

No.TX-2/11045/2011

TIME TABLE

**DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE
NOVEMBER 2011**

Day and Date	Time	Code	Subjects
FINAL			
30/11/2011 Wednesday	9.am to 12 noon	(N) 2055	Book keeping
1/12/2011 Thursday	9.am to 12 noon	(N) 2056	Commerce & Computer
<u>Batch - I</u>			
3/12/2011 Saturday	9.00 am to 9.15 am	(N)2054(a)	Typewriting Malayalam. I Paper
	9.30 am to 11.00 am	(N) 2054(b)	Typewriting Malayalam. II Paper
<u>Batch II</u>			
	11.15 am to 11.30 am	(N) 2054(a)	Typewriting Malayalam. I Paper
	11.45 am to 1.15 pm.	(N) 2054(b)	Typewriting Malayalam. II Paper
	Batch III		
	2.00 pm to 2.15 pm	(N) 2054(a)	Typewriting Malayalam .I Paper
	2.30 pm to 4 pm	(N) 2054(b)	Typewriting Malayalam . II Paper
Batch I			
6/12/2011 Tuesday	9.00 am to 9.15 am	(N) 2053(a)	Typewriting (English) I Paper
	9.30 am to 11.30 am	(N) 2053(b)	Typewriting (English) II Paper
Batch- II			
	11.45 am to 12 Noon	(N) 2053(a)	Typewriting (English) I Paper
	12.15 pm to 2.15 pm	(N) 2053(b)	Typewriting (English) II Paper
Batch III			
	2.30 pm to 2.45 pm	(N) 2053(a)	Typewriting (English) I Paper
	3.00 pm to 5.00 pm	(N) 2053(b)	Typewriting (English) II Paper
		(N)2051 (a)	<u>Shorthand English - I Paper</u>
	9.00 am to 9.10 am		Dictation Paper I
7/12/2011	9.30 am to 11.30 am		Transcription
Wednesday		(N)2051 (b)	<u>Shorthand English - II Paper</u>
	1.30 pm. to 1.36 pm		. Dictation for Elaboration -- Paper II
	1.45 pm. to 3.45 pm		Elaboration of Notes

8/12/2011	9.00 am to 9.10 am	(N)2051 (abc)	<u>Shorthand English – III Paper</u> Dictation Paper III
Thursday	9.30 am. to 12.30 pm		Condensation and Theory Test
	9.00 am to 9.10 am	(N)2052 (a)	<u>Shorthand Malayalam - I Paper</u> Dictation Paper I
9/12/2011	9.20 am to 11.10 am		Transcription
Friday	11.30 am.to 12.30 pm	(N)2052 (b)	<u>Shorthand Malayalam -II Paper</u> Dictation Paper I

PRELIMINARY

Day and Date	Time	Code	Subjects
Batch I			
30.11.2011	9.00 am to 9.15 am	(N) 1052(a)	Typewriting (English) I Paper
Wednesday	9.30 am. to 11.00 am	(N) 1052(b)	Typewriting (English) II Paper
Batch II			
	11.15 am. to 11.30 am	(N) 1052(a)	Typewriting (English) I Paper
	11.45 pm. to 1.15 pm	(N) 1052(b)	Typewriting (English) II Paper
Batch III			
	2.00 pm. to 2.15 pm	(N) 1052(a)	Typewriting (English) I Paper
	2.30 pm. to 4 pm	(N) 1052(b)	Typewriting (English) II Paper
01.12.2011	1.00 pm. to 4 pm	(N) 1053	Book Keeping
Thursday			
03.12.2011	1.00 pm. to 4 pm	(N) 1054	Commerce and Business English
Saturday			
12.12.2011			
Monday			
	9.00 am to 9.10 am	(N) 1051 (a)	<u>Shorthand English – Paper I</u> Dictation Paper I
	9.20 am to 10.50 am		Transcription
	11 am to 1 pm	(N) 1051(b)	Shorthand English Paper II
<u>IT PRACTICAL</u>			
13.12.2011	9.00 am onwards		
Friday			
<u>ORAL & PRACTICAL TYPEWRITING</u>			
15.12.2011			
Thursday	9.00 am onwards		

TIME TABLE

DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE
November 2011

REVISION 2010 (NEW SCHEME)

30/11/2011

wednesday

Batch I

9.00am to 9.10am Typewriting English I Paper 1006(a)

9.30am to 11.00am Typewriting English II Paper 1006(b)

Batch II

11.15am to 11.25am Typewriting English I Paper 1006(a)

11.45am to 1.15pm Typewriting English II Paper 1006(b)

Batch III

2.00pm to 2.10pm Typewriting English I Paper 1006(a)

2.30pm to 4.00pm Typewriting English II Paper 1006(b)

1/12/2012

Shorthand English I Paper

Thursday

9.00am to 9.10am Dictation 1005(a)

9.15am to 10.20am Transcription

10.30am to 12.30pm Shorthand English II Paper 1005(b)

2/12/2011

Friday

9.00am to 12 noon	Communicative English	1001
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3/12/2012

Saturday

9.00am to 12 noon	Accountancy	1002
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6/12/2011

Tuesday

9.00am to 12 noon	Business Communication	1003
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7/12/2011

Wednesday

9.00am to 12 noon	Computer application for Business	1004
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9/12/2011

Friday

9.00am onwards	Word Processing	1007
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IT PRACTICAL

14/12/2011

Wednesday

9.00am onwards

ORAL & PRACTICAL TYPEWRITING

15/12/2011

Thursday

9.00am onwards

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

Copy to:- 1), DCTE
2), Technical Officer 1
3) ACTE
4), Technical Officer 2
5) All GCI Superintendents
6) Computer Section
7) S/F & O/C