
Monday

1 pm to 4 pm

**Computer Application for  
Business** 1004

09/05/2012  
Wednesday

9 am onwards

**Word Procesing** 1007

10/05/2012  
Thursday

**DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE**

**April – 2012**

**Revision 2003**

**FINAL**

<b><u>DAY AND DATE</u></b>	<b><u>TIME</u></b>	<b><u>SUBJECTS</u></b>	<b><u>CODE</u></b>
16/04/2012 Monday	9 am 12 Noon	<b>Book Keeping</b>	(N) 2055
17/04/2012 Tuesday	9 am 12 Noon	<b>Commerce and Computer</b>	(N) 2056

**Batch I**

18/04/2012 Wednesday	9 am to 9.15 am 9.30 am to 11.30 am	<b>T/W English I Paper</b> <b>T/W English II Paper</b>	(N) 2053(a) (N) 2053(b)
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**Batch II**

18/04/2012 Wednesday	11.45 am to 12 Noon 12.15 pm to 2.15 pm	<b>T/W English I Paper</b> <b>T/W English II Paper</b>	(N) 2053(a) (N) 2053(b)
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**Batch III**

18/04/2012 Wednesday	2.30 pm to 2.45 pm 9.30 am to 11.30 am	<b>T/W English I Paper</b> <b>T/W English II Paper</b>	(N) 2053(a) (N) 2053(b)
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**Batch I**

19/04/2012 Thursday	9 am to 9.15 am 9.30 am to 11am	<b>T/W Malayalam I Paper</b> <b>T/W Malayalam II Paper</b>	(N) 2054(a) (N) 2054(b)
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**Batch II**

19/04/2012 Thursday	11.15 am to 11.30 am 11.45 am to 1.15 pm	<b>T/W Malayalam I Paper</b> <b>T/W Malayalam II Paper</b>	(N) 2054(a) (N) 2054(b)
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**Batch III**

19/04/2012 Thursday	2 pm to 2.15 pm 2.30 pm to 4 pm	<b>T/W Malayalam I Paper</b> <b>T/W Malayalam II Paper</b>	(N) 2054(a) (N) 2054(b)
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20/04/2012 Friday	2 pm to 2.10 pm 2.30 pm to 4.30	<b>Shorthand English I Paper</b> <b>Dictation</b> Transcription (N) 2051(a)
21/04/2012 Saturday	1 pm to 1.06 pm 1.15 pm to 3.15 pm	<b>Shorthand (English) II Paper</b> <b>Dictation for elaboration</b> Elaboration of notes (N) 2051(b)
23/04/2012 Monday	1 pm to 1.10 pm 1.30 pm to 4.30 pm	<b>Shorthand (English) III Paper</b> <b>Dictation</b> <b>Condensation and</b> Theory Test (N) 2051(abc)
24/04/2012 Tuesday	1 pm to 1.10 pm 1.20 pm to 3.10 pm 3.30 pm to 4.30 pm	<b>Shorthand Malayalam</b> <b>Dictation</b> Transcription (N) 2052(a) <b>Shorthand Malayalam II Paper</b> (N) 2052(b)
09/05/2012	9 am onwards	<b>IT Practical</b>
10/05/2012	9 am onwards	<b>Oral and Practical T/W</b>



**DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE**

**April – 2012**

**Revision 2003**

**PRELIMINARY**

<b><u>DAY AND DATE</u></b>	<b><u>TIME</u></b>	<b><u>SUBJECTS</u></b>	<b><u>CODE</u></b>
16/04/2012 Monday	1 pm to 4 pm	<b>Book Keeping I</b>	(N)1053
17/04/2012 Tuesday	1 pm to 4 pm	<b>Commerce and Business English</b>	(N)1054
18/04/2012 Wednesday	9 am to 9.10 am	<b>Shorthand English Paper I Dictation</b>	
	9.20 am to 10.50 am	<b>Transcription</b>	(N)1051(a)
	11 am to 1 pm	<b>Shorthand English Paper II</b>	(N)1051(b)
		<b><u>Batch I</u></b>	
19/04/2012 Thursday	9 am to 9.15 am	<b>T/W English I Paper</b>	(N)1052(a)
	9.30 am to 11 am	<b>T/W English II Paper</b>	(N)1052(b)
		<b><u>Batch II</u></b>	
19/04/2012 Thursday	11.15 am to 11.30 am	<b>T/W English I Paper</b>	(N)1052(a)
	11.45 am to 1.15 pm	<b>T/W English II Paper</b>	(N)1052(b)
		<b><u>Batch III</u></b>	
19/04/2012 Thursday	2 pm to 2.15 pm	<b>T/W English I Paper</b>	(N)1052(a)
	2.30 pm to 4 pm	<b>T/W English II Paper</b>	(N)1052(b)
10/05/2012	9 am onwards	<b>Oral &amp; Practical T/W</b>	

***N.B.*** *There will be no change in the examination, unless officially informed.*

Standard time will be followed. The Timetable will be strictly followed as published even though after the publication of it a holiday is declared on any day of the examination. The Examination should not be stopped on any circumstances until the receipt of official information from the Office of the Controller of Technical Examinations.

INSTRUCTION TO CANDIDATES APPEARING FOR THE EXAMINATIONS

1. All Candidates appearing for the examination should use only the answer books and additional sheets supplied by the Controller of Technical Examinations.
2. They should write their Register numbers only at the space provided for the purpose in the answer books. They should not write the Register number or name or any other identification mark at any other place in the answer books or additional sheets.
3. If any candidate is using the additional sheets alone for the speed test, it should be tied safely to the main answer books in which he/she has written the Register number in the space provided.

**T SAMUEL MATHEW  
JOINT CONTROLLER OF TECHNICAL EXAMINATIONS**

Sd/-  
T.SAMUEL MATHEW  
JOINT CONTROLLER