

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

(A Statutory Body Constituted by an Act of the State Legislature)

ALTO BETIM- GOA 403 521

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GBSHSE/EXAM/CERT-CELL/MISC/2009-10/

DATE:-24/6/2009

CIRCULAR NO: 24

To,
The Heads of all recognized
Higher Secondary Schools/Institutions
under the jurisdiction of this Board.

Sub: Issue of Eligibility Certificates

It is observed that the Principals are reluctant to admit students for Std. XI in their Institutions for failing to submit the Eligibility Certificate in case of students who seek admission in Higher Secondary Schools recognized by this Board after passing the Xth Std. Examination of a Board other than Goa Board of Secondary and Higher Secondary Education. It is therefore, informed as under:

1. The Final Eligibility Certificate will not be issued by the Board unless the students satisfy the norms. Provisional certificate may be issued by the Principals, if required, based on the merits of the case provided that the necessary formalities are completed by the concerned students within the date specified by the Principals.
2. The applications for Eligibility Certificate of the students admitted to the Institution shall be forwarded by the Head of the Institution to this Office, alongwith necessary documents and fees, so as to reach this Office **on or before 31st July of the academic year and in bulk.** The following original documents with their attested copies (one of each) are to be enclosed along with application for Eligibility Certificate:

- i. Statement of marks of the last public examination passed.
 - ii. Passing certificate of the last public examination.
 - iii. School Leaving Certificate/Transfer Certificate with the counter signature of the Educational Inspector.(to be produced by the students seeking admission in Std. XI or XII)
 - iv. Migration Certificate in original.
 - v. The complete address of the Candidate for correspondence, along with contact telephone number/mobile number.
 - vi. Result of Std. XI (to be produced by the student seeking admission in Std.XII)
3. Applications without necessary fees and documents shall be rejected. In case of application for Eligibility certificate forwarded to the Board's Office after the prescribed period, the normal fees along with penalty, as stipulated on the next page, shall be sent to the Board's Office along with necessary documents. It may please be noted that while admitting students without eligibility certificate the Principal shall take meticulous care to ensure that the students produce the mark list and/or the Passing Certificate of his/her Xth Std. Examination and the School Leaving Certificate countersigned by a competent authority of the Department of Education from that state.
4. They shall not declare the results of such students at XI th std. Examination until they receive the Final Eligibility Certificate of these students from the Board. The Principal, however, shall inform the Board, while forwarding the applications of such students for Std. XII examination, regarding the status of Final Eligibility of these students.
5. No Leaving Certificate, in case of students whose applications for eligibility is yet to be cleared by this Board, shall be issued without prior approval of the Board.
6. No student of other Boards shall be admitted to the School without passing the qualifying examination.
7. The Board shall inform the Principals on or before 31st August of the academic year regarding status of Eligibility to the students whose applications have been forwarded to this Office before 31st July of the Academic year. The Principal shall strictly ensure that no student or parent is directed to the Board for collecting Eligibility certificate.

8. A copy of the Eligibility Form enclosed herewith may be photocopied at your end on downloaded from the website of the Board and supplied to the students on demand. The current rates of fees which are subject to revision from time to time shall be as under:

In case of students joining the Higher Secondary Institution in Std. XI

- i) Rs. 100/- in case of application sent to this Office before 31st July of the Academic year.
- ii) The charges shall be Rs. 500/- if applications are submitted after 31st July of the academic year but before declaration of final results of Std. XI.
- iii) The charges shall be Rs. 1,000/- if applications are submitted after the declaration of final results of Std. XI but before generation of seat Nos. of H.S.S.C.E.
- iv) The charges shall be Rs. 1,500/- if applications are submitted after H.S.S.C.E. Seat Nos. are generated but before declaration of final H.S.S.C.E. results.
- v) The charges shall be Rs. 2,000/- if applications are submitted after the declaration of final results of H.S.S.C.E.

In case of students joining Std. XII from Boards other than Goa Board.

- i) Rs. 100/- in case of application sent to this Office within one month of joining.
- ii) The charges shall be Rs. 500/- if applications are submitted after one month of commencement of the Academic year till generation of H.S.S.C.E. Seat Nos.

- iii) The charges shall be Rs. 1,000/- if applications are submitted after generation of H.S.S.C.E. Seat Nos. and before the declaration of final H.S.S.C. results.
- iv) The charges shall be Rs. 1,500/- if applications are submitted after the declaration of final H.S.S.C.E. results.

This Circular supercedes all other circulars in this regard. The contents of this Circular may be informed to all concerned , and acknowledgement of receipt of this Circular may kindly be sent to the Board's Office within one month of receipt of the same.

(D.R. Bhagat)
Secretary

Encl: As stated above.

Copy forwarded with compliments to:

1. All members of the Goa Board of Secondary & Higher Sec. Education, Alto Betim Goa.
2. The Director of Education.
3. The Director of S.C.E.R.T., Alto Betim Goa,
4. All Dy. Education Officer of School, North/South/Central Education Zones, Mapusa/Margao/Panaji.