

**DOCUMENTS TO BE SUBMITTED TO OBTAIN ORIGINAL TECHNICAL  
TEACHER'S CERTIFICATE HIGHER CERTIFICATE BY CONVERSION**

- 1 Technical Teacher's Certificate. (Lower) Original Certificate to be Submitted ( to be cancelled after Issuing the Higher certificate and will not be returned.)
- 2 Technical Certificate Course Higher Grade certificate in the same Trade  
( Photo copy in case of Drawing , Tailoring and Embroidery , Handloom Weaving).  
OR  
Original Certificate in all Trades have to be Produced if they are from other States  
OR  
Certificates of All India Trade Test [National Trade Certificate] original  
OR  
Certificates of Vocational Training issued by Department of Ministry and Commerce  
OR  
Original Diploma Certificate in Karnatic Music (Vocal)  
OR  
Bachelor of Fine Arts of any University original
- 3 Photo copy of Secondary School Certificate (OR) S.S.L.C/ H.S.LC. (OR)  
A.P.Open.School.Certificate
- 4 Challan for Rs 200/- Obtain from SBI Treasury Bank on the following Head of Account:  
    **“ 0202 - Education, Sports, Arts and Culture**  
        **01 - General Education**  
        **102 - Secondary Education**  
        **06 - D.G.E.**  
        **800 - User Charges”**  
**DDO CODE:27000303001**
- 5 A covering Letter addressed to Additional Joint Secretary,  
O/o the Director for Government Examinations , A.P Hyderabad giving the details of  
Certificates passed
- 6 Two Passport Size Photos
- 7 Self addressed Envelop by affixing of Rs 25-00 Postage Stamps.
- 8 The Proposal Should be send to the Additional Joint Secretary ,O/o the Director for  
Government Examinations ,Chapel Road,Nampally,A.P., Hyderabad.