

# **STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH :: MANGALAGIRI**

## **CCIC EXAMINATIONS - ANNEXURE**

### **SCHEDULE FOR SUBMISSION OF ONLINE APPLICATION TO REGISTER THE REGULAR CANDIDATES & FEE PAYMENT**

a) Commencement of Registration and payment of exam fee Rs.500/-	: 01-08-2025
b) Last date to pay the fee without fine	: 08-08-2025
c) Last date to pay the fee with a fine (250+500=Rs.750/-)	: 10-08-2025
d) Last date to pay the fee under TATKAL Scheme Rs.1800/-	: 12-08-2025
e) Conduct of Theory Examinations (Tentatively)	: 23-08-2025
f) Last date for uploading of Practical Marks	: 26-08-2025

### **INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION TO REGISTER THE CCIC REGULAR CANDIDATES & MODE OF EXAMINATION FEE PAYMENT FOR CANDIDATES FOR THE EXAMINATION TO BE HELD DURING AUGUST`2025**

**Candidates who studied in the institutions offering CCIC affiliated by the State Board of Technical Education & Training, A.P., for the Years 2024-25, are only eligible to upload their applications for the CCIC Examinations scheduled to be held during August ` 2025.**

The Principals of Recognized Institutions belonging to the state of Andhra Pradesh have to file the online application to register the regular candidates with URL <https://sbtet.ap.gov.in>

The candidate phone number should only be given in the application, as the messages will be sent to that number regarding issuing of certificates/Hall tickets.

1. Color Photos are only accepted. Black & White photos and photos taken with wearing cap/cooling glasses will not be accepted, as the purpose of clear identity gets defeated.
2. Candidates shall ensure that the Name, Father Name, Date of birth and other particulars correctly without any mistake while submitting online application.
3. Candidates also ensure that the photographs and other scanned certificates of enclosures if any shall be clearly visible and check before submitting online application.

4. After submitting the online application, no corrections or reuploading of photos/certificates are not entertained and also note that once fee paid it will not be refunded under any circumstances
5. Hence the candidates/Institutes principals are requested to check thoroughly all the particulars in the application before submitting online application and fee paid.
6. **In case of Regular candidates, Payment of Examination fee is allowed for the successful registered candidates only.**

***Note: "Candidates are advised to thoroughly verify all data, certificates, and photos uploaded before final submission. Requests for changes or corrections in photos, data, or certificates will not be entertained at any later stage. Applications with incomplete or incorrect data, or those missing the required photos/certificates, will be summarily rejected. No refund of fees will be entertained for rejected applications".***

After verifying the applications, SBTET will generate Hall Tickets and will be placed them in the same portal one week before the examination. The candidates can get the print out of the Hall Tickets from the same portal for appearing the examinations. The Hall Tickets must be attested by the Principal of the Institute where they have studied.

Detailed Time Table for theory examinations will be placed in SBTET AP Notifications in due course.

Dated: 30-07-2025  
**Mangalagiri,**

Sd/- G V V Satyanarayana Murthy  
SECRETARY



for Secretary

**STATE BOARD OF TECHNICAL EDUCATION AND  
TRAINING ANDHRA PRADESH :: MANGALAGIRI.  
EXAMINATION NOTIFICATION**

Applications Invited for **Office Automation** (Certificate Course-01) (Batch-I) – 2024-25

Lr. No. SBTET/Pre-Exam/Batch-01(OA)/ CCIC-Aug-2025/2025, Dated:30-07-2025.

Applications are invited from eligible candidates admitted to the Office Automation Certificate Course (Batch-I) for the academic year 2024-25. The course duration is 3 months, and candidates must be studying or have studied in institutions affiliated with the State Board of Technical Education and Training (SBTET), Andhra Pradesh, Mangalagiri.

Regular examinations for this course will be conducted in last week of August 2025.

**EXAMINATION FEE DETAILS:**


A	For Office Automation	<b>Rs.500/-</b>
B	Condonation Fee (up to 10%) for all the courses	<b>Rs.500/-</b>

Instructions for filing the online application, tentative dates for fee payment, mode of fee payment, and submission of the online application for the CCIC Course Examinations scheduled in August 2025 are provided in the annexed schedule.

Note:

1. Theory Examinations (Paper-I & II) will be conducted at designated Government Polytechnics.
2. Candidates are advised to regularly visit the official websites for the latest updates, notifications, and circulars:  
<https://apsbtet.ap.gov.in> or <https://sbtet.ap.gov.in>

Sd/- G V V Satyanarayana Murthy  
SECRETARY

  
for Secretary

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**TIME TABLE FOR THEORY EXAMINATIONS OF AUGUST' 2025  
CCIC, CRAFT COURSES AND SHORT TERM COURSES**

**3-MONTHS CERTIFICATE COURSES IN COMPUTERS (CCIC)  
(OA- BATCH-I, REGULAR - 2024-25)**

<b>Date</b>	<b>Course Code</b>	<b>Subjct Name</b>	<b>Time</b>
23-08-2025	OA-101	Office Automation	09.30 AM to 10.30 AM
23-08-2025	OA-102	Office Automation	10.30 AM to 01.00 PM

Sd/- G V V Satyanarayana Murthy  
SECRETARY

**Date: 30-07-2025**

**MANGALAGIRI**

  
for Secretary