

Government of Andhra Pradesh
Department of Higher Education

STATE BOARD OF TECHNICAL EDUCATION & TRAINING,
ANDHRA PRADESH :: MANGALAGIRI

Detailed Notification for admission into

SHORT TERM PROFESSIONAL CERTIFICATE COURSES (STPC) - A.Y 2025-26(session-2)

Dated:21-07-2026

The State Board of Technical Education & Training, Andhra Pradesh invites applications from eligible candidates for admission into Short Term Professional Certificate Courses (STPC) of duration not more than 6 months for the Academic Year 2025-26(session-2) offered at different institutes in the State. The details are as follows:

1. Eligibility Criteria & Duration of Courses offered:

S NO	Name of the Course	Duration	Eligibility for the Course
1	Office Automation	3 Months	Pass in S.S.C or its equivalent
2	P.C. Maintenance and Troubleshooting	3 Months	A student studied up to SSC
3	Web Designing	3 Months	Pass in S.S.C or its equivalent
4	Certificate course in Yoga	3 Months	Pass in Intermediate or its equivalent
5	Chemical Safety Supervisor	3 Months	Bachelor's Degree in Chemistry or a Diploma in Chemical Engineering/Technology with 5 years of experience OR (ii) Either Master's Degree in Chemistry or a Bachelors Degree in Chemical Engineering/ Technology with 2 years of experience. <i>Note: The experience stipulated above shall be in process operation and maintenance in the Chemical Industry.</i>
6	Pharmaceutical Technology	3 Months	Degree in Science with Chemistry as compulsory subject or Biotechnology OR Degree in Pharmacy/Diploma in Pharmacy / B.Tech in Chemical Engineering

7	Land survey	4 Months	A pass in SSC / Fail or its equivalent
8	Beautician	6 Months	Pass in S.S.C or its equivalent
9	Front Office Operation	6 Months	Pass in Intermediate or its equivalent
10	Food & Beverage Service	6 Months	Pass in S.S.C or its equivalent
11	Fire Safety	6 Months	A pass in 10+2 or equivalent

2. List of Institutions, Courses Offered & Duration:

- ✓ The detailed list of institutions offering STPC courses along with duration is enclosed as Annexure-I

3. Important Instructions:

- ✓ Admission procedure is through online mode only.
- ✓ Interested candidates has to register, fill the application and pay the registration & processing/counselling fee through online mode only using the url - <https://apsbtet.rnit.solutions/admission-home>
- ✓ Eligibility list will be published in the website under notification tab.
- ✓ Incomplete applications and applications with lack of required documents/lack visibility will lead to cancellation of candidature.
- ✓ Candidate should apply for one institute only and has to attend the counselling at the same institution.
- ✓ The candidate should produce all original certificates for verification at the institute concerned and the successful admitted candidates shall pay the prescribed course fee on the same day of certificate verification.
- ✓ Admission will be made strictly on merit, based on marks secured in the qualifying examination, subject to work experience requirements if any.
- ✓ Reservation rules will be followed as per Government of Andhra Pradesh norms.
- ✓ Registration and Processing/Counselling fee once paid shall not be refunded under any circumstance.
- ✓ Experience certificate shall contain the industry registration(GST / CIN/Udyam), Nature and type of organisation with authorised signatory (proforma enclose)

4. Examinations:

Examinations will be conducted in nearby Government Polytechnics only as per the schedule given by SBTET,A.P

5. Fee Structure:

a) Registration & Processing/Counselling fee:

An amount of Rs.400/- (Rupees Four Hundred only) shall be paid through online mode at the time of submission of online application

b) Course fee shall be paid at the institute where candidate got admitted. The course wise fee structure is mentioned in the Annexure-II

Note: As all these courses are self-financed, same fee is applicable for both government & private institutions and fee reimbursement is not applicable

6.Schedule:

Issue of notification	21-07-2026
Commencement of online registration & filing of application	28-07-2026
Last date for filing of online applications	04-08-2026
Provisional eligibility list	07-08-2026
Physical verification of certificates at allotted Institutions	12-08-2026
Payment of Tuition /other fee at Institutions	12-08-2026
Commencement of Class Work	14-08-2026

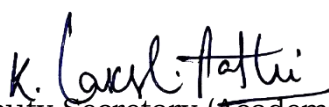
7. How to Apply:

- Candidates should register and submit the application through online mode only with the url: <https://apsbtet.rnit.solutions/admission-home> Upload the Scanned copies (with clear visibility) of necessary documents related to educational qualifications, experience, residence etc whatever applicable
- All the original documents shall be produced at the time of verification
- Submission of any false information will lead to cancellation of the admission at any stage of the process

Note: 1) Spot admissions will be conducted to the left over seats if any at the Institutes concerned on 18-08-2026 strictly following the above Guidelines

- In any course, if the admitted strength is less than ten, such course will not be continued

Sd/- Secretary,
SBTET, A.P.


Deputy Secretary (Academic),
SBTET, A.P.

ANNEXURE-I

The list of Institutes offering Short Term Professional Certificate Courses (STPC) of duration not more than 6 months for the Academic Year 2025-26(session-2) is as follows:

Sl. No	Inst Code	Inst. Name & Address	Courses Applied	SBTET sanctioned Intake
1	9004	Bhavya Development Processing Solution Pvt., Ltd., (BDPS), DNO: 40-7-12A, 2ND Floor, Datta Lord's Complex, Beside PVP Mall Gate, Vijayawada-520010	Office Automation	30
2	9005	Bhavya Development Processing Solution Pvt., Ltd., (BDPS), 3rd Floor, Swarnalok Complex, Governorpet, Vijayawada, Krishna (Dist)-520002	Office Automation	30
3	9012	Godavari Institute of Fashion Technology, D.N:15-6-3, Opp: Paper Mills, Luthergeri Campus, Rajahmundry, East Godavari - 533105	Pharmaceutical Technology	10
			Office Automation	10
			PC Maintenance and Trouble Shooting	10
			Web Designing	10
4	9013	Govt. Institute of Chemical Engineering, Opp: Govt. Polytechnic, Industrail Estate(P), Visakhapatnam -530007	Fire Safety	20
			Chemical Safety Supervisor	30
5	9018	INVOTECH PRECISION ENGINEERS, DR.NO: 127-02-107, 2rd Floor, VJ Residency, 4th Line, Vijaya Durga Nagar, Behind Hosanna Mandir, Gorantla, Guntur Dist - 522034, Andhra Pradesh.	Fire Safety	30
6	9022	National Institute, D.No:25/518, Srinivasanagar, Behind Ramanatha Theater, Nandyal- 518501	office Automation	30
7	9024	OMKARS COMPUTER INSTITUTE, K. Radha Devi Prop., OMKARS TYPE INSTITUTE/Estd:1957) D.No: 5-11-14, 2/10, Omkar Bhavan, Brodipet, Guntur (Dist) - 522002	Office Automation	30

8	9029	Sai Institution of Technology and Educational Society, Computer Training and Software Development Center, #14/402, Ground Floor , Govinda Reddy Building, Opp. Kiran Printing Press, Near Sri Venkateswar Temple, opposite street first right side, Kamala Nagar, Ananthapur (Dist) - 515001.	Office Automation	15
9	9030	Sai Institution of Technology and Educational Society Computer Training and Software Development Center, #14/402, UP-Stair , Govinda Reddy Building, Opp. Kiran Printing Press, Near Sri Venkateswar Temple, opposite street first right side, Kamala Nagar, Ananthapur (Dist) - 515001	Office Automation	15
			Certificate Course in Yoga	10
10	9031	Sasikiran Institutions, 1-98, Dungalavanipalem, Makavarapalem Mandal, Anakapalli District.	office Automation	30
			Land Survey	30
11	9036	Sri Padmalaya Computer Institute, Anjaiah Road, Ongole, Prakasam District -523002	Office Automation	25
12	9039	Sri Vijaya Computer Institute, 18/688, Neeruganti Street, Old Town, Ananthapur- 515001	Office Automation	30
13	9042	YSES COMPUTERS 6-41, Opp: Axis Bank ATM, Main Road, Malikipuram, Dr. B.R.Ambedkar Konaseema District -533253	Office Automation	30
14	9045	Sri Venkata akshra skill development Institute, D.No:18-101, Nagarampalem Road, Madhurawada, Visakhapatnam - 530048	Food & Beverage Service	60
			Front office Operations	30
			Beautician	30
15	9048	Synergy Center, MIG-106, APHB Colony, Guntur - 522005	Office Automation	60
16	9046	SSR Academy, D No:18-3-27, Gundalavari Veedhi, Near Three Lamps, Vizianagaram - 535002	Certificate Course in Yoga	10
			Office Automation	30
			Fire Safety	10

Sd/- Secretary,
SBTET, A.P.

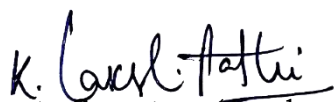

Deputy Secretary (Academic),
SBTET, A.P.

Annexure-II

Details of Course Fee (to be paid at admitted Institutes)

SI No	Name of the Course	Duration of the Course	Course Fee in Rs.
1	Office Automation	3 Months	6,000/-
2	P.C. Maintenance and Troubleshooting	3 Months	6,000/-
3	Web Designing	3 Months	6,000/-
4	Certificate course in Yoga	3 Months	12,000/-
5	Chemical Safety Supervisor	3 Months	12,000/-
6	Pharmaceutical Technology	3 Months	12,000/-
7	Land survey	4 Months	6,000/-
8	Fire Safety	6 Months	15,000/-
9	Beautician	6 Months	15,000/-
10	Front Office Operation	6 Months	12,000/-
11	Food & Beverage Service	6 Months	12,000/-

Sd/- Secretary,
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(To be issued on the Company / Industry Letterhead)
(Name of the Industry / Company)

(Address)

Type of Organization: (Govt / Pvt / PSU / MSME / Registered Firm)

Registration Details (GST/Udyam/CIN/Shop & Establishment No.):

INDUSTRY EXPERIENCE CERTIFICATE

This is to certify that Mr./Ms. -----,is working/ has worked in our organization as -----(Designation / Job Role) with Employee ID :-----
-----He/she joined the organization on -----and was relieved on -----there by completing the total work experience of -----
--years/months. His/her nature of work includes -----

----- (brief description of duties/responsibilities).During the period of employment, his/her performance and conduct have been found to be Excellent / Very Good / Good / Satisfactory.

The details provided are true and correct to the best of our knowledge. This certificate is being issued on the employee's request for admission into Short Term Professional Certificate (STPC) Courses.

Signature of Employer / Authorized Signatory
(Company Seal)

Name: _____

Designation: _____

Contact Number: _____

Email ID: _____

Place:

Date: