

**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 and 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 and Commerce  
OR  
Original Diploma Certificate in Karnatic 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 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 the Additional Joint Secretary O/o the Director of  
Government Examinations, A.P Hyderabad furnishing the details of Certificates which  
Enclosed.
  
- 6 Two Passport Size Photos
  
- 7 Self addressed Envelope affixing of Rs 25-00 Postage Stamps.
  
- 8 The Proposal should be sent to the Additional Joint Secretary, O/o the Director of  
Government Examinations, Chapel Road, Nampally, Hyderabad, A.P., 500 001  
by Register Post duly Super Scribe the Proposal for Higher Grade T.T.C by Conversion.