



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

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

ALTO BETIM – GOA 403 521

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GBSHSE/EXAM/HSSC/MAIN CENTRE/2015/

Date: - 20/01/2015

CIRCULAR No-02

To
The Heads of all recognized
Higher Secondary Schools under the
Jurisdiction of this Board.

Sub: - Regarding Board Examination

Sir/Madam,

You are aware that this Board conducts public examinations at Xth and XIIth level. For the smooth conduct of these examinations, human resources are required and the source is the schools recognized by this Board. It is therefore necessary that the schools strictly follow the instructions stated below.

- (i) Teaching/Non-teaching staff members shall be relieved as and when required by the Board and shall resume their duties in the school only after obtaining a certificate to that effect from the Board.
- (ii) Leave to teaching /Non-teaching staff in the month of February to April may be sanctioned only on medical grounds and a copy of the same shall be sent to the Board.
- (iii) Transfer, Promotion, Retirement of teaching staff shall be conveyed to the Board immediately.
- (iv) No activities like NSS, NCC, YRC, SPORTS, SOCIAL GATHERING, etc shall be conducted during the period of the Board examination.
- (v) Heads of Institutions shall invariably work as Conductor/Dy-conductor. However in extreme conditions relaxation may be granted by the Board for suggesting the names of senior most teachers to do this work provided the Head shall be present in the school and extend full co-operation in the smooth conduct of exam.
- (vi) The Heads shall ensure that the entire teaching staff shall be present in the school at least half an hour before the commencement of the examination throughout the period of Board examination irrespective of their regular school timings. This shall, however, not be applicable for those who have been assigned Boards Confidential work and that too on the specified days only.
- (vii) The Heads/Manager shall provide identity cards to their teaching/Non teaching staff.
- (viii) Whenever information of teaching staff to work as invigilators is requisitioned by the centre conductor, their name shall be submitted by the Head of the schools in the following Performa. The information regarding the teacher on lecture/contract basis however shall not be included in the same.

Sr. No.	Name of Teacher deputed to work as supervisor	Type of appointment Permanent/Temporary	Specimen signature of the Teacher

Certified that the above information is true to the best of my knowledge.

Signature of the Head of the Institution

The contents of the above circular may be informed to all concerned.

Yours faithfully

-sd-20/01/2015

(Bhagirath G. Shetye)

Secretary

Copy to:

1. All members of the Board.
2. The Director of Education, Porvorim , Bardez , Goa.
3. The Director of S.C.E.R.T., Alto-Betim, Bardez - Goa.
4. The Director of Sports and Youth affair, Campal, Panaji - Goa
5. All Section Heads of this office.