

GOVERNMENT OF TAMILNADU
DEPARTMENT OF TECHNICAL EDUCATION, CHENNAI 600 025
GOVERNMENT TECHNICAL EXAMINATIONS IN COMMERCE SUBJECTS SEPTEMBER 2021
TIME TABLE

- NOTE: 1. This Time-Table will be strictly followed even though, a holiday is subsequently declared on any day of the Examination that Examination, under any circumstances will not be stopped without written orders from this office.
2. All High Speed Examinations in Shorthand English and Tamil will be conducted only at **State Institute of Commerce Education, Tharamani, Chennai 600 113.**
3. The Examinations in Junior Grade Typewriting Subjects will be conducted in Five Batches and Senior grade Typewriting Examinations in Four batches. The Candidates has to appear only in the Batches allotted to them.

COMMON CENTRE - TYPEWRITING EXAMINATIONS

| Day and Date (1) | Hours of Examinations (2) | Subject of Examinations (3) | Grade (4) | Kind or Sub-division of Paper (5) |
|--------------------------------------|--|--|-------------------|---|
| Saturday 18.09.2021 | 08.30 a.m. to 08.40 a.m. 08.50 a.m. to 09.35 a.m. | Typewriting English and Tamil | Junior | First Batch First Paper First Batch Second Paper |
| | 10.15 a.m. to 10.25 a.m. 10.35 a.m. to 11.20 a.m. | Do. | Do. | Second Batch First Paper Second Batch Second Paper |
| | 12.00 Noon to 12.10 p.m. 12.20 p.m. to 01.05 p.m. | Do. | Do. | Third Batch First Paper Third Batch Second Paper |
| | 01.45p.m. to 1.55 p.m. 02.05p.m. to 03.05 p.m. | Typewriting English and Tamil | Senior | First Batch First Paper First Batch Second Paper |
| | 03.45p.m to 3.55 p.m 04.05p.m to 05.05 p.m | Do. | Do. | Second Batch First Paper Second Batch Second Paper |
| Sunday 19.09.2021 | 09.00 a.m. to 9.10 a.m. 09.20 a.m. to 10.05 a.m. | Typewriting English and Tamil | Junior | Fourth Batch First Paper Fourth Batch Second Paper |
| | 10.50 a.m. to 11.00 a.m. 11.10 a.m. to 11.55 a.m. | Do. | Do. | Fifth Batch First Paper Fifth Batch Second Paper |
| | 12.50 p.m. to 01.00 p.m. 01.10 p.m. to 02.10 p.m. | Typewriting English and Tamil | Senior | Third Batch First Paper Third Batch Second Paper |
| | 02.50 p.m. to 03.00p.m. 03.10 p.m. to 04.10p.m. | Do. | Do. | Fourth Batch First Paper Fourth Batch Second Paper |
| | 10.50 a.m. to 11.00 a.m. 12.50p.m. to 01.00 p.m. | Typewriting English Typewriting Tamil | High Speed Do. | |

ACCOUNTANCY EXAMINATIONS

| Day and Date (1) | Hours of Examinations (2) | Subject of Examinations (3) | Grade (4) | Kind or Sub-division of Paper (5) |
|------------------------------------|--|--------------------------------|----------------------|--------------------------------------|
| Friday 24.09.2021 | 10.00 a.m. to 1.00 p.m. 2.00 p.m. to 5.00 p.m | Accountancy Do. | Junior and Senior | First Paper Second Paper |

LIMITED CENTRE - SHORTHAND EXAMINATIONS

| Day and Date (1) | Hours of Examinations (2) | Subject of Examinations (3) | Grade (4) | Kind or Sub-division of Paper (5) |
|--------------------------------------|--|--------------------------------|---------------|--|
| Saturday 25.09.2021 | 10.00 a.m. to 10.07 a.m. 10.15 a.m. to 11.30 a.m. | Shorthand Tamil Do. | Junior Do. | Dictation Transcription |
| | 11.00 a.m. to 11.05 a.m. | Shorthand Tamil | Senior | Second Paper - Dictation for Condensation |
| | 11.07 a.m. to 11.11 a.m. | Do. | Do. | Second Paper - Dictation for Elaboration. |
| | 11.30 a.m. to 1.45 p.m. | Do. | Do. | Second Paper-Condensation and Elaboration Notes |
| | 3.00 p.m. to 3.07 p.m. 3.15 p.m. to 4.45 p.m. | Do. Do. | Do. Do. | First Paper - Dictation First Paper Transcription |

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|------------------------------|---|---|--|--|
| Sunday 26.09.2021 | 10.00 a.m. to 10.07 a.m. 10.15 a.m. to 11.15 a.m. | Shorthand English Do. | Junior Do. | Dictation Transcription |
| | 10.00 a.m. to 10.04 a.m. 10.15 a.m. to 12.00 noon | Shorthand English Do. | Intermediate Do. | Second Paper - Dictation Second Paper – Elaboration Notes. First Paper - Dictation First Paper -Transcription. |
| | 2.00 p.m. to 2.07 p.m. 2.15 p.m. to 3.30 p.m. | Do. Do. | Do. Do. | |
| | 11.00 a.m. to 11.05 a.m. 11.07 a.m. to 11.11 a.m. 11.30 a.m. to 1.45 p.m. 3.00 p.m. to 3.07 p.m. 3.15 p.m. to 4.45 p.m. | Shorthand English Do. Do. Do. Do. | Senior Do. Do. Do. Do. | Second Paper - Dictation for Condensation Second Paper - Dictation for Elaboration. Second Paper - Condensation and Elaboration Notes First Paper - Dictation First Paper – Transcription |

SHORTHAND - HIGH SPEED TESTS

| Day and Date (1) | Hours of Examinations (2) | Subject of Examinations (3) | Grade (4) | Kind or Sub-division of Paper (5) |
|-------------------------------|---|-----------------------------------|-----------------------|--|
| Monday 27.09.2021 | 10.00 a.m. to 10.05 a.m. | Shorthand Tamil High Speed | 120 words Test | Part II – Dictation |
| | 10.10 a.m. to 11.25 a.m. 11.35 a.m. to 11.40 a.m. 11.45 a.m. to 1.15 p.m. | Do. Do. Do. | Do. Do. Do. | Part II-Condensation Part I - Dictation Part I – Transcription |
| | 10.40 a.m. to 10.45 a.m. 10.50 a.m. to 12.50 p.m. | Do. Do. | 150 words Test Do. | Dictation Transcription |
| | 02.00 p.m. to 02.05 p.m. 02.15 p.m. to 04.30 p.m. | Do. Do. | 180 words Test Do. | Dictation Transcription |
| Tuesday 28.09.2021 | 10.00 a.m. to 10.05 a.m. | Shorthand English High Speed | 150 words Test | Part II – Dictation |
| | 10.10 a.m. to 11.25 a.m. 11.35 a.m. to 11.40 a.m. 11.45 a.m. to 1.00 p.m. | Do. Do. Do. | Do. Do. Do. | Part II-Condensation Part I - Dictation Part I – Transcription |
| | 10.40 a.m. to 10.45 a.m. 10.50 a.m. to 12.20 p.m. | Do. Do. | 180 words Test Do. | Dictation Transcription |
| | 02.00 p.m. to 02.05 p.m. 02.15 p.m. to 04.00 p.m. | Do. Do. | 200 words Test Do. | Dictation Transcription |

Chairman
Board of Examination