

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
TELANGANA :: HYDERABAD**

From:  
Er.A.Pullaiyah, M.I.E., MISTE, F.I.E,  
Secretary,  
State Board of Technical Education  
and Training, S.V. Bhavan, MasabTank,  
Hyderabad- 500 028, T.G.

To:  
The Principals,  
of all CCIC colleges and Chief  
Superintendents of Examination  
Centers.

Sir/Madam

**Sub:-** SBTET TG – Pre-Exams – Certificate Course in Computer (CCIC)/Craft/Other  
Technical Courses - Regular & Supplementary Examination March-2025-Reg.

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With reference to the subject cited above, I furnish here with the detailed notification inviting applications from eligible candidates of CCIC/Craft/Other Technical Courses New Scheme (CC-20) for Regular and Supplementary examination for the courses mentioned in the Annexure-I, the revised Question Paper Blue print (CC-20 Scheme) is made available in Annexure-II, examination centers mentioned in Annexure- III and Time Tables are shown in Annexure-IV.

1. In this regard, it is informed that the regular candidates who intend to appear for the examinations can approach the Colleges/Institutes where they are studying (or) visit **sbtet.telangana.gov.in** for making fee payment online. After downloading the Hall Ticket from same website the candidate has to obtain the signature of the concerned Head of Section/Principal before appearing for the examination. Further, Principals are requested to give the necessary instructions to the Head of Sections to sign on the hall tickets for subjects after thorough verification of eligibility.

2. The Principals of the concerned Colleges/Institutions where Regular examinations are being conducted are requested to ensure that the syllabus should be completed on or before examinations.

**3. Schedule of Examination Fee Payment.**

| <b>A</b> | <b>Fee Schedule with Dates</b>                                                                             |                                                    |
|----------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| I        | Commencement of Theory Examinations.                                                                       | <b>18-03-2025</b>                                  |
| II       | Date of Commencement for Payment of Examination Fee Through Online.                                        | <b>24-01-2025</b>                                  |
| III      | Last Date for Payment of Examination Fee without Penalty to All Candidates.                                | <b>24-02-2025</b>                                  |
| IV       | Last Date for Payment of Examination Fee with Penalty to All Candidates.                                   | <b>26-02-2025</b>                                  |
| V        | Last Date for Payment of Examination Fee and Submission of Application Form ( <b>UNDER TATKAL SCHEME</b> ) | <b>10-03-2025</b>                                  |
| VI       | Fee Payment Under Premium Tatkal Fee                                                                       | <b>One Day Before<br/>Examination (17-03-2025)</b> |

| <b>B</b> | <b>Fee Details</b>                                             |                  |
|----------|----------------------------------------------------------------|------------------|
| I        | <b>Fee for Whole or Part Examination</b>                       | <b>Rs.650/-</b>  |
| II       | <b>Late Fee (Penalty)</b>                                      | <b>Rs.400/-</b>  |
| III      | <b>Certificate Fee (for Regular Students one-time Payment)</b> | <b>Rs.600/-</b>  |
| IV       | <b>Condonation fee (Up to 10%) for all the courses.</b>        | <b>Rs.600/-</b>  |
| V        | <b>Tatkal Fee (Including Examination fee)</b>                  | <b>Rs.3000/-</b> |
| VI       | <b>Premium Tatkal (Including Examination fee)</b>              | <b>Rs.5000/-</b> |

**NOTE:**

1. Colleges can pay examination fee online for bulk students from college/Institute login (or) Students can pay fee individually from [sbtet.telangana.gov.in](http://sbtet.telangana.gov.in). Change of Examination center of the students is not permitted under any circumstances.
2. A copy of this Notification is to be displayed on the Notice board of the Institution for information of the candidates and wide publicity shall be given among the students by circulating a copy of the Notification in the class rooms.
3. For any clarifications please call SBTET help desk no: +918031404549 during working hours or email to [sbtet-helpdesk@telangana.gov.in](mailto:sbtet-helpdesk@telangana.gov.in)

**1. GENERAL INSTRUCTIONS:**

- a) Practical Examinations of the respective courses shall be conducted after completion of Theory Examinations and the name and designation of the Examiner drafted from the Government Polytechnic for the said courses, shall be intimated to this office well in advance.
- b) Sessional/Practical marks of the candidates of the respective institutions shall be uploaded in the prescribed proforma placed in the SBTET website within a week after completion of the theory examinations and downloaded copies of the same duly attested by the Principal concerned with institute seal, shall be sent to the Board within the stipulated period as mentioned in the notification.
- c) The CCIC Institutions should bear the expenditure towards practical examinations and remuneration to the Observers and External Examiners should be paid as per norms only.
- d) The SBTET will not bear any expenditure in connection with practical examinations. No Expenditure towards practical examinations is allowed in D.C. Bills as the courses are being run by the self-financing Institutions.
- e) Once amount is deducted, after submitting the application, no amount will be refunded.
- f) Theory Examinations will be conducted in the month of March-2025 as per the Examination Time.
- g) Hall Tickets can be downloaded from the portal [www.sbtet.telangana.gov.in](http://www.sbtet.telangana.gov.in). Once Hall Ticket is generated, no correction will be made.
- h) The candidates (Regular/Supplementary) have to file their online applications.
- i) The candidate has to select whether he/she is a regular or backlog (appeared but failed in the previous attempts only).
- j) The backlog candidate has to select **Backlog** and enter the PIN, it will display the candidate details and the backlog subjects. Click on submit and pay the fee through Online.
- k) The regular candidate has to select the option **Regular** and enter details of the application and communication details.
- l) The photos uploaded by the candidates will be used on the hall tickets and the same will also be used on the award certificates of passed candidates. Owing to this, the candidates are requested not to upload the Black & White photos and photos taken with wearing cap/cooling glass and the photos with odd backgrounds defeat the purpose of clear identification.
- m) The Principals of (a) TG. Vikalangula Co-op.Training Cum Production Centre for Physically Handicapped, Hyderabad (b) N.V.ReddyViswas Trust, Hyderabad (c) Ramananda Centre for Advanced Learning and Research for

**File No.SBTET-TE/TE-2/PREX/1/2019-TE SECTION**

Visually impaired, Secunderabad (d) Aliyavar Jung National Institute for Hearing Handicapped, Secunderabad and (f) National Institution for visually handicapped, Secunderabad, are informed to upload the names of the eligible blind candidates along with photos of the candidate from their respective institutions without fee.

**NOTE:** The above institutions mentioned in the section (m) are requested to arrange scribes for their students as per norms and as per requirement.

The receipt of this letter together with Notification may please be acknowledged.

Signed by Akuti Pullaiah  
Date: 23-01-2025 13:08:02  
Reason: Approved  
Secretary

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
TELANGANA :: HYDERABAD**

**ANNEXURE-I**

**A. New Courses (CC-20) Regular and Supplementary**

| <b>S.No</b> | <b>Course</b> | <b>Course Name</b>                                | <b>Duration</b> |
|-------------|---------------|---------------------------------------------------|-----------------|
| 1           | CH            | CHEMICAL SAFETY                                   | 6 months        |
| 2           | CS            | CONSTRUCTION SAFETY                               | 6 months        |
| 3           | FS            | FIRE SAFETY                                       | 6 months        |
| 4           | OA            | OFFICE AUTOMATION                                 | 6 months        |
| 5           | RA            | REFRINGERATION AND AIR CONDITIONING               | 6 months        |
| 6           | SP            | SOLAR POWER TECHNICIANS                           | 6 months        |
| 7           | YO            | CERTIFICATION COURSE IN YOGA                      | 6 months        |
| 8           | PK            | THERAPY ASSISTANT IN PANCHAKARMA-<br>AYURVEDA     | 6 months        |
| 9           | DS            | DATA SCIENCE                                      | 6 months        |
| 10          | PI            | POWER SUPPLY, INVERTER & UPS REPAIR<br>MAINTAINCE | 6 months        |
| 11          | CU            | BASIC CULINARY SKILLS                             | 1 Year          |
| 12          | FG            | FASHION DESIGNING AND GARMENT MAKING              | 1 Year          |
| 13          | HF            | HOSPITALITY AND FOOD SERVICE OPERATIONS           | 1 Year          |
| 14          | ID            | INTERIOR DESIGNING                                | 1 Year          |
| 15          | IS            | INDUSTRIAL SAFETY                                 | 1 Year          |
| 16          | AY            | ADVANCED CERTIFICATE COURSE IN YOGA               | 1 Year          |

**ANNEXURE-II**

**CC-20- SUBJECT CODE**  
**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING**  
**MARCH-2025 SUBJECT NAME-SUBJECT CODE**

Time: 3Hours

Total Marks: 100

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Part –A

**Instructions:** 1. Answer **All** questions.

2. Each question carries FIVE Mark.

8 x 5 =40

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

PART-B

**Instructions:** 1. Answer **Any Five** questions.

2. Each question carries **TWELVE** Mark.

5 x 12 = 60

- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

**Annexure-III****Examination Centers:**

| <b>S.No</b> | <b>Exam Center Code</b> | <b>Name of the Exam Center</b>                    | <b>Course Code</b>    |
|-------------|-------------------------|---------------------------------------------------|-----------------------|
| 01          | 1001                    | Government Polytechnic, Hyderabad                 | CU, YO, CS            |
| 02          | 1002                    | JN Government Polytechnic, Ramanthapur            | IS, HF, OA, CH, PK,AY |
| 03          | 1005                    | Government Polytechnic, Nizamabad                 | OA                    |
| 04          | 1054                    | Government Institute of Electronics, Secunderabad | OA, RA, DS, PI        |
| 05          | 1639                    | Government Polytechnic for Women, Secunderabad.   | FG. ID, FS, SP        |

**ANNEXURE-IV**  
**TIME TABLE FOR THEORY EXAMATIONS OF CCIC AND**  
**SHORT-TERM COURSES TO BE HELD IN THE MONTH OF MARCH-2025**

**01-YEAR ADVANCE CERTIFICATE COURSE IN  
FASHION DESIGN AND GARMENT MAKING**

| Date       | Subject Code | Subject Name                         | Time                |
|------------|--------------|--------------------------------------|---------------------|
| 18-03-2025 | FG-101       | Fashion Designing                    | 10.30.am to 1.30.pm |
| 19-03-2025 | FG-102       | Textile Science                      | 10.30.am to 1.30.pm |
| 20-03-2025 | FG-103       | Fundamentals of Apparel Construction | 10.30.am to 1.30.pm |

**01 YEAR-ADVANCED CERTIFICATE COURSE IN  
BASIC CULINARY SKILLS**

| Date       | Subject Code | Subject Name                                                          | Time                |
|------------|--------------|-----------------------------------------------------------------------|---------------------|
| 18-03-2025 | CU-101       | Basic Culinary Skills Hot Kitchen-I<br>(Indian & Continental Cookery) | 10.30.am to 1.30.pm |
| 19-03-2025 | CU-102       | Basic Culinary Skills Pastry & Bakery-<br>II (Pastry & Bakery)        | 10.30.am to 1.30.pm |
| 20-03-2025 | CU-103       | Safety, Hygiene & Sanitation<br>(Safe food Handling Procedures)       | 10.30.am to 1.30.pm |

**01 YEAR ADVANCED CERTIFICATE COURSE IN  
INTERIOR DESIGNING**

| Date       | Subject Code | Subject Name                        | Time                |
|------------|--------------|-------------------------------------|---------------------|
| 18-03-2025 | ID-101       | Materials, Constructions & Services | 10.30.am to 1.30.pm |
| 19-03-2025 | ID-102       | Specifications and Estimations      | 10.30.am to 1.30.pm |
| 20-03-2025 | ID-103       | Furniture Design and Detailing      | 10.30.am to 1.30.pm |

**01-YEAR ADVANCE CERTIFICATE COURSE IN  
INDUSTRIAL SAFETY**

| Date       | Subject Code | Subject Name                                         | Time                |
|------------|--------------|------------------------------------------------------|---------------------|
| 18-03-2025 | IS-101       | Industrial Safety Management                         | 10.30.am to 1.30.pm |
| 19-03-2025 | IS-102       | Safety in Engineering Industries                     | 10.30.am to 1.30.pm |
| 20-03-2025 | IS-103       | Environmental Management                             | 10.30.am to 1.30.pm |
| 21-03-2025 | IS-104       | Quality Control in Occupational<br>Health and Safety | 10.30.am to 1.30.pm |
| 22-03-2025 | IS-105       | Safety, Health and Environmental<br>Legislation      | 10.30.am to 1.30.pm |
| 24-03-2025 | IS-106       | Industrial Hygiene and Occupational<br>Health        | 10.30.am to 1.30.pm |
| 25-03-2025 | IS-107       | Chemical and Process Safety Management               | 10.30.am to 1.30.pm |
| 26-03-2025 | IS-108       | Safety in Construction Industry                      | 10.30.am to 1.30.pm |

**01-YEAR ADVANCE CERTIFICATE COURSE IN  
HOSPITALITY AND FOOD SERVICE**

| Date       | Subject Code | Subject Name                            | Time                |
|------------|--------------|-----------------------------------------|---------------------|
| 18-03-2025 | HF-101       | Hospitality and Food Service Operations | 10.30.am to 1.30.pm |

**06-MONTHS CERTIFICATE COURSE IN CHEMICAL SAFETY**

| Date       | Subject Code | Subject Name                                                                            | Time                |
|------------|--------------|-----------------------------------------------------------------------------------------|---------------------|
| 18-03-2025 | CH-101       | Principles of Accident prevention, Hazard Identification techniques, Control Techniques | 10.30.am to 1.30.pm |
| 19-03-2025 | CH-102       | Chemical safety, Industrial hygiene, Chemical emergency procedures & Fire safety        | 10.30.am to 1.30.pm |

**06-MONTHS CERTIFICATE COURSE IN YOGA**

| Date       | Subject Code | Subject Name               | Time                |
|------------|--------------|----------------------------|---------------------|
| 18-03-2025 | YO-101       | Introduction to Yoga       | 10.30.am to 1.30.pm |
| 19-03-2025 | YO-102       | Science of Yoga & History  | 10.30.am to 1.30.pm |
| 20-03-2025 | YO-103       | Basic Anatomy & Physiology | 10.30.am to 1.30.pm |

**06-MONTHS CERTIFICATE COURSES IN  
OFFICE AUTOMATION**

| Date       | Subject Code | Subject Name      | Time                |
|------------|--------------|-------------------|---------------------|
| 18-03-2025 | OA-101       | Office Automation | 10.30.am to 1.30.pm |

**06 MONTHS CERTIFICATE COURSE IN REFRIGERATION AND AIR CONDITIONING**

| Date       | Subject Code | Subject Name                     | Time                |
|------------|--------------|----------------------------------|---------------------|
| 18-03-2025 | RA-101       | Fundamentals of Refrigeration    | 10.30.am to 1.30.pm |
| 19-03-2025 | RA-102       | Fundamentals of Air Conditioning | 10.30.am to 1.30.pm |

**06 MONTHS CERTIFICATE COURSE IN FIRE SAFETY**

| Date       | Subject Code | Subject Name                      | Time                |
|------------|--------------|-----------------------------------|---------------------|
| 18-03-2025 | FS -101      | Fire Safety Science & Engineering | 10.30.am to 1.30.pm |
| 19-03-2025 | FS -102      | First Aid and Industrial Safety   | 10.30.am to 1.30.pm |
| 20-03-2025 | FS -103      | Construction & Electrical Safety  | 10.30.am to 1.30.pm |

**06 MONTHS CERTIFICATE COURSE IN SOLAR POWER TECHNECIANS**

| Date       | Subject Code | Subject Name                                                 | Time                |
|------------|--------------|--------------------------------------------------------------|---------------------|
| 18-03-2025 | SP -101      | Solar Photovoltaic – I                                       | 10.30.am to 1.30.pm |
| 19-03-2025 | SP -102      | Solar Photovoltaic - II                                      | 10.30.am to 1.30.pm |
| 20-03-2025 | SP -103      | Entrepreneurial Development, Marketing, Financial Accounting | 10.30.am to 1.30.pm |

**06-MONTHS CERTIFICATE COURSE IN CONSTRUCTION SAFETY**

| Date       | Subject Code | Subject Name        | Time                |
|------------|--------------|---------------------|---------------------|
| 18-03-2025 | CS-101       | HSE Management      | 10.30.am to 1.30.pm |
| 19-03-2025 | CS-102       | Safety Engineering  | 10.30.am to 1.30.pm |
| 20-03-2025 | CS-103       | Construction Safety | 10.30.am to 1.30.pm |
| 21-03-2025 | CS-104       | SHE Legislations    | 10.30.am to 1.30.pm |

**06-MONTHS CERTIFICATE COURSE IN  
THERAPY ASSISTANT IN PANCHAKARMA-AYURVEDA**

| Date       | Subject Code | Subject Name                             | Time                |
|------------|--------------|------------------------------------------|---------------------|
| 18-03-2025 | PK-101       | Basic Anatomy & Physiology of Human Body | 10.30.am to 1.30.pm |
| 19-03-2025 | PK-102       | Panchakarma Therapy                      | 10.30.am to 1.30.pm |

**06-MONTHS CERTIFICATE COURSE IN DATA SCIENCE**

| Date       | Subject Code | Subject Name    | Time                |
|------------|--------------|-----------------|---------------------|
| 18-03-2025 | DS-101       | Data Science-I  | 10.30.am to 1.30.pm |
| 19-03-2025 | DS-102       | Data Science-II | 10.30.am to 1.30.pm |

**06-MONTHS CERTIFICATE COURSE IN POWER SUPPLY, INVERTER  
& UPS REPAIR MAINTAINCE**

| Date       | Subject Code | Subject Name                                            | Time                |
|------------|--------------|---------------------------------------------------------|---------------------|
| 18-03-2025 | PI-101       | Power Supply, Inverter & UPS Repair Maintenance Paper-I | 10.30.am to 1.30.pm |

**1 YEAR - ADVANCED CERTIFICATE COURSE IN YOGA**

| Date       | Subject Code | Subject Name                              | Time                |
|------------|--------------|-------------------------------------------|---------------------|
| 18-03-2025 | AY-101       | Principles of Yoga                        | 10.30.am to 1.30.pm |
| 19-03-2025 | AY-102       | Classical Yoga                            | 10.30.am to 1.30.pm |
| 20-03-2025 | AY-103       | Biological Sciences                       | 10.30.am to 1.30.pm |
| 21-03-2025 | AY-104       | Principles of Yoga Therapy                | 10.30.am to 1.30.pm |
| 22-03-2025 | AY-105       | Study of Texts Relevant to Yogic Sciences | 10.30.am to 1.30.pm |

Signed by Akuti Pullaiah  
Date: 03-02-2025 17:16:20  
Reason: Approved  
**Secretary**