

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

"CERTIFICATE COURSE IN COMPUTER ON OFFICE
AUTOMATION"

(As per G.O.(Ms).No.44,Higher Edn.(B1) Dept. Dt.14.03.2025)

NOTIFICATION NO. efile-DOTE/323/2025-Q3 dated07-04-2025

- Ref: 1. G.O.(Ms).No.44, Higheer Edn.(B1) dept,
dated.14.03.2025.
2. G.O.(Ms).No.187, Higher Edn.(B1) dept,
dated:28.10.2024.

Applications are invited for the "Certificate Course in Computer on Office Automation". Candidates willing to apply, have to fill the relevant data in the application form through on-line from **16.04.2025 to 11.05.2025**.

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 on thereof.

B. RECORD SUBMISSION:

All the 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. Direct 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 **14.06.2025** for Theory Exam and from **15.06.2025** onwards for Practical Exam.

D. APPLICATION FORMS AND EXMAINATION FEES:

Cost of On-line Application	Rs.30/-
Date for applying through online	16.04.2025 to 11.05.2025 in the website. (www.tndteonline.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 required qualification on the date of this notification.
2. The allotted Theory and Practical Examination centres will be mentioned in the Hall Ticket.
3. The Candidates need not bring Computer for Practical Examination and the arrangement are made by the Department.
4. Examination Fee and Application Fee of Rs.1030/- should be paid by On-line only.
5. Payment mode through Online (link available during submission of Online application).
6. The relevant data in the Application form must be uploaded through on-line.
7. Photos taken wearing Cap or Cooling Glass should not be uploaded.
8. Application which do not fulfill the conditions will be summarily rejected without giving any notice.
9. The detailed Examinations Time-Table will be displayed in the website.
10. The decision of the Chairman, Board of Examinations, Chennai - 25 shall be final in respect of admission of candidates to the Examination.
11. Candidates are requested not to send the hard copy of the Application to this office.

Sd/- J. Innocent Divya
Chairman, Board of Examinations

// Forwarded by Order//

Regional Officer-III

