

PROCEDURE TO OBTAIN THE HIGHER GRADE TECHNICAL TEACHER'S CERTIFICATE
BY CONVERSION

CERTIFICATES / DOCUMENTS TO BE ENCLOSED :

1. Technical Teacher's Certificate (Lower Grade) in **original**
(It will be cancelled after issue of the Higher Grade Certificate)
2. Technical Certificate Course - Higher Grade certificate in the same Trade
(**Photo copy** in case of Drawing, Tailoring & Embroidery, Handloom Weaving)
OR
Original Certificates of all Trades should be produced if they are pertaining to other States
OR
Certificates of all India Trade Test (National Trade Certificate) in **original**.
OR
Certificates of Vocational Training issued by Department of Ministry & Commerce
OR
Original Diploma Certificate in Carnatic Music (Vocal)
OR
Bachelor of Fine Arts of any University in **original**
3. **Photo Copy** of SSC/SSLC/HSLC
OR
A.P. Open School Certificate in **original**
4. Challan for Rs.200/- to be obtained through AP CFMS as shown below :
Visit **cfms.ap.gov.in** → Citizen Services → Receipts Links → Citizen challan →
Department : ESE03 (Director of Govt. exams) → Service : 1047 (**Other Receipts**) → Submit
→ Fill the details → Manual payment/ e- payment (Manual payment at any SBI branch)
5. A covering letter addressed to the Additional Joint Secretary O/o.the Director of Government Examinations, A.P., Gollapudi, Vijayawada furnishing the details of Certificates which enclosed.
6. Two passport Size Color Photos.
7. One self address Envelope.
8. The proposal should be sent to **Additional Joint Secretary (Minor Exams), O/o. the Director of Government Examinations, Opp. to Andhra Hospitals, Gollapudi, Vijayawada - 521 225** by Register Post duly Super Scribe as '**Proposal for T.T.C Higher Grade by Conversion**'.