



# Goa Board of Secondary & Higher Secondary Education

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

ALTO BETIM – GOA 403 521

Website: [www.gbshse.gov.in](http://www.gbshse.gov.in)

☎ (0832) 2417593

Email: [sec-gbshse.goa@nic.in](mailto:sec-gbshse.goa@nic.in)

Fax :- (0832) 2414289

GBSHSE/EXAM-SSC/CALL.APP./MARCH,2014/

**CIRCULAR NO. 25**

Date:- 23-10-2013.

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

**Sub:** Applications for S.S.C. Examination March, 2014.

Dear, Headmaster/Headmistress,

The date of commencement of S.S.C. Examination of March,2014 and the schedule of submission of applications for the same is notified as follows:-

**I TENTATIVE DATES OF COMMENCEMENT OF SSC EXAMINATION MARCH, 2014**

Practical Examination	<b>Monday</b>	<b>03/02/2014</b>
Theory Examination	<b>Saturday</b>	<b>01/03/2014</b>

**II. LAST DATES OF SUBMISSION OF BUNCH-WISE APPLICATION FORMS IN THE BOARD'S OFFICE**

Without Late Fee	With Late Fee	Time-Barred applications
<b>Wednesday</b> <b>20/11/2013</b>	<b>Tuesday</b> <b>10/12/2013</b>	<b>Tuesday</b> <b>17/12/2013</b>

\*\* For unsuccessful candidates at Oct' 2013 SSC Examination application form should reach within 10 days of declaration of results of Oct' 2013 Examination, failing which it will be treated as application beyond prescribed date.

In order to avoid rush in the last hours, the Schools sponsoring less than 100 candidates may submit the applications taluka-wise as per the schedule given below:

- |   |                  |                   |
|---|------------------|-------------------|
| 1. Tiswadi, Ponda and Dharbandoda       | <b>Wednesday</b> | <b>13/11/2013</b> |
| 2. Salcete and Mormugao                 | <b>Friday</b>    | <b>15/11/2013</b> |
| 3. Quepem, Canacona and Sanguem         | <b>Monday</b>    | <b>18/11/2013</b> |
| 4. Bardez, Sattari, Pernem and Bicholim | <b>Tuesday</b>   | <b>19/11/2013</b> |

\*\* **THE APPLICATIONS RECEIVED BEYOND THE DATES PRESCRIBED ABOVE SHALL NOT BE ACCEPTED UNLESS PERMITTED BY THE COMPETENT AUTHORITY OF THE BOARD, BUT NOT LATER THAN GENERATION OF SEAT NUMBERS.**

\*\* The Heads of the Institutions may also forward the applications of their ex-student(s) who have been issued Leaving Certificates as per Circular No.39, dated 06/10/93

\*\* 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 (8) AND AT IX (1 to 4) IN THE FORMS/CD. NO CORRECTIONS, NO STRAY MARKS LIKE TICK-MARK, CROSS-MARK, OVERWRITING OR USE OF CORRECTING FLUID ETC. SHOULD BE MADE ON THE APPLICATION FORMS. IN SUCH CASES A FRESH FORM WILL HAVE TO BE SUBMITTED. 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.

Cont...2

### III. EXAMINATION CENTRES

S.S.C. Examination of March/April, 2014 shall be held at the centres given below:-

#### ENGLISH AND MARATHI MEDIUM

Sr. No.	Name of the centre	Centre code No.	Sr. No.	Name of the centre	Centre code No.
1.	Bicholim	02	13.	Ponda	16
2.	Canacona	03	14.	Sanguem	17
3.	Cuncohim	04	15.	Sanquelim	18
4.	Curcholem	05	16.	Shiroda	19
5.	Quepem	06	17.	Siolim	20
6.	Mapusa	07	18.	Tisk-Dharbandoda	21
7.	Marcel	08	19.	Valpoi	22
8.	Margao	09	20.	Vasco	23
9.	Mangueshi	11	21.	Navelim	24
10.	Panaji	12	22.	Porvorim	25
11.	Pernem	14	23.	Mandrem	26
12.	Pilar	15	24.	Calangute	27

#### URDU MEDIUM

Sr. No.	Name of the centre	Centre code No.
1.	Margao	09
2.	Panaji	12
3.	Valpoi	22
4.	Vasco	23

**NOTE:** Head of Institution is instructed to choose centre allotted to the school.

### IV. APPLICATION FORM

- 1) Cost of application form: - ₹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.

**The application submitted in old forms shall not be accepted. Also the old forms shall not be accepted for an exchange with new application forms. Institutions are therefore, advised to procure only the required number of application forms.**

**Candidates offering Pre-Vocational subject(s) under the scheme for Children With Special Needs and otherwise will have to fill in separate application forms which are available in the Board's Office.**

### V. THE RATES OF EXAMINATION FEES

1.

Sr. No.	Particulars	Amount (₹.)
i)	Examination fees without late fees	₹490/-
ii)	Examination fees with late fees	₹490/- + ₹190/-
iii)	Examination Fees of Time-Barred application	₹490/- + ₹490/-
iv)	Examination Fees of application beyond Time-Barred	₹490/- + ₹490/- + ₹ 20/- per day
v)	Fees for statement of Grades/Statement of Grades Cum Passing Certificate	₹ 75/-
vi)	Practical Examination fees (Science)	₹110/-
vii)	Fees for isolated subjects (per subject)	₹150/-

2. 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, Account No:2040880538, IFSC No:CBINO 281670 or **payment can be made through E.C.S. as per enclosed format.**
3. Fees may be remitted at the Board's Office in cash if the total amount is less than ₹2000/- between 10:00 a.m. to 01:00 p.m. and 02:00 p.m. to 04:00 p.m. on all working days.
4. It may be ensured that fees are necessarily paid as per the scheduled dates as specified at II above.
5. This Office will not take 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 due to oversight.

## VI **QUESTION PAPERS**

The question paper shall be set as per current syllabus/pattern for **ALL CANDIDATES**.

## VII. **GRADES AND NORMS FOR PASSING SSC EXAMINATION**

**Table No.1**

Sr.No	Marks Range	Letter Grade	Grade Value	Description/Remarks
1	91% to 100%	A	10	Outstanding
2	81% to 90%	B	9	Excellent
3	71% to 80%	C	8	Very Good
4	61% to 70%	D	7	Good
5	51% to 60%	E	6	Above Average
6	41% to 50%	F	5	Average
7	33% to 40%	G	4	Fair
8	21% to 32%	H	-	Marginal
9	Below 21%	I	-	Unsatisfactory

- The Grade in each subject shall be based on the marks scored as shown in Table No.1 above. Grades will be allotted separately for internal and external theory and practical components and overall grades will be allotted by adding internal and external theory and practical components.

### 1. **Criteria for Passing**

A candidate:

- i) Has to secure a minimum **H** Grade in External Theory Examination and minimum **H** Grade separately in the practical and theory component.
- ii) Has to secure an overall Grade from **A - G** in a subject.
- iii) Is entitled for maximum 6 condonation marks for obtaining overall G Grade in one or more subject(s) after adding the internal and external theory and practical components, provided the candidate has secured minimum '**H**' grade in External Theory Examination and minimum '**H**' grade separately in the practical and theory component. **These marks are to be given only in case the candidate passes the examination after the award of condonation marks.**

- In non practical subjects, a non qualifying grade (I) in external theory component when combined with a qualifying grade in internal component will be awarded an overall non qualifying grade (I).  
In practical subjects, a non qualifying grade (I) in external component or overall theory and/or practical component will be awarded an overall non qualifying grade (I).
- A candidate has to perform the required number of experiments in the practical subjects and answer the practical examination conducted by the school and the Board in a subject for which it is a component.
- A candidate has to submit assignments or projects which is an application of theory wherever required.

- The internal assessment grades/marks earned by the repeater candidate during his/her first attempt in the subject/s in which (s)he has not qualified shall be carried forward for his/her subsequent attempts for obtaining an overall qualifying grade. Similarly, in practical subjects, the grades/marks earned by the repeater candidate in external theory/practical component in which the candidate has qualified shall be carried forward for his/her subsequent attempts for obtaining an overall qualifying grade.

In case a candidate wishes to re-appear for practicals too (s)he will have to give an undertaking that the new score obtained will be accepted as the final score in practical concerned.

- Candidates who have passed S.S.C. Examination shall be eligible to improve his/ her grade in **one chance** only within a period of two years from his/her passing the S.S.C. Examination.
2. **Candidates who are unsuccessful in subject/s involving practicals/ orals shall claim** exemption from only theory/practicals/oral component and answer only the theory/practical/oral component in which the candidate needs improvement. The marks & grades secured in the internal theory or practical component will be carried forward. In case of candidates who are unsuccessful at the previous attempt(s) and appearing as '**Repeater Whole' or Repeater Exempted**', the marks for Internal Assessment and Grades in School Assessment Subject, as applicable, will be carried forward. The Sports Merit Marks allotted to Repeater candidates will be carried forward.
  3. Candidate shall forfeit the right to claim exemption in the subject(s), if (s)he answers subject(s) which (s)he had passed in the previous attempt(s).
  4. **Criteria for A.T.K.T.**
    - A candidate securing any grade between **A** to **G** in any four/fives subject(s) and has an **H** or **I** grade in the remaining two/one subject(s), respectively, will be awarded ATKT in subject(s) having **H** or **I** grade. Such a candidate shall have to secure a grade from **A** to **G** in all such subject(s) to qualify for the next higher class.
    - Candidates awarded ATKT or who do not qualify for the next higher stage may appear in the subsequent examination(s) in external component to improve the grades only in those subject(s) where they have secured below **G** grade. Such a candidate will have to secure a grade from **A** to **G** in all such subject(s) to qualify for the next higher class.

#### 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. Application forms shall be filled in by the candidate and verified by the Head of the Institution scrupulously as no change in entries such as **Date of Birth/Name of candidate/Father name/Mother name shall be allowed after declaration of result for a period two months.**
3. The photograph on the application form (on page 1) shall not be countersigned and **school seal shall not be affixed on it.**
4. 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.
5. Pages 3, 4, 5 and 6 shall be retained in the school after filling in the relevant details except examination seat number.

**The following attested documents should be attached to the application form**

- i) Permission letter regarding change of subject(s)/centre of examination/special concession for specially abled student(s).
  - ii) S.S.C. Examination mark sheet of all previous examinations (for repeater candidates only).
6. In respect of **SC/ST** candidates attested copies of caste certificate and income certificate of the preceding financial year as per Circular No.55 dated 01/10/2002 & Circular No.72 dated 21/11/2007 from competent authorities **MUST** be annexed to the application form, failing which the candidates will be categorised as General Category and will not be recommended for **Dr. Ambedkar National Merit Scholarship** for which onus will rest with the Head of the Institution.
7. Marks/Grades of subjects in respect of repeaters claiming exemptions in those subjects 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.
- 8.. **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. Applications shall be arranged separately according to enrolment number for Fresh candidates.
- 2. In case of repeater / Improvement the names may be arranged in alphabetical order.
- 3. 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 March/April, 2014**

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

- 1. The details given in the application form should tally with the details submitted by the school at the time of enrolment of the candidate. In case of any changes the same should be underlined on the print-out of the of the enrolment list of the school with the enrolment number and sent to the Board after the changes in red ink. The forms should be arranged as per enrolment number.

**X. 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, **every time the application/s are sent.**
  - i) List of candidates as mentioned in para IX-3.
  - 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) Forwarding letter from the Head of Institution.

**XII. (A) SUBMISSION OF GRADES IN SCHOOL ASSESSMENT SUBJESCTS, MARKS IN INTERNAL ASSESSMENT (CONTINUOUS AND COMPREHENSIVE EVALUATION) AND SPORTS MERIT MARKS.**

1. The internal assessment marks/grades in School Assessment Subjects should be submitted in the revised Annexures as per Circular No.22, dated 16-09-2013.
2. The Sports policy likely to be revised and the submission of sport marks shall be informed in due course of time.
3. **NO SUBSEQUENT CORRECTION IN GRADES/MARKS SHALL BE PERMITTED BY THIS OFFICE UNDER ANY CIRCUMSTANCES.**

**( B ) UNDERTAKING**

1. The Head of the institution shall obtain an undertaking in the Proforma II (to be downloaded from Official Board's website ) from every candidate and maintain the same in their Office.
2. **The Head of the Institution shall bring to the attention of all students the contents of Circular No.53, dated 04/10/2006, Circular No. 24 dated 27/05/2002 and the current Circular on applications for S.S.C. Examination March/April 2013 and obtain the signatures of all the students for having read/and or copied the same.**

**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 (candidates copy) shall be issued to the candidate before the Practical Examination.
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, Circular No. 24 dated 27/05/2002, and the current Circular on applications for S.S.C. Examination March/April 2013.
4. **The Conductor's copy of Admission Card 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** This Circular supersede all the previous circulars issued in respect of calling applications for S.S.C. Examination.

Sd/-  
(Bhagirath G. Shetye)  
Secretary

**N.B.:** ADVICE NOTE 'C', PROFORMA II, APPLICATION FOR CHANGE OF CENTRE MAY BE DOWNLOADED FROM OFFICIAL WEBSITE

Encl: Format for E.C.S. Payment

Copy to :-

1. All Members of the Board.
2. The Director of Education, Porvorim, Goa.
3. The Director of Sport & Youth Affairs, Campal, Panaji Goa.
4. All Deputy Director of Education, North/South/Central Educational Zone, Mapusa/Margao /Panaji.
5. All Section Heads of this office.
6. Office file
7. Guard file.