



**GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION
ALTO BETIM - GOA 403 521**

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

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GBSHSE/EXAM/SSC-HSSC/2016/

CIRCULAR NO. 01

Date: 05 /01/2017

To
The Heads of all recognized Secondary Schools
and Higher Secondary Schools within
the jurisdiction of this Board.

Sub: Conduct of S.S.C./H.S.S.C. Examination

Sir/Madam,

The Heads of the institutions are required to check the Hall Tickets of Candidates, with regards to Examination, School Index No., Centre, Seat No., Date of birth, Candidate Name, Subjects offered and Exemptions allotted so as to avoid inconvenience to the conductors.

It is also mandatory for the Headmasters/Principals of the Institutions to endorse the Hall tickets. Henceforth, absence of endorsement on the candidates Hall ticket will make him/her illegible to answer examination.

It is essential that all teachers should work in any capacity during the Board Examination as there is no seniority maintained. It has been observed that Dy. Conductors/Chief Moderators etc. refuse to work as invigilators during examinations as well as during assessment and hence it is the duty of the Heads of the Institutions to instruct their staff accordingly to cooperate. Besides Secondary School teachers cannot supervise for Higher Secondary and vice versa.

Sd/

(Shivakumar D. Jangam)
Secretary

Copy forwarded with compliments:

1. All the members of the Goa Board of Sec. & Hr. Sec. Education, Alto Betim Goa
2. The Director, Directorate of Education, Porvorim Goa
3. The Director, SCERT, Alto Betim Goa
4. All Asst. 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

