



# Goa Board of Secondary & 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-SSC/Call-Appl/Oct-Nov, 2012/

**CIRCULAR No. 31**

Date:- 12/07/2012.

To,

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

**Sub: Applications for S.S.C. Examination October/November, 2012.**

The date of commencement of S.S.C. Examination of October, 2012 and the schedule of submission of applications for the same is notified as follows:-

**I. TENTATIVE DATES OF COMMENCEMENT OF SSC EXAMINATION OCTOBER/November, 2012**

Practical Examination	Monday	<b>22/10/2012</b>
Theory Examination	Thursday	<b>08/11/2012</b>

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

Bunch-wise application forms to be submitted	Without Late Fee	With Late Fee	Time-Barred applications
1) NCERT Syllabus (2007-08 & onwards)	Monday <b>27/08/2012</b>	Monday <b>10/09/2012</b>	Monday <b>24/09/2012</b>

In order to avoid rush in the last hours the schools sponsoring less than 80 candidates may submit the applications taluka-wise as per the schedule given below:

1. Bardez, Sattari, Pernem and Bicholim	<b>22/08/2012</b>
2. Tiswadi, Ponda, Dharbandoda and Mormugao	<b>23/08/2012</b>
3. Salcete, Quepem, Canacona and Sanguem	<b>24/08/2012</b>

**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 recognised by this Board or have not paid their registration fees, students' enrolment fees, additional fees, etc. shall be summarily rejected.

**METICULOUS CARE SHOULD BE TAKEN TO VERIFY POINTS AT VIII (9) AND AT IX (1 to 6) IN THE FORMS. NO CORRECTION IN THE APPLICATION FORM SHALL BE ALLOWED AND A FRESH FORM WILL HAVE TO BE SUBMITTED. NO STRAY MARKS LIKE TICK-MARK, CROSS-MARK, SERIAL NUMBER OR USE OF CORRECTING FLUID 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 SHALL BE HELD RESPONSIBLE FOR SUBMISSION OF INCORRECT ENTRIES.**

III. **EXAMINATION CENTRES**

S.S.C. Examination of October/November, 2012 shall be held at the centres given below:-

ENGLISH & MARATHI MEDIUM			URDU MEDIUM		TECHNICAL Subject	
Sr. No.	Centre	Centre Code	Centre	Centre Code	Centre	Centre Code
1.	Curchorem	05	-----	-----	-----	-----
2.	Mapusa	07	Mapusa	07	-----	-----
3.	Margao	09	Margao	09	Margao	09
4.	Panaji	12	Panaji	12	Panaji	12
5.	Ponda	16	-----	-----	-----	-----

**NOTE:** Candidates shall necessarily opt for a centre nearest to their Institutions.

The centre near to the place of residence may be considered for permission of change of centre subject to documentary evidences and on request. Seat numbers will not be generated in case of entries of centres made directly in the application forms without seeking permission for change.

IV. **APPLICATION FORM**

- 1) Cost of application form:- Rs.20/-
- 2) Application forms are available at the Board's Office against 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 Demand Draft to cover the cost of forms and also return postage charges. **The applications submitted in old forms shall not be accepted.**

This may please be brought to the notice of all concerned.

V. **THE RATES OF EXAMINATION FEES**

Sr. No.	Particulars	Amount
i)	Examination fees without late fees	Rs. 410/-
ii)	Examination fees with late fees	Rs. 410/- + Rs.100/-
iii)	Examination Fees of Time-Barred application	Rs. 410/- + Rs. 410/-
iv)	Examination Fees of application beyond Time-Barred	Rs. 410/- +Rs. 410/- + Rs. 20/- per day
v)	Fees for statement of marks/ passing certificate cum statement of marks	Rs. 60/-
vi)	Practical Examination fees (Science)	Rs. 100/-
vii)	Practical Examination fees (Technical)	Rs. 100/-
viii)	Fees for isolated subjects (per subject)	Rs. 100/-

1. 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 on A/C No.114.
2. 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 all working days.
3. It may be ensured that fees are necessarily paid as per the scheduled dates as specified at **II** above.

4. 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.

VI. **QUESTION PAPERS**

The question paper shall be set as per **NCERT Syllabus/Text** for candidates enrolled in Std. X in 2007-08 and onwards and in case of subject 'Social Science Paper I' (History – Civics) question paper shall be set in MSB syllabus only.

The question paper in Hindi S. L. shall be set as per Syllabus/ Text/ Pattern introduced during 2009-10.

Repeater candidates of March, 2011 and prior batch shall answer question paper as per old pattern carrying marks i.e.100/80/50 (practical/non-practical subjects) and candidates of March, 2012 batch onwards shall answer question paper as per new pattern carrying marks i.e. 80/65/40 (practical/ non-practical subjects).

In certain subjects where the Syllabus/Text has not changed the question paper will be set as per the Syllabus/Text/Pattern prescribed by the Board during the academic year 2007-08 & onwards. The same may be brought to the notice of all concerned.

VII. **BOARD SHALL FOLLOW THE STANDARD NORMS FOR PASSING IN SSC EXAMINATION AS PER PREVAILING RULES.**

The Rule 71 of Goa Board of Secondary and Higher Secondary Education (Amendment) Rules, 2001 of minimum marks to be obtained in theory and practicals/orals shall be applicable for all candidates. This may be informed to the students concerned.

Candidates who are unsuccessful in subject/s involving practical/oral shall answer both theory & practical/oral part.

Candidates who are unsuccessful at the previous attempt and appearing as '**Repeater Whole**' shall appear for school assessment subjects also.

VIII. **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 syllabus (Old & New).
3. Application forms shall be filled in by the candidate and verified by the Head of the Institution. Meticulous care should be taken to ensure that the candidate makes the correct entries on the application form.
4. The forms shall be filled in carefully as they will be computer scanned. The forms in no case shall 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 and father's name or second name or 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 (Help Sheet) 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 Headmaster/Headmistress 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 candidates, if any, shall be attached.
14. Attested copies of all mark-sheet/s of all previous S.S.C. Examination/s shall be attached to applications of candidates claiming exemption/s.
15. Attested copy of certificate issued by competent authorities in respect of physically challenged students shall be attached.
16. 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.
17. Attested copy of letter issued by the Board permitting change of centre shall be attached.
18. 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.
19. **Signature of the Head of the Institution is required on the application form and not the facsimile signature.**

IX. **MODE OF GROUPING THE APPLICATION**

1. Application shall be classified CENTRE WISE.
2. Under each centre the applications shall be separated according to the following categories:  
(1) Regular Fresh    (2) Repeater Whole                      (3) Repeater Exempted  
(4) Private Fresh    (5) Private Repeater Whole    (6) Private Repeater Exempted  
(7) Isolated                      (8) Improvement Whole                      (9) Improvement Part
3. The applications under each group shall be arranged in **ALPHABETICAL ORDER of SURNAME** of candidates.
4. The statistical information shall be filled in the forms as provided here below:  
i) **PROFORMA S-1 (STATISTICS)**:- Candidates enrolled in Std. X from the **NCERT Syllabus/text**:- academic year 2007-08 & onwards

5. A list of applicants shall be prepared in the following format.

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

List of candidates sent for S.S.C. Examination of October/November, 2012

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

X. **POINTS FOR VERIFICATION**

1. Name and date of birth entered in the application form are as per the School General Register. However, the name will begin with surname followed by name and father's name or second name or 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 19 as referred in the Para VIII wherever applicable are attached.
4. The statistics in form S-1 & S-2 is to be prepared separately medium wise and centre wise.
5. Amount on Advice Note-C tallies with the amount on the Crossed D.D.

XI. **MODE OF FORWARDING APPLICATION**

- (A) The application grouped medium wise and centre wise after grouping as instructed in para IX and arranged in alphabetical order of SURNAME OF CANDIDATES shall be bunched together.
- (B) The applications shall be forwarded to the Board's Office with the following enclosures:
- i) List of candidates as mentioned in para IX-6.
  - ii) Crossed D.D. for the amount to cover examination fees, fees for statements of marks, fees for practical examination and other fees as applicable.
  - iii) Advice Note 'C' – ACCOUNT OF FEES PAID
  - iv) Form No. S-1 & S-2 (STATISTICS) medium wise and centre wise.

XII. **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. **Applications forms should not be sent by post, if sent, Board will not be responsible for accepting such forms under time barred or as applicable on actual date of receipt by section concerned.**
3. Incomplete and illegible applications are liable to be summarily rejected.
4. 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 Para II above.

XIII. **(A) SUBMISSION OF GRADES IN SCHOOL ASSESSMENT SUBJECTS**

THE GRADES OBTAINED BY THE CANDIDATES IN THE SCHOOL ASSESSMENT SUBJECT SHALL BE FORWARDED ONLY AFTER THE RECEIPT OF SEAT NUMBERS OF CANDIDATES AND WITHIN 10 DAYS OF THE RECEIPT OF SEAT NUMBERS. **The Heads of the Institution shall be held responsible for any delay in declaration of result on this account.**

**No subsequent correction in grades shall be permitted by this Office under any circumstances.**

XIV. **ISSUE OF ADMISSION CARDS AND 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 seven 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.

XV. **SETTLEMENT OF DISCREPANCIES**

The Schools shall verify the names, dates of birth of the candidates and other details in the candidates list with '**UTMOST CARE**' against entries in the **GENERAL REGISTER** and other details filled in the application forms. Request for rectifying discrepancies, if any, shall be submitted so as to reach this Office on or before **15/10/2012**. 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 change 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.

- XVI. This Circular supersedes all the previous circulars issued in the past in respect of calling applications for S.S.C. Examination.

Sd/-  
(Bhagirath G. Shetye)  
Secretary

**Copy forwarded with compliments to:**

1. All the members of the Goa Board of Sec. & Hr. Sec. Education, Alto Betim.
2. The Director of Education, Directorate of Education, Porvorim.
3. The Director of S.C.E.R.T., Alto Betim, Bardez Goa.
4. All Deputy Directors of Education, North/South/Central Educational Zones at  
Mapusa/Margao/Panaji.
5. All Section Heads of this Office.
6. Office file
7. Guard file