

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/SSC/OCT - 2008

CIRCULAR NO: 22

Date:- 26/07/2007

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

Sub: Applications for S.S.C. Examination October, 2008.

The date of commencement of S.S.C. Examination of October, 2008 and the schedule of submission of applications for the same is notified as follows:-

I. DATES OF COMMENCEMENT OF SSC EXAMINATION OCTOBER, 2008

Practical Examination	Monday	13/10/2008
Theory Examination	Saturday	18/10/2008

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) New NCERT Syllabus introduced w.e.f. (2007-08)	Monday 04/08/2008	Tuesday 19/08/2007	Monday 01/09/2008
2) Old Syllabus w.e.f. (2004-05)	--- do ---	--- do ---	--- do ---

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

1. Bardez, Sattari, Pernem and Bicholim	30/07/2008
2. Tiswadi, Ponda and Mormugao	31/07/2008
3. Salcete, Quepem, Canacona and Sanguem	01/08/2008

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.

THESE FORMS SHALL BE COMPUTER-SCANNED. METICULOUS CARE SHOULD BE TAKEN TO VERIFY POINTS AT VIII (8) AND AT IX (1 to 6). 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 ETC. SHOULD BE MADE ON THE APPLICATION FORMS. IN CASE OF FAILURE TO COMPLY WITH THE SAME THE FORMS SHALL BE REJECTED OUT RIGHT AND THE HEAD SHALL BE HELD RESPONSIBLE FOR SUBMISSION OF INCORRECT ENTRIES.

Cont. 2

III. EXAMINATION CENTRES

S.S.C. Examination of October, 2008 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	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. In case of entries about other centres made directly in the application forms without seeking permission for change, seat numbers will not be generated.

IV. APPLICATION FORM

- 1) Cost of application form:- Rs.10/-
- 2) Applications 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 D.D. to cover the cost of forms and also return postage charges. **The application submitted in old forms shall not be accepted.**

V. THE RATES OF EXAMINATION FEES

1.	Particulars	Amount (Rs.)
i)	Examination fees without late fees	Rs. 320/-
ii)	Examination fees with late fees	Rs. 320/- + Rs.80/-
iii)	Examination Fees of Time-Barred application	Rs. 320/- + Rs.320/-
iv)	Examination Fees of application beyond Time-Barred	Rs. 320/- + 320/- + Rs. 10/- per day
v)	Fees for statement of marks/ passing certificate cum statement of marks	Rs. 45/-
vi)	Practical Examination fees (Science)	Rs. 80/-
vii)	Practical Examination fees (Technical)	Rs. 80/-
viii)	Fees for isolated subjects (per subject)	Rs. 80/-

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 on A/C No.114.
3. 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 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 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

- 1) The candidates are required to answer the question papers as per the syllabus for which applications have been forwarded to the Board.

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

Candidates who are unsuccessful in subject 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. Application forms shall be filled in by the candidate and verified by the Head of the institution.
3. The forms shall be filled in carefully as they will be computer scanned. The forms in no case will be folded.
4. 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.
5. 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 inform as required above.
6. 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.
7. Three passport size photographs of candidate shall be affixed on the space provided for the same.
8. The photograph on the application form (on page 1) shall not be countersigned and school seal shall not be affixed on it.
9. 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.
10. 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.
11. Pages 3, 4, 5 and 6 shall be retained in the school after filling in the relevant details except examination seat number.
12. Attested copy of letter issued by the Board permitting change of subject/s in case of fresh candidate, if any, shall be attached.
13. Attested copies of mark-sheet/s of previous S.S.C. Examination/s shall be attached to applications of candidates claiming exemption/s.
14. Attested copy of certificate issued by competent authorities in respect of physically challenged students shall be attached.
15. 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.
16. Attested copy of certificate issued by competent authorities in respect of **SC/ST** candidates and in respect of the income of their parents as per circular No.55 dated 01/10/2002 shall be attached, failing which the candidates will be categorised as General Category.
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. Application shall be arranged separately according to old & new syllabus/text i.e.
 - i) **New NCERT Syllabus/text** :-Candidates enrolled in Std. X for the **(introduced w.e.f. 2007-08** academic year 2007-08

- ii) **Old MSB Syllabus/text (introduced w.e.f. 2004-05)** :- Candidates enrolled in Std. X for the academic year 2004-05 to 2006-07.
3. Under each centre the applications shall be separated according to the following categories:
Regular Fresh (1) Repeater Whole (2) Repeater Exempted (3) Private Fresh (4) Private Repeater Whole (5) Private Repeater Exempted(6) Isolated (7) Improvement Whole (8) 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 the forms as provided here below :-
 i) **PROFORMA S-1 (STATISTICS):-** Candidates enrolled in Std. X for the **New NCERT Syllabus/text:-** academic year 2007-08
 ii) **PROFORMA S-2 (STATISTICS) :-** Candidates enrolled in Std. X for the **Old MSB Syllabus/text** academic year 2004-05 to 2006-07.
6. 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, 2008

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

- 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, father's name and mother's name.
- Subjects offered and subjects of exemption tally with the code numbers of the subjects given in the help-sheet.
- The attested copies of documents from No. 12 to 17 as referred in the Para VIII wherever applicable are attached.
- The statistics in form S-1 & S-2, is to be prepared separately medium wise and centre wise.
- 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:
- List of candidates as mentioned in para IX-6.
 - Crossed D.D. for the amount to cover examination fees, fees for statements of marks, fees for practical examination and other fees as applicable.
 - Advice Note 'C' – ACCOUNT OF FEES PAID
 - Form No. S-1 & S-2 (STATISTICS) medium wise and centre wise.

XII SUBMISSION OF APPLICATION FORMS TO BOARD'S OFFICE

- 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.
- Incomplete applications are liable to be summarily rejected.
- 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.

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

1. 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 accounts.
2. **No subsequent correction in grades shall be permitted by this office under any circumstances.**

(B) UNDERTAKING

1. The Heads of the institution shall obtain signatures of students for having read and/or copied circular No.53 dated 04/10/2006 and Circular No. 24 dated 27/05/2002.

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

Once the candidates list is prepared the schools shall be informed of the date on or before which they shall collect the same from this office by sending their authorised representative. The schools shall verify the names, date 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. However, name shall begin with surname followed by name, father's name and mother's name. The schools shall rectify discrepancies in this list, if any, by sending their authorised representative to this office on or before the specified date which shall be accordingly informed to the schools.

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

Sd/-
(Shri D. R. Bhagat)

Secretary

Encl: PROFORMA S-1& S-2 (STATISTICS) medium wise and centre wise
ADVICE NOTE 'C' ACCOUNT OF FEES PAID

Copy forwarded with compliments to:

1. All members of the Board.
2. The Director of Education, Panaji, Goa.
3. The Director of SCERT, 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.