

**GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION**

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

ALTO BETIM – GOA 403 521

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**GBSHSE/EXAM/HSSC/JUNE, 2011/**

Date:- 16/05/2010

**CIRCULAR NO: 12**

To,  
The Heads of all the recognised  
Higher Secondary Schools  
under the jurisdiction of this Board.

**Sub:- Applications for H.S.S.C. Examination of June, 2011.**

The date of commencement of H.S.S.C. Examination of June, 2011 and the schedule of submission of applications for the same is notified as follows:-

**I. DATE OF COMMENCEMENT OF HSSC EXAMINATION OF JUNE, 2011**

Practical Examination.....Friday **24/06/2011**

Theory Examination.....Tuesday **29/06/2011**

[ Theory examination will be held in the evening at 02.00 p.m. ]

**II. LAST DATES OF SUBMISSION OF APPLICATIONS IN THE BOARD'S OFFICE**

<b>Without Late Fee</b>	<b>With Late Fee</b>	<b>Time-Barred Applications</b>
Tuesday	Friday	Tuesday
<b>07/06/2011</b>	<b>10/06/2011</b>	<b>14/06/2011</b>

The examination can be answered by candidates whose results reflect as **“Needs Improvement”** in one subject only. Candidates who are unsuccessful in the theory or practical part shall answer only the part they fail in. Candidate who have passed the examination but desire to improve any one subject, may also apply.

Candidates, who have applied for HSSCE verification of marks/re-evaluation of answerscript/s, shall also submit their application forms for HSSC Examination of June, 2011 as per above dates. Such students shall not claim that they did not apply for H.S.S.C. Examination of June, 2011 on account of their application for H.S.S.C.E. verification/re-evaluation of answerscript/s.

THE APPLICATIONS RECEIVED BEYOND THE DATES PRESCRIBED ABOVE SHALL NOT BE ACCEPTED UNLESS PERMITTED BY THE CHAIRMAN AND WITH ADDITIONAL FEES, BUT NOT LATER THAN GENERATION OF SEAT NUMBERS.

Applications received from the schools which are not recognized by this Board or have not paid their registration fees, students enrolment fees, additional fees, etc. shall be summarily rejected.

THESE FORMS SHALL BE COMPUTER-SCANNED. METICULOUS CARE SHOULD BE TAKEN TO VERIFY POINTS AT VI (9) AND AT VII (1 to 7). NO CORRECTION OR USE OF CORRECTING FLUID IN THE APPLICATION FORM SHALL BE ALLOWED AND A FRESH FORM WILL HAVE TO BE SUBMITTED. IN CASE FORMS ARE SUBMITTED WITH CORRECTIONS, NO STRAY MARKS LIKE TICK-MARK, CROSS-MARK, SERIAL NUMBER ETC. SHOULD BE MADE ON THE APPLICATION FORMS. IN CASE OF FAILURE TO COMPLY WITH THE SAME, THE FORMS SHALL BE REJECTED OUTRIGHT AND THE HEAD OF THE INSTITUTION SHALL BE HELD RESPONSIBLE FOR SUBMISSION OF INCORRECT ENTRIES.

**III. EXAMINATION CENTRES**

H.S.S.C. Examination of **June, 2011** shall be held at the centers given below:

Name of the Centre	Centre code No.
Mapusa	07
Margao	09

**NOTE:-** Candidates shall necessarily opt for a centre nearest to their Institution. The centre near to the place of residence may be considered for permission of change of centre subject to documentary evidences and on request as per this Office Circular No. 64 dated 5<sup>th</sup> December, 2002. In case of entries of other centres made directly in the application forms without seeking the necessary permission for change, seat numbers will not be generated.

**IV. THE RATES OF EXAMINATION FEES**

1.

	Particulars	Amounts (Rs.)
i)	Examination fees without late fees	Rs. 315/-
ii)	Examination fees with late fees	Rs. 315/- + Rs.170/-
iii)	Examination fees of Time-Barred application	Rs. 315/- + Rs.315/-
iv)	Examination fees of application beyond Time-Barred	Rs. 315/- + Rs.315/- + Rs.10/- per day
v)	Fees for statement of Marks / passing certificate cum statement of Marks	Rs. 60/-
vi)	Practical Examination fees (General)	Rs. 60/- per subject
vii)	Oral / Practical Examination fees (Vocational)	Rs. 50/- per subject
viii)	Fees for isolated subject	Rs. 180/-
ix)	Cost of application form	Rs. 20/- per form.

**Note:-** Forms will be available at the Board’s Office against the cash payment between 10.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m. on all working days from Monday to Friday. Application forms can be requisitioned through post by remitting the amount by crossed D.D. to cover the cost of forms and also return postage charges. The applications submitted in old forms shall not be accepted.

- Application forms for General stream i.e. Arts, Science and Commerce shall be the same. Application for Vocational stream shall bear the title “Vocational”. The application forms can be requisitioned accordingly.
- Fees may be remitted by crossed D.D. payable at Porvorim or Panaji. D.D. should be drawn in favour of Secretary, Goa Board of Secondary and Higher Secondary Education, Alto Betim, Goa. All fees should be remitted by one Crossed D.D. only. Cash can also be deposited in Central Bank of India, Alto Betim - Goa in A/C No. 114.
- Fees may also be paid in cash if the total amount is less than Rs. **2000/-** at the Board’s Office between 10:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m. on working day.
- It may be ensured that fees are necessarily paid as per the scheduled dates as specified at II above.
- This Office will not take the responsibility of accepting the payment of examination fees made beyond the specified dates in the respective categories detailed at II above, even if the Bank accepts the same by oversight.

## V. QUESTION PAPERS

The question papers shall be set as per **New NCERT Syllabus/text** for candidates enrolled in Std. XII in 2007-08 and onwards.

In certain subjects where the syllabus/text has not changed the question paper will be set as per the syllabus/text prescribed by the Board during the academic year 2007-08 and onwards.

**There will be the no chance for the students to appear in Old MSB Syllabus/text.**

## VI. MODE OF FILLING THE APPLICATION FORMS

1. The help-sheet attached to the application form may be used for filling in the various entries bearing code numbers.
2. Appropriate forms shall be used according to the stream/s ( General & Vocational ).
3. Application forms shall be filled in by the candidate and verified by the Head of the Institution.
4. The forms shall be filled in carefully as they will be computer scanned. The forms shall in no case be folded.
5. All the particulars shall be written **NEATLY** in **BLOCK** letters with **DARK BLACK** ink. Forms, filled in ink other than **BLACK**, shall not be attended to. Hence seat numbers of such candidates shall not be generated.
6. Name and date of birth of candidates shall be as per the entries in the General Register of the School. However, the name shall begin with Surname followed by name, father's name and mother's name. In case entry of mother's name is not made in the School General Register, the same shall be made based on the birth certificate of the candidate and accordingly informed as required above.
7. All entries on page 3 and 5 shall be filled in except the examination seat numbers which shall be filled in only after the receipt of the same from this Office.
8. Three recent, identical passport size photographs of candidate shall be affixed on the space provided for the same.
9. The photograph on the application form (on page 1) shall not be countersigned and school seal shall not be affixed on it.
10. The Head of the Institution shall countersign the photographs on page 3 so as to cover a part of the photograph without affecting the visibility of the face and part of the form. The school seal shall be affixed on the photographs on page 3 so as to cover a part of the photograph without affecting the visibility of the face and part of the form.
11. It shall be verified carefully that the form has been duly completed in all respects and signed by the candidate and the Principal before forwarding it to the Board.
12. Pages 3, 4, 5 and 6 shall be retained in the School after filling in the relevant details except examination seat number.
13. Attested copy of letter issued by the Board permitting change of subject/s in case of fresh/repeater candidate/s, if any, shall be attached.
14. Attested copies of mark-sheet/s of all attempted **S.S.C.** Examination/s shall be attached to applications of candidates.
15. Attested copies of mark-sheet/s of previous **H.S.S.C.** Examination/s shall be attached to applications of candidates claiming exemption/s.

16. Attested copy of certificate issued by competent authorities in respect of physically challenged students shall be attached.
17. Attested copy of letter issued by the Board granting facilities in case of physically challenged students who have requested for any facility shall be attached.
18. Attested copy of letter issued by the Board permitting change of centre shall be attached.
19. Marks/Grade in respect of repeaters shall be entered in the application form as recorded on their mark-lists, at the previous attempt/s failing which the form shall be rejected.
20. Signature of the Head of the Institution is required on the application form and not the facsimile signature.

**VII. MODE OF GROUPING THE APPLICATION**

1. The applications shall be classified STREAMWISE i.e.  
**Arts (A), Commerce (C), Science (S) & Vocational (V)**
2. Under each stream the applications shall be arranged CENTREWISE
3. Under each centre the applications shall be separated according to the following categories:  
**Repeater Exempted (3) Private Repeater Exempted (6)**  
**Isolated (7) Improvement Part (9)**
4. The applications under each group shall be arranged in **ALPHABETICAL ORDER of SURNAME** of candidates.
5. The statistical information shall be filled in form S-1(Statistics), & form No. S-3 (Statistics) .
6. A list of applicants shall be prepared in the following format:

Name of the school : \_\_\_\_\_ Index No.....

**List of candidates sent for H.S.S.C. Examination of June, 2011**

Sr.No.	Name of the candidate beginning with surname	Centre	Stream	Students Category (Refer 4 above)	Remarks
1.	2.	3.	4.	5.	6.

**VIII. POINTS FOR VERIFICATION**

1. Name and date of birth entered in the application form are as per the school General Register. However, the name Shall begin with surname followed by name, father’s name and mother’s name.
2. Subjects offered and subjects of exemption tally with the code numbers of the subjects given in the help-sheet.
3. The attested copies of documents from No. 13 to 18 as referred in the Para VI wherever applicable are attached.

4. The statistics in form S-1(Statistics) & S-3(Statistics) is prepared separately for new syllabus and old syllabus (General & Vocational) in :
  - a. **PROFORMA S-1 (STATISTICS) :-** Candidates enrolled in Std. XII for the (New NCERT Syllabus/text) academic year 2007-08 and onwards.
  - b. **PROFORMA S-3 (STATISTICS) :-** Candidates enrolled in Std. XII for the (Vocational) academic year 2004-05 and onwards.
5. Amount on Advice Note-C tallies with the amount on the Crossed D.D.

#### **IX. MODE OF FORWARDING APPLICATION**

- (A) The application grouped course-wise and stream-wise after their interalia centre-wise grouping as instructed in para VII shall be arranged in alphabetical order of SURNAME OF CANDIDATES and bunched together.
- (B) The applications shall be forwarded to the Board's Office with the following enclosures:
  1. List of candidates as mentioned in para VII. - 7.
  2. Crossed D.D. for the amount to cover examination fees, fees for statements of marks, fees for practical examination and other fees as applicable.
  3. Advice Note ' C ' - ACCOUNT OF FEES PAID
  4. Form No. S-1(STATISTICS) and Form No. S-3(STATISTICS)

#### **X. SUBMISSION OF APPLICATION FORMS TO BOARD'S OFFICE**

1. Applications will be accepted in the Board's Office between 10:00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m. on all working days i.e. from Monday to Friday.
2. Incomplete applications are liable to be summarily rejected.
3. Re-submitted applications after complying the omissions are liable to be charged with additional fees depending upon the date of re-submission within the schedule mentioned in the Para II above.

#### **XI. ISSUE OF ADMISSION CARDS & SUBMISSION OF HALL TICKETS**

1. On receipt of the seat numbers, respective seat numbers shall be entered in the Admission card (candidate's copy), Board's Office copy of Admission card (Conductor's copy) and the school record at the appropriate space. It shall be ensured again that the examination seat number written in the above mentioned documents tallies with that in the school list.
2. The Admission card shall be detached and issued to the candidate.
3. Signature of the candidates shall be obtained on the school list against his/her name in token of the receipt of the admission card, the correctness of various entries made therein and having understood the implications of instructions given on the Admission Card, Circular No. 53 dated 04/10/2006 and Circular No. 24 dated 27/05/2002.
4. The Conductor's copy of Admission Cards shall be bunched centre-wise in serial order of examination seat numbers and submitted to the office of the Board within two days of the receipt of the seat numbers without fail.

5. Entry in the examination hall shall be prohibited in the absence of admission card.

## **XII. SETTLEMENT OF DISCREPANCIES**

The names, dates of birth of the candidates and other details in the school list shall be checked with '**UTMOST CARE**' against entries in the GENERAL REGISTER and details filled in the application forms. Requests for rectifying discrepancies, if any, shall be submitted so as to reach this Office on or before **22/06/2011**. The Schools are not authorised to make corrections without informing the discrepancies to this Office. Failure to adhere to these instructions shall be considered as lapse on the part of the school. The request for correction in date of birth, name of the candidate, etc. received after the due date will not be normally entertained. However, special cases will be considered on merit and with a penalty of **Rs.50/-** per change. The Circular No. 29 dated 28/06/2004 may be referred in this regard.

## **XIII(A) SUBMISSION OF GRADES IN SCHOOL ASSESSMENT SUBJECTS, MARKS IN INTERNAL ASSESSMENT CONTINUOUS EVALUATION ( CE-VOCATIONAL STREAM) ,& SPORTS MERIT MARKS.**

1. THE GRADES OBTAINED BY THE CANDIDATES IN THE SCHOOL ASSESSMENT SUBJECTS (BOTH GENERAL & VOCATIONAL STREAM), AND IN "ON THE JOB TRAINING" (VOCATIONAL) AND MARKS OBTAINED BY THE CANDIDATES IN INTERNAL ASSESSMENT IN THE ACADEMIC SUBJECT AS RECORDED ON THE STATEMENT OF GRADES ( IN PRACTICAL & THEORY), IN WHICH THE STUDENT IS APPEARING ARE TO BE ENTERED IN ENCLOSED PROFORMA - I SOON AFTER RECEIPT OF THE SEAT NUMBERS.
2. **No subsequent correction in grades/marks shall be permitted by this Office under any circumstances.**

(A)

### **UNDERTAKING**

1. The Heads of the Institution shall obtain an undertaking in **Proforma II** from every candidate and maintain the same in their Office.
1. The Heads of the Institution shall bring to the notice of students the content of circular No. 53 dated 04/10/2006 and circular No.24 dated 27/05/2002 and obtain their signatures for having read and/or copied the same.

**XIV.** This circular supersedes all the previous circulars issued in the past in respect of calling applications for H.S.S.C. Examination.

( Mr. D. R. Bhagat )  
Secretary

- Encl:** 1) PROFORMA S-1 ( STATISTICS) (NEW NCERT SYLLABUS/TEXT)  
2) PROFORMA S-3 ( STATISTICS) (VOCATIONAL)  
3) ADVICE NOTE 'C' ACCOUNT OF FEES PAID  
4) Proforma - I and II

### **Copy forwarded with compliments to:**

1. All Members of the Board.
2. The Director of Education, Panaji, Goa.
3. The Director of S.C.E.R.T., Alto-Betim, Bardez, Goa.
4. Assistant Director of Education, North/South/Central Educational Zone, Mapusa/Margao /Panaji.
5. All Section Heads of this Office.
6. Guard file.

# PROFORMA S - 1 (STATISTICS) (New NCERT Syllabus/text)

H.S.S.C. Examination\_\_\_\_\_ Information regarding the total number of candidates appearing in each subject centre-wise.( For each stream ) for H.S.S.C. Examination of March/April/June/July, 200 (To be sent along with each lot application forms)

Name of the Higher Secondary School : \_\_\_\_\_

School index No. **HS-**

Name of the Centre \_\_\_\_\_

Sr. No	Subject	Subject Code No.	Number of candidates who have offered the subject	Sr. No	Subject	Subject Code No.	Number of candidates who have offered the subject
1.	English Lang. I (New Text, New Pattern)	411		20.	Stenography	604	
2.	Marathi Lang. I (New Text, New Pattern)	412		21.	Co-operation (New Pattern)	651	
3.	English Lang. II (New Text, Old Pattern)	421		22.	Economics	652	
4.	Konkani Lang. II (New Pattern)	422		23.	Business Studies	655	
5.	Marathi Lang. II (New Text, New Pattern)	423		24.	Secretarial Practice	654	
6.	Hindi Lang. II (New Text, New Pattern)	424		25.	Physics	702	
7.	Urdu Lang. II (New Text, New Pattern)	425		26.	Chemistry	703	
8.	Sanskrit Lang. II	426		27.	Biology	704	
9.	French Lang. II (New Pattern)	427		28.	Computer Science	705	
10.	Portuguese Lang. II (New Text, New Pattern)	428		29.	Geology (New Syllabus)	706	
11.	Art & Painting	431		30.	Mathematics ( Arts & Science )	751	
12.	History	501		31.	Psychology	752	
13.	Geography	551		32.	Computer Awareness	801	
14.	Logic (New Pattern)	552		33.	Health Education, Physical Edu.& Sports	802	
15.	Political Science	553		34.	Youth Red Cross	821	
16.	Sociology	554		35.	National Service Scheme	822	
17.	Banking (New Pattern)	601		36.	National Cadet Corps	823	
18.	Accountancy	605		37.	Environmental Education	831	
19.	Mathematics ( Commerce )	603		38.			

Place:\_\_\_\_\_

Date :\_\_\_\_\_

(Signature of the Head of Institution with the seal)

- Note:-**
1. This form should be filled centre-wise (i.e. Separate forms should be filled for each centre).
  2. The information to be filled in above should be consolidated for all the streams i.e. Arts, Commerce & Science.
  3. The format of this Proforma S-1(Statistics)(New NCERT Syllabus/text) may not be changed.

**PROFORMA S – 3 (STATISTICS)**

**H.S.S.C.(VOCATIONAL ) EXAMINATION**

Information regarding the total number of candidates appearing in each subject centre-wise for HSSC (VOCATIONAL) Examination of March/April/June/July, 200 ( To be sent along with each lot application forms).

Name of the Higher Secondary School / Institution \_\_\_\_\_

School Index No. HS-

Name of the Centre \_\_\_\_\_

Name of the course & Subjects	Code No.	No. of Candidates Who offered the subject	Name of the Course & subjects	Code No.	No. of Candidates Who offered the subject
<b>1.English (Communication Skills)</b>	<b>201</b>		<b>2.General Foundation Course</b>	<b>202</b>	
<b>I. Office Secretaryship &amp; Stenography</b>			<b>II. Accountancy and Auditing</b>		
1. Computer Application	233		1. Computer Application	233	
2. Accountancy	225		2. Accountancy	225	
3. Stenography	213		3. Cost Accounting & Taxation	221	
4. Office Procedure and Practice	215		4. Principles & Practice of Auditing	222	
<b>III. Insurance</b>			<b>IV. Industrial Management</b>		
1. Life Insurance	231		1. Computer Application	233	
2. General Insurance	232		2. Accountancy	225	
3. Computer Application	233		3. Industrial Law	241	
4. Accountancy	225		4. Marketing	242	
<b>V. Marketing &amp; Salesmanship</b>			<b>VI. Tourism &amp; Travel Technique</b>		
1. Computer Application	233		1. Computer Application	233	
2. Accountancy	225		2. Travel Formalities & Services	353	
3. Business Communication & Advertising	252		3. Hospitality & Transport	354	
4. Marketing Management	254		4. Travel Agency Operations & Ticketing	355	
<b>VII. Commercial Garment Designing &amp; Making</b>			<b>VIII. Catering &amp; Restaurant Management</b>		
1. Commercial Clothing	261		1. Food Production	271	
2. Advanced Apparel Designing & Decoration	262		2. Food & Beverage Service	272	
3. Fashion Marketing & Unit Management	263		3. Hygiene	273	
4. Dyeing & Printing	264		4. Bakery	284	
<b>IX. Bakery and Confectionery</b>			<b>X. Horticulture</b>		
1. Bakery	284		1. Chemistry (voc)	291	
2. Confectionery	285		2. Biology (voc)	292	
3. Food Costing and Accounting	283		3. Floriculture & Landscaping	293	
4. Hygiene	273		4. Commercial Crops	294	
<b>XI. Floriculture</b>			<b>XII. Computer Technique</b>		
1. Chemistry (voc)	291		1. Mathematics (Voc)	311	
2. Biology (voc)	292		2. Data Base Management System	312	
3. Landscaping	301		3. Computer Software Package	313	
4. Commercial Floriculture	302		4. Computer Commercial Application & Networking	314	
<b>XIII. Automobile Engineering Technology</b>			<b>XIV. Electronic Technology</b>		
1. Automobile Engineering – II	322		1. Digital Electronics & Computers	331	
2. Auto Transmission	323		2. Electronic Materials & Workshop Practice	332	
3. Auto Servicing & Garage Management	371		3. Applied & Consumer Electronics	333	
4. Auto Electricals	372		4. Industrial Electronics & Instrumentation	334	
<b>XV. Maintenance &amp; Repairs of Electrical &amp; Electronic Domestic Appliances</b>			<b>XVI. Health Care Assistant</b>		
1. Digital Electronics & Computers	331		1. Fundamental of Nursing – II	361	
2. Electronic Materials & Workshop Practice	332		2. Community Health Nursing- II	362	
3. Electronic & Electrical Measurements	341		3. Maternity & Child Health – II	363	
4. Domestic & Consumer Appliances	342		4. Psychology, Mental Hygiene, Mental diseases & Sociology	364	

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Head of Institution with the seal)

- Note: 1. This form should be filled centre-wise (i.e. separate forms should be filled for each centre)  
 2. The information to be filled in above should be consolidated for all courses.  
 3. The format of this Proforma S-3 (Statistics) may not be changed.



## PROFORMA II FOR UNDERTAKING

I Shri/Kum. \_\_\_\_\_ student of

\_\_\_\_\_ studying in \_\_\_\_\_ class for the academic year have applied for appearing at the H.S.S.C. Examination of Goa Board of Secondary & Higher Secondary Education, June, 2011.

I hereby state :

- (i) that I shall attend my classes in the school regularly from the date of the application to the said Board exam till the last day of such classes at the school.
- (ii) that I shall appear at all the subsequent Unit/Quarterly/Term exam to be conducted by the school.
- (iii) that I shall complete all the Practicals/Assignments/Projects etc.
- (iv) that failing to do anything as stated at (i), (ii) and (iii) above, I am aware that my application for the said Board exam shall be withdrawn by the Head of the school.
- (v) that I have read and/or copied and agreed to abide by the following:-
  - a) Instructions to candidates printed on pages 3 and 4 of the H.S.S.C. application form.
  - b) Circular No. 24 dtd. 27/5/2002
  - c) Circular No. 53 dtd. 4/10/2006

**Signature of the candidate**