

Instructions to candidates appearing for CBT examination:

- For TEL, TEJ, TEH the candidates has to type two papers ie., Paper-I and Paper-II. Paper-I is speed with 25 WPM, 30 WPM, 45 WPM respectively. No need to type any instructions.
- For Paper-II the following are the questions

Grade	No. Of Questions	Type of questions	Marks
TEJ-25WPM	2	1. Circular or notice	50
		2. Statement (should be typed by using insert table option)	50
TEL-30WPM	3	1. Statement/Invoice/Debitnote/Creditnote/Account Sales (1+6 Lines-5columns-3column digit) (should be typed by using insert table option)	25
		2. Professional Letter/Business Letter /Application	35
		3. Government Order/Memorandum	40
TEH-45WPM	3	1. Official letter/Business letter	20
		2. Balance Sheet/Receipts and Payments Account/Income and Expenditure Account/Trading and Profit and Loss Account (should be typed by using insert table option)	40
		3. Government Memo/G.O/Notification/Judgment	40

- For TEHS only Paper-I @ 60 WPM

Instructions to be followed by the candidate while attending the CBT examination for English**Typewriting:**

1. Candidate should type only the answer and no need to type any of the instructions given in their question paper i.e., question number and marks etc.
2. Candidates are instructed to type the statements in tabular form ie., by creating a table, but not in text form. (by inserting table)
3. The candidates are instructed to type Business letter/G.O. by noting the following points:
 - a) Letter No. should be typed as - Lr. No.
 - b) Dated as complete - Dated
 - c) Dear sir , 'S' is capital

- d) After subject/reference type @symbols 3 times and center. Ex: @@@
- e) Do not type continued/contd., after any question.
- f) Comma's are compulsory for figures eventhough commas are not given in the question paper. (Ex. 50000 is to be typed as 50,000). Paisa need not to be typed if it is not mentioned in the question paper.
- g) In question G.O/Memo Heading should be typed in capital letters and centre and in the abstract subject matter initial two words should be in capital letters
- h) No spaces should be given while typing. Ex: G.O.Ms.No.
- i) In To Address Name of the city should be in capital letters (EX: HYDERABAD, NELLORE, BANGALORE)
- j) Spellings should be typed correctly.
- k) Abbreviations should be amplified (in full form) (Ex: GOVT. Should be amplified as Government, Pvt Ltd., as Private Limited)
- l) Date 01-10-2021 is to be amplified as 01st October, 2021 when it was on the opposite of Lr. No. and G.O.Ms. No. and dated need not to be amplified when it is written in the reference.

4. The following are the examples/formats for easy understanding to the candidates.

FORMAT OF BUSINESS LETTER

1	Telefax: 2353698	Telephone: 2353715
2	MAHENDRA CONSTRUCTION COMPANY	
3	127, Gandhinagar, Vijayawada-520 002.	
4	Ref. No.MCC/23/2015	Dated 6th June, 2015.
5	M/s. Rahamatlal & Company, 53-8/235, Morrispet, TENALI-522 000.	
6	Dear Sirs,	
7	We have great pleasure in carrying out minor repairs at your existing premises and we believe you will be satisfied with our performance.	
8	We understand that you have just acquired the premises No.435 near Railway Gate and we shall be greatly obliged if you would allow us to submit an estimate for carrying out any alterations which you may find it necessary to make the premises suitable for your business.	
	We have just completed a large contract of this class of work for Sri Ramadas Motors, whose premises are nearer to yours. Your orders will receive our prompt and careful attention.	
	Thanking you,	
9	Yours faithfully,	
10	for MAHENDRA CONSTRUCTION COMPANY,	
11	General Manager.	

GUIDE LINES FOR TYPING BUSINESS LETTER

- (1) Type 'Telefax:' (or) 'Telegrams:' from left margin and 'Telephone:' at right end. Give one space after ':' mark. Give double line spacing.
 (2) Type Company's name in all caps and center it. Give two carriage returns (double line spacing). (3) Type the firm's address on the right hand side in block method in single line spacing. Give double line after last line of the address. (4) Type the reference number from left margin and date at right edge. Give double line. (5) Type 'To address' from left margin, in single line spacing. Give double line after last line of address.
 (6) Type the salutation from left margin and put comma. Give double line. (7) Type the body of business letter in single line spacing. Double line spacing is to be given between paragraphs. Give five spaces at the beginning of every paragraph. (8) Give double line for new paragraph.
 (9) Type 'Yours faithfully,' in the center of right half and give single line. (10) Type company's name in all capitals with prefix 'for' and center it to 'Yours faithfully,'. Give three line spaces. (11) Type designation with initial capitals and center it to company's name.

FORMAT OF OFFICIAL LETTER

GOVERNMENT OF ANDHRA PRADESH
EDUCATION DEPARTMENT

1
2 From
3 C. S. Mohana Rao,
District Educational Officer,
NELLORE.
4
5 } To
6 {
7 Sri P. Sudarshana Rao,
8 { District Educational Officer,
9 { GUNTUR.

Letter No. RC/235/2015, dated 24-8-2015

Sir,

Sub:- S.S.C. Public Examinations - September 2015 - Change of
Centre - Reg.

Ref:- 1) Application, dated 27-7-2015 of Sri K. Rama Rao.
2) Letter Rc.No.236/A5/2015, dated 15-8-2015 of the
Commissioner of Government Examinations, Andhra
Pradesh, Hyderabad.

In the reference 1st cited, the candidate has stated that he
has paid examination fees for the S.S.C. supplementary exami-
nations to be held in September, 2015 to appear at Kavali Centre.
But subsequently his father has been transferred from Kavali to
Bapatla and therefore he has requested for permission to take the
examination at Bapatla.

2. The matter has been referred to the Commissioner, Govern-
ment Examinations, Hyderabad and he has issued orders permitting
the candidate to appear at Bapatla Centre.

3. I, therefore, send herewith all the details of the
candidate for taking further action in the matter.

Yours faithfully,

- 3
District Educational Officer.

GUIDE LINES FOR TYPING OFFICIAL LETTER

(1) Type the name of the Government, Department, City etc. in all capitals and center, as shown. (2) Type 'From' from the left margin and 'To' in the right half as shown and give double line. (3) Type 'From address ...' and 'To address' as shown. (4) Type horizontal line with underscore and give double line. (5) Type letter number as shown and center. Give double line. (6) Type salutation from left margin. Give double line. (7) Type subject leaving 5 spaces from left margin as shown and give double line after last line. (8) Type Reference as shown and give double line and put three (- - -) dashes in the center. Give double line after dashes. (9) Type the body of official letter in single line duly giving double line between paras. Give double line after last para. (10) Type 'Yours faithfully,' at the right edge and give three lines. (11) Type the name/designation and center it to 'Yours faithfully,'. Name should be typed in all capitals and designation should be typed with initial capitals.

FORMAT OF GOVERNMENT ORDER

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

ALLOWANCES - Dearness Allowance to the State Government employees from 1st July, 2014 - Sanctioned - Orders - Issued.

FINANCE (PC-I) DEPARTMENT

Dated 2nd February, 2014.

G.O.Ms.No.25

Read the following:-

G.O.Ms.No.104, Finance (PC-I) Department, dated 30th May, 2014

ORDER:

Government hereby order the revision of rate of Dearness Allowance sanctioned in the Government Order read above to the State Government employees in the Andhra Pradesh Revised Pay Scales, 2012 from 29.96% of the Basic Pay to 35.95% of Basic Pay from 1st July, 2014.

2. These orders shall come into force with effect from 1-7-2014, with monetary benefit from same date.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P. V. RAMESH,
Principal Secretary to Government.

To

All Departments of Secretariat.
The Accountant-General, Andhra Pradesh, Hyderabad.

GUIDE LINES FOR TYPING GOVERNMENT ORDER:

(1) Type the name of the Government in all caps and center. Give double line. (2) Type ABSTRACT in all caps and center. Give double line. (3) Type the 'Abstract matter' from left margin in single line spacing. First one, two or three words of 'Abstract matter' may be typed in all caps. Give single line after last line of 'Abstract matter'. (4) Type the horizontal line with 'hyphen' and give double line. (5) Type the name of the Department in all caps and center. Give double line. (6) Type the number of G.O. from left margin and date at the right edge. Give double line. (7) Type "Read the following:" as shown on the right hand side. Give double line. (8) Type the 'Reference matter' giving 5 spaces from the left margin and in single line, one after the other. Give double line after the last line of the reference matter. Type three hyphens (...) in the center and give double line. (9) Type ORDER: from left margin in all caps and underscore. Put only colon mark after ORDER. Give double line. (10) Type the body the G.O. in single line spacing, as typed in Govt. Memorandum, Official Letter, etc. Give numbers to paragraphs from 2nd para onwards. Give double line after the last line of last para. (11) 'By Order etc.' means (BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH). It should be typed in brackets, in full, in all caps and centered. Give double line. Rest of the matter may be typed, as shown.

FORMAT OF GOVERNMENT MEMORANDUM

GOVERNMENT OF ANDHRA PRADESH

FINANCE & PLANNING (PAY COMMISSION) DEPARTMENT

Memorandum No.3071/2012, dated 7-6-2012.

Sub:- Leave Travel Concession Rules - Certain clarifications - Issued.

Ref:- G.O. Ms. No.15, Finance (P.C.) Department, dated 17-1-2012.

- - -

The term 'Propulsion Charge' used under Rule 10(6)(iii) of G.O. Ms. No.15, Finance (Pay Commission) Department, dated 17-1-2012 include fuel and engine oil and cost of lubricants, but does not, however, include cost of repairs, depreciation, driver wages, etc., when the car is owned by the Government servant.

2. In case of hired car or taxi-car the term will mean only the hire charges as paid by the Government servant.:

3. All the Departments of Secretariat and Heads of Department are requested to keep the above clarification in view while granting the leave travel concession.

R. BHUSHANAM,

Deputy Secretary to Government.

To

All Heads of Departments.

All Departments of Secretariat.

GUIDE LINES FOR TYPING GOVERNMENT MEMORANDUM

(1) Type the name of the Government in all caps and center. Give double line. (2) Type the name of the Department in all caps and center it. Give double line. (3) Type the Memorandum Number as shown and center and underline it. Give double line. (4) Type the subject, reference, etc. as is done in Official Letter and give double line after the last line of the subject or reference. (5) Type three (---) dashes in the center and give double line. (6) Type the body of Memorandum in single line. Give 5 spaces from left margin at the para beginning. Give double line at para ending, to begin new para. Para numbers should be put to all paras from 2nd para. Give double line after last para. (7) Type the name of the signing officer in capitals, put comma, as shown. Give single line. (8) Type the designation with initial capitals and center to the name typed above and put full stop. Give double line. (9) Type 'To' from left margin and give double line. (10) Type 'To address' from left margin in single line as shown. Give double line.

FORMAT OF SINGLE BALANCE SHEET

KIRAN INDUSTRIES PRIVATE LIMITED, VIJAYAWADA

Balance Sheet as on 31st March, 2015.

LIABILITIES		ASSETS	
	Rs. P.		Rs. P.
Share Capital	10,00,000-00	Cash in hand	2,50,000-00
Profit & Loss Account	2,00,000-00	Cash at Bank	8,50,000-00
Reserve fund	2,50,000-00	Machinery	4,00,000-00
Fixed Deposits	5,50,000-00	Buildings	5,00,000-00
Sundry creditors	4,00,000-00	Furniture	1,50,000-00
		Sundry debtors	2,50,000-00
Total:	24,00,000-00	Total:	24,00,000-00

AUDITORS' REPORT

We have examined above Balance Sheet with relevant material. The Balance Sheet reflects the true and correct state of affairs of the Company.

Vijayawada,

Dated 15th June, 2015.

KUMAR & COMPANY,

Chartered Accountants.

GUIDE LINES FOR TYPING SINGLE BALANCE SHEET

(1) Type the name of the company in all caps, center to the margins and give double line. (2) Type this line with initial capitals and center. Give 2 carriage returns. (3) Type the line using underscore and give double line. (4) Mark center of margins and make two halves. Type in all caps LIABILITIES in the center of left half and ASSETS in the centre of right half and give single line and draw the line with underscore and give 2 carriage returns. (5) Type 'Rs. P.' as shown in both the columns and give double line. (6) Type body of the Balance Sheet, just like statement and give double line after last line. (7) Use hyphen to draw the lines for mentioning total amount. Give double line. (8) Type the 'totals' as shown and give single line and draw horizontal line and give double line. (9) Type AUDITORS' REPORT in all caps and center and give double line. (10) Type body of Auditors' Report in double line. (11) Type station, date on left side and Auditors stamp on right side, as shown.

FORMAT OF RECEIPTS AND PAYMENTS ACCOUNT

1	GURURAJA LITERARY SOCIETY, NALGONDA			
2	Receipts and Payments Account for the period ending 31 st March, 2016.			
3				
4	RECEIPTS		PAYMENTS	
5		Rs. P.		Rs. P.
6	To Cash on hand	4,000-00	By Dues cleared	4,300-00
	To Entrance fee	1,200-00	By Purchase of books	1,300-00
	To Subscriptions	12,500-00	By Municipal taxes	8,450-00
	To Rent received on Hall	25,000-00	By Salaries	24,000-00
	To Interest on deposits	12,500-00	By Subscriptions	2,000-00
			By Balance at Bank	15,150-00
7		-----		-----
8	Total:	55,200-00	Total:	55,200-00
9	As per our report of even date, this forms part of the Balance Sheet for the above period.			
10	Nalgonda,	ANISH ASSOCIATES,		
	Dated 15th June, 2016.	Chartered Accountants.		

GUIDE LINES FOR TYPING RECEIPTS AND PAYMENTS ACCOUNT

(1) Type the name of the firm in all caps, center to the margins and give double line. (2) Type this line with initial capitals and center. Give 2 carriage returns. (3) Type the line using underscore and give double line. (4) Mark center of margins and make two halves. Type in all caps RECEIPTS in the center of left half and PAYMENTS in the centre of right half and give single line and draw the line with underscore and give 2 carriage returns. (5) Type 'Rs. P.' as shown in both the columns and give double line. (6) Type body just like statement and give double line after last line. (7) Use hyphen to draw the lines for mentioning total amount. Give double line. (8) Type the 'totals' as shown and give single line and draw horizontal line and give double line. (9) Type body of Auditors' Report in double line. (10) Type station, date on left side and Auditors stamp on right side, as shown.

FORMAT OF INCOME AND EXPENDITURE ACCOUNT

FRIENDS FINE ARTS FORUM, VIZAG

Income and Expenditure Account for the period ending 31st March, 2014.

EXPENDITURE		INCOME	
	Rs. P.		Rs. P.
To Salaries paid	60,000-00	By Subscriptions	20,900-00
To Telephone charges	4,250-00	By Building rent	35,000-00
To Electricity charges	8,500-00	By Municipal taxes	8,450-00
To Meeting expenses	8,400-00	By Interest accrued	14,000-00
To Donations	5,500-00	By Donations	2,000-00
To Surplus	10,850-00	By Balance at Bank	17,150-00
Total:	97,500-00	Total:	97,500-00

As per our report of even date, this schedule forms integral part of the Balance Sheet for the above period.

Vizag,

Dated 15th June, 2014.

RAO & COMPANY,

Auditors.

GUIDE LINES FOR TYPING INCOME AND EXPENDITURE ACCOUNT

(1) Type the name of the firm in all caps, center to the margins and give double line. (2) Type this line with initial capitals and center. Give 2 carriage returns. (3) Type the line using underscore and give double line. (4) Mark center of margins and make two halves. Type in all caps EXPENDITURE in the center of left half and INCOME in the centre of right half and give single line and draw the line with underscore and give 2 carriage returns. (5) Type 'Rs. P.' as shown in both the columns and give double line. (6) Type body just like statement and give double line after last line. (7) Use hyphen to draw the lines for mentioning total amount. Give double line. (8) Type the 'totals' as shown and give single line and draw horizontal line and give double line. (9) Type body of Auditors' Report in double line. (10) Type station, date on left side and Auditors stamp on right side, as shown.

FORMAT OF TRADING AND PROFIT & LOSS ACCOUNT

GANESH EMPORIUM, GUNTAKAL

Trading and Profit & Loss account for the period ending 31st March, 2015.

DR. DETAILS		CR. DETAILS	
	Rs. P.		Rs. P.
To Opening Stock	2,30,825-00	By Sales:	
		Cash	6,32,250-00
To Purchases less Returns	5,25,850-00	Credit	1,35,000-00
To Manufacturing costs	37,200-00	By Closing Stock	1,15,025-00
To Gross Profit	88,400-00		
To Donations	8,82,275-00	By Donations	8,82,275-00
To Salaries	32,000-00	By Gross Profit	88,275-00
To Bad debts	1,400-00	By Sales of scrap	6,500-00
To Depreciation	4,800-00		
To Net Profit transfer- Red to Capital	56,575-00		
Total:	94,775-00	Total:	94,775-00

As per our report of even date, this schedule forms integral part of the Balance Sheet for the above period.

Guntakal,
Dated 15th June, 2015.

BALARAM ASSOCIATES,
Auditors.

GUIDE LINES FOR TYPING TRADING AND PROFIT AND LOSS ACCOUNT

(1) Type the name of the firm in all caps, center to the margins and give double line. (2) Type this line with initial capitals and center. Give 2 carriage returns. (3) Type the line using underscore and give double line. (4) Mark center of margins and make two halves. Type in all caps DEBIT DETAILS in the center of left half and CREDIT DETAILS in the centre of right half and give single line and draw the line with underscore and give 2 carriage returns. (5) Type 'Rs. P.' as shown in both the columns and give double line. (6) Type body just like statement and give double line after last line. (7) Use hyphen to draw the lines for mentioning total amount. Give double line. (8) Type the 'totals' as shown and give single line and draw horizontal line and give double line. (9) Type body of Auditors' Report in double line. (10) Type station, date on left side and Auditors stamp on right side, as shown.

FORMAT OF NOTIFICATION

GOVERNMENT OF ANDHRA PRADESH

Law Department

NOTIFICATION

(Appointment of Sri V. Jagannadha Rao, Advocate as Special Public Prosecutor to conduct the prosecution in S.C.No.140 of 1995 arising out of C.R.No.166/92 of Narayanaguda Police Station, Hyderabad pending before the 1st Additional Metropolitan Sessions Judge's Court)

(G.O.No.127, Law, dated the 2nd September, 1996)

Under Sub-section (8) of Section 24 of the Code of Criminal Procedure, 1973 read with Rule 8-B of the Andhra Pradesh Law Officers (RCR) Rules, 1957 the Governor of Andhra Pradesh hereby appoints Sri V. Jagannadha Rao, Advocate as Special Public Prosecutor to conduct the prosecution of S.C.No.140 of 1995 arising out of C.R.No.166/82 of Narayanaguda Police Station, Hyderabad pending before the 1st Additional Metropolitan Sessions Judge, Hyderabad.

2. The Special Public Prosecutor shall be paid remuneration of Rs.900/- per day on the dates he attends the Sessions Court and Rs.350/- for briefing the witnesses.

T. CHALAPATHI,
Secretary to Government (Law Courts)

GUIDE LINES FOR TYPING NOTIFICATION

- (1) Type the name of the Government in all caps and center. Give double line. (2) Type the name of the Department with initial caps and center. Give double line. (3) Type the heading "NOTIFICATION" in all caps and center. Give double line. (4) Brief description of the Notification shall be typed in single line giving para indenting of 5 spaces, within brackets. Give double line spacing after last line. (5) Type the G.O. number, department and date as shown, in brackets, and center it. Give double line. (6) Type the body of the Notification in single line, as is typed in G.O., Memo, etc. Give numbers to paragraphs from 2nd para onwards. Give double line after last line of last para. (7) Type the name of the Officer signing the Notification in all caps and put comma. Give single line. (8) Type the designation of the Officer in initial caps and center to the name typed above and put full stop. Whichever of the Name or Designation is longer, it should end at the right edge of margin.

FORMAT OF JUDGEMENT

IN THE COURT OF THE JUDGE OF SMALL CAUSES, HYDERABAD

Friday the 17th day of August 2014

Present: Shri B. Venkat Reddy, B.A., LL.B.

- - -

Original Suit No.245 of 2014

Everyday Electric Company, Hyderabad ... Plaintiff

Versus

Sri Kishore Lal, s/o. Chandan Lal ... Defendant

This is a suit for recovery of Rs.25,000/-. The facts of the case are that the Defendant's house was fitted with electrical material by the Plaintiff costing Rs.22,000-00 and the remaining Rs.3,000-00 are the service charges. The Defendant contended that he has no connection whatever with the Plaintiff.

JUDGEMENT

The Plaintiff in support of his case, produced Sri N. Venkataswamy, an illiterate and also two duplicate bills. The Defendant contended that he purchase the material from outside, got the service done by a person working with Plaintiff and paid him. The Plaintiff's evidence falls much too short to sustain the burden of proof.

I, therefore, hold that the Plaintiff is not entitled for any relief. The suit is dismissed with costs.

B. VENKAT REDDY,
Munsiff Magistrate.

GUIDE LINES FOR TYPING JUDGEMENT

(1) Type the name of the Court in all caps and center. Give double line. (2) Type the day and date as shown with initial capitals and center. Give double line. (3) Type "Present": and name of the Judge, etc. with initial caps and center it. If it exceeds one line, the spill over matter maybe typed in the next line and centered. Give double line. (4) Type three (- - -) hyphens in the middle. Give double line. (5) Type the number of the case with initial capitals with underlining and center it. Give double line. (6) Type the name of the Party from left margin and status of the party i.e. Petitioner, Plaintiff etc., etc. at the right margin edge as shown. Put leader dots (...) in between. Give double line. (7) Type 'Versus' or 'And' in the center. Give double line. (8) Type the Against Party's name from left margin and status at right margin end as shown, with leader dots. Give double line. (9) Type the brief description of the case or cause of action in single line duly giving 5 spaces at the beginning of the paragraph. Give double line after last line. (10) Type 'JUDGEMENT' with all caps and center. Give double line. (11) Type the Judgement matter in single line with 5 space para indenting. Give double line after last line of last para. (12) Type the name of the Officer signing with all caps, put comma, and give single line. (13) Type the designation with initial caps and put full stop.