



### III. EXAMINATION CENTRES

H.S.S.C. Examination of March/ April, **2009** shall be held at the centres given below:-

Sr. No.	Name of the centre	Centre code No.
1.	Bicholim	02
2.	Canacona	03
3.	Cuncolim	04
4.	Curchorem	05
5.	Mapusa	07
6.	Margao	09
7.	Panaji	12
8.	Pernem	14
9.	Ponda	16
10.	Sanquelim	18
11.	Vasco	23
12.	Navelim	24
13.	Porvorim	25

**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 as per this office Circular No. 64 dated 5<sup>th</sup> December, 2002. In case of entries about other centres made directly in the application forms without seeking permission for change, seat numbers will not be generated. However, the candidates residing in and around Porvorim and studying in Panaji/Mapusa/Porvorim shall necessarily opt for Porvorim centre. The Heads of the institutions shall ensure the same.

### IV. APPLICATION FORM

- 1) Cost of each application form is Rs.15/-.
- 2) The application forms will be available after **15/09/2008** at the Board's office against the 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.**
- 3) It is clarified that **"Old MSB Syllabus"** means the syllabus of Std. XII introduced by the Board with effect from academic year 2004-05 to 2006-07.

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

## V. THE RATES OF EXAMINATION FEES

1.	Particulars	Amount (Rs.)
i)	Examination fees without late fees	Rs. 390/-
ii)	Examination fees with late fees	Rs. 390/- + Rs. 140/-
iii)	Examination Fees of Time-Barred application	Rs. 390/- + Rs. 390/-
iv)	Examination Fees of application beyond Time-Barred	Rs. 390/-+ Rs. 390/- + Rs.10/- per day
v)	Fees for statement of marks/ passing certificate cum statement of marks	Rs. 45/-
vi)	Practical Examination fees (General)	Rs. 50/- per subject
vii)	Oral/Practical Examination fees (Vocational)	Rs. 45/- per subject & to a maximum of Rs. 200/-
viii)	Fees for isolated subjects (Per subject)	Rs. 160/-
ix)	Fees for additional optional subject without practicals	Rs. 75/-
x)	Fees for additional optional subject with practicals	Rs. 120/-

- 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.
- 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.
- It may be ensured that fees are necessarily paid as per the scheduled dates as specified at **II** above.
- 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 papers shall be set as per **Old MSB Syllabus/text** for candidates enrolled in Std. XII between 2004 - 05 to 2006-07 and as per **New NCERT Syllabus/text** for candidates enrolled in Std. XII in 2007-08 & onwards.

In certain subjects where the syllabus/text has not changed the question paper will be set as per the syllabus/text prescribed by the Board during the academic year 2007-08 & onwards.

However, in case of Vocational Stream in English (Communication Skills) for old text introduced during the period 2001 - 2006, question paper shall be set separately & hence care should be taken to make appropriate entry in the application form.

**VII. BOARD SHALL FOLLOW THE STANDARD NORMS FOR PASSING IN HSSC EXAMINATION AS FOLLOWS:**

The rule 71 of minimum marks to be obtained in theory and practical/orals shall be applicable for all candidates. This may be informed to the students concerned.

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

**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 stream/s ( General & Vocational ).
3. Application forms shall be filled in by the candidate and verified by the Head of the institution.
4. The forms shall be filled in carefully as they will be computer scanned. The forms in no case will 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, father's name or second name or mother's name.
7. 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.
8. Three 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 Principal 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 candidate/s, if any, shall be attached.
14. Attested copies of mark-sheet/s of **S.S.C.** Examination/s shall be attached to applications of candidates.
15. Attested copies of mark-sheet/s of previous **H.S.S.C.** Examination/s shall be attached to applications of candidates claiming exemption/s.

16. Attested copy of certificate issued by competent authorities in respect of physically challenged students shall be attached.
17. 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.
18. In respect of **SC/ST** candidates attested copies of caste certificate and income certificate 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 categorized as General Category and will not be recommended for **Dr. Ambedkar National Merit Scholarship** for which entire responsibility will rest on the Head of the Institution.
19. Attested copy of letter issued by the Board permitting change of centre shall be attached.
20. 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.
21. 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 arranged separately according to old & new syllabus/text i.e.
  - i) **New NCERT Syllabus/text** :- Candidates enrolled in Std. XII for the academic (2007-08 & onwards) year 2007-08 & onwards.
  - ii) **Old M.S.B. Syllabus/text** :- Candidates enrolled in Std. XII for the academic (2004-05 to 2006-07) year from 2004-05 to 2006-07.
  - iii) **Vocational Stream** :- Candidates enrolled in Std. XII New Syllabus.
  - iv) **-----do-----** :- Candidates enrolled in Std. XII Old text English (Communication Skills) i.e. 2001 -2006
2. The application shall be classified **STREAMWISE** i.e.  
**Arts (A), Commerce (C), Science (S) & Vocational (V)**
3. Under each stream the application shall be arranged **CENTREWISE**
4. Under each centre the applications shall be separated according to the following categories:  
**Regular Fresh (1) Regular Repeater Whole (2) Regular Repeater Exempted (3)**  
**Private Fresh (4) Private Repeater Whole (5) Private Repeater Exempted (6)**  
**Isolated (7) Improvement Whole (8) Improvement Part (9)**
5. The applications under each group shall be arranged in **ALPHABETICAL ORDER of SURNAME** of candidates.
6. The statistical information shall be filled in the forms as provided here below :-
  - i) **PROFORMA S-1 (STATISTICS)** :- Candidates enrolled in Std. XII for the academic (New NCERT Syllabus/text) year 2007-08 & onwards.
  - ii) **PROFORMA S-2 (STATISTICS)** :- Candidates enrolled in Std. XII for the academic (Old M.S.B. Syllabus/text) year from 2004-05 to 2006-07.
  - iii) **PROFORMA S-3 (STATISTICS)** :- Candidates enrolled in Std. XII New Syllabus. (Vocational Stream)
  - i) **PROFORMA S-4 (STATISTICS)** :- Candidates enrolled in Std. XII Old text English (Vocational Stream) (Communication Skills) i.e. 2001 - 2006.

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

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

**List of candidates sent for H.S.S.C. Examination of March/April, 2009**

Stream	Centre	Students Category (Refer 4 above)	Students Answering Syllabus New NCERT 2007-08 & onwards. Old MSB 2004-05 to 2006-07	Sr. No.	Name of the candidate beginning with surname	Remarks
1.	2.	3.	4.	5.	6.	7.

8. The remarks 'A.T.K.T.' / 'No Eligibility' etc. shall be written in remarks column against the candidates who have not cleared 'A.T.K.T.' of Std. XI or who have not obtained 'Final Eligibility Certificate' as the case may be.

**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 and father's name or second name or 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. 13 to 19 as referred in the Para VIII wherever applicable are attached.
- PROFORMA S-1 (STATISTICS)** :- Candidates enrolled in Std. XII for the academic (New NCERT Syllabus/text) year 2007-08 & onwards.
  - PROFORMA S-2 (STATISTICS)** :- Candidates enrolled in Std. XII for the academic (Old M.S.B. Syllabus/text) year from 2004-05 to 2006-07.
  - PROFORMA S-3 (STATISTICS)** :- Candidates enrolled in Std. XII New Syllabus. (Vocational Stream)
  - PROFORMA S-4 (STATISTICS)** :- Candidates enrolled in Std. XII Old text English (Vocational Stream) (Communication Skills) i.e. 2001 -2006
- Amount on Advice Note-C tallies with the amount on the Crossed D.D.

**XI. MODE OF FORWARDING APPLICATION**

- The application grouped course-wise and stream-wise after their interalia centre-wise grouping as instructed in para IX and arranged in alphabetical order of **SURNAME OF CANDIDATES** shall be bunched together.
- The applications shall be forwarded to the Board's office with the following enclosures:
  - List of candidates as mentioned in para IX-7.
  - 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
- PROFORMA S-1 (STATISTICS)** :- Candidates enrolled in Std. XII for the (New NCERT Syllabus/text) academic year 2007-08 & onwards.
  - PROFORMA S-2 (STATISTICS)** :- Candidates enrolled in Std. XII for the (Old M.S.B. Syllabus/text) year from 2004-05 to 2006-07.
  - PROFORMA S-3 (STATISTICS)** :- Candidates enrolled in Std. XII New Syllabus. (Vocational Stream)
  - PROFORMA S-4 (STATISTICS)** :- Candidates enrolled in Std. XII Old text English (Vocational Stream) (Communication Skills) i.e. 2001 -2006

## **XII. SUBMISSION OF APPLICATION FORMS/CD TO BOARD'S OFFICE**

1. The Goa Board of Secondary and Higher Secondary Education, Alto Betim, Goa will be supplying software for data entry of student's particulars to each recognized Institution. Details of students' particulars as entered by each student on page 1 of the HSSCE application form are to be entered in the program. The database file "hssc.mdb" located at "c:\data" is to be sent to this Office (along with March 2009 HSSCE application forms) or through e-mail at [goaboard@dataone.in](mailto:goaboard@dataone.in) as per schedule for accepting normal applications only. Information on the program on CD or through e-mail need not be sent through CD for late and time barred applications.
2. Applications/CD 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.
3. Incomplete applications/CD are liable to be summarily rejected.
4. Re-submitted applications/CD 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 (BOTH GENERAL & VOCATIONAL STREAMS), IN "ON THE JOB TRAINING" (VOCATIONAL) IN THE **PROFORMA II** SHALL BE SENT WITHIN TEN DAYS OF THE RECEIPT OF EXAMINATION SEAT NUMBERS OF THE CANDIDATES. The Heads of the institution shall be held responsible for any delay in declaration of result on this account.
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 an undertaking in the proforma III from every candidate and maintain the same in their office.**
2. The Heads of the Institution shall bring to the notice of students the content of circular No. 53 dated 04/10/2006 and Circular No. 24 dated 27/05/2002 and obtain their signatures for having read and/or copied the same.

## **XIV. ISSUE OF ADMISSION CARDS & 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, 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. However, name shall begin with surname followed by name and father's name or second name or 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. CENTRE FOR H.S.S.C. EXAMINATION OF MARCH/APRIL, 2009 UNDER WHICH THE SCHOOLS ARE GROUPED.**

The following institutions shall be under **Margao** Centre.

1. Shree Damodar Higher Secondary School of Science, Margao-Goa.
2. S.P. Chowgule Higher Secondary School, Margao-Goa.
3. Carmel Higher Secondary School, Nuvem-Salcete-Goa.
4. Govt. Multipurpose Higher Secondary School, Margao-Goa.
5. St. Alex Higher Secondary School, Curtorim-Goa.
6. Fr. Agnel Multipurpose Higher Secondary School, Verna Goa.
7. Fr. Basilio Andrade Memorial Higher Sec. School, Majorda-Goa.
8. Jawaharlal Nehru Higher Secondary School, Fatorda-Goa.
9. Gaonkar Higher Secondary School, Raia-Goa.

The following institutions shall be under **Navelim** Cente.

1. Vidya Vikas Mandal's R.M.S. Higher Secondary School, Margao.
2. Holy Trinity Higher Secondary School, Benaullim-Goa.
3. Rosary Higher Secondary School, Navelim-Salcete-Goa.
4. Shri Damodar Higher Secondary School, Gudi, Paroda-Goa.

The following institutions shall be under **Porvorim** Centre.

1. Govt. Higher Secondary School, Khandola, Marcela Goa.  
(excluding the students opting for **Ponda** centre)
2. Vidya Probodhini Higher Secondary School, Porvorim-Goa.
3. Fr. Agnel Higher Secondary School, Pilar Goa..
4. Raghuvir & Premavati Salkar Higher Secondary School, Choraao Goa.  
(May opt **Bicholim** centre.)
5. Vasant V. S. Kukalekar Higher Secondary School, Old -Goa.

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

Sd/-

( Mr. D. R. Bhagat )  
Secretary

**Encl:-** PROFORMA S-1 & S-2 (STATISTICS) ( General Stream )  
PROFORMA S-3 & S-4 (STATISTICS) ( Vocational Stream )  
PROFORMA II , III & 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 S.C.E.R.T., 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.



# **PROFORMA S - 1 (STATISTICS) (New NCERT Syllabus/text)**

Candidates enrolled in Std. XII for the academic year 2007-08 & onwards.

H.S.S.C. Examination \_\_\_\_\_ Information regarding the total number of candidates appearing in each subject centre-wise.( For each stream ) for H.S.S.C. Examination of March/April/June/July, 2008 (To be sent along with each lot application forms)

Name of the Higher Secondary School : \_\_\_\_\_

School index No. **HS-**

Name of the Centre \_\_\_\_\_

Sr. No	Subject	Subject Code No.	Number of candidates who have offered the subject	Sr. No	Subject	Subject Code No.	Number of candidates who have offered the subject
1.	English Lang. I <b>(New Text)</b>	411		23.	Mathematics ( Commerce )	603	
2.	Marathi Lang. I	412		24.	Stenography	604	
3.	Urdu Lang. I	413		25.	Co-operation	651	
4.	Konkani Lang. I	415		26.	Economics	652	
5.	English Lang. II <b>(New Text)</b>	421		27.	Business Studies [Org. of Commerce]	655	
6.	Konkani Lang. II	422		28.	Secretarial Practice	654	
7.	Marathi Lang. II <b>(New Text)</b>	423		29.	Auto Electricals (General)	701	
8.	Hindi Lang. II	424		30.	Physics	702	
9.	Urdu Lang. II <b>(New Text)</b>	425		31.	Chemistry	703	
10.	Sanskrit Lang. II	426		32.	Biology	704	
11.	French Lang. II	427		33.	Computer Science	705	
12.	Portuguese Lang. II	428		34.	Geology	706	
13.	Drawing & Painting	431		35.	Mathematics ( Arts & Science )	751	
14.	History	501		36.	Psychology	752	
15.	Philosophy	502		37.	Domestic & Consumer Electronics	753	
16.	Hindustani Classical Music (Vocal)	503		38.	Computer Awareness	801	
17.	Geography	551		39.	Health Education, Physical Education & Sports	802	
18.	Logic	552		40.	Youth Red Cross	821	
19.	Political Science	553		41.	National Service Scheme	822	
20.	Sociology	554		42.	National Cadet Corps	823	
21.	Banking	601		43.	Environmental Education	831	
22.	Accountancy [B. k.. & Accountancy]	605					

Place: \_\_\_\_\_

Date : \_\_\_\_\_

(Signature of the Head of Institution with the seal)

- Note:-**
1. This form should be filled centre-wise (i.e. Separate forms should be filled for each centre).
  2. The information to be filled in above should be consolidated for all the streams i.e. Arts, Commerce & Science.
  3. The format of this Proforma S-1(Statistics)(New NCERT Syllabus/text) may not be changed.

# **PROFORMA S - 2 (STATISTICS) (Old M.S.B. Syllabus/text)**

Candidates enrolled in Std. XII for the academic year from 2004-05 to 2006-07.

H.S.S.C. Examination \_\_\_\_\_ Information regarding the total number of candidates appearing in each subject centre-wise.( For each stream ) for H.S.S.C. Examination of March/ April/June/July, 200 (To be sent along with each lot application forms)

Name of the Higher Secondary School : \_\_\_\_\_

School index No. **HS-** \_\_\_\_\_ Name of the Centre \_\_\_\_\_

Sr. No	Subject	Subject Code No.	Number of candidates who have offered the subject	Sr. No	Subject	Subject Code No.	Number of candidates who have offered the subject
1.	English Lang. I (Old Text)	411		22.	Mathematics ( Commerce )	603	
2.	Marathi Lang. I	412		23.	Stenography	604	
3.	Urdu Lang. I	413		24.	Co-operation	651	
4.	Konkani Lang. I	415		25.	Economics	652	
5.	English Lang. II (Old Text)	421		26.	Organisation of Commerce	653	
6.	Konkani Lang. II	422		27.	Secretarial Practice	654	
7.	Marathi Lang. II (Old Text)	423		28.	Auto Electricals (General)	701	
8.	Hindi Lang. II	424		29.	Physics	702	
9.	Urdu Lang. II (Old Text)	425		30.	Chemistry	703	
10.	Sanskrit Lang. II	426		31.	Biology	704	
11.	French Lang. II	427		32.	Computer Science	705	
12.	Portuguese Lang. II	428		33.	Geology	706	
13.	History	501		34.	Mathematics ( Arts & Science )	751	
14.	Philosophy	502		35.	Psychology	752	
15.	Hindustani Classical Music (Vocal)	503		36.	Domestic & Consumer Electronics	753	
16.	Geography	551		37.	Computer Awareness	801	
17.	Logic	552		38.	Health Education, Physical Education & Sports	802	
18.	Political Science	553		39.	Youth Red Cross	821	
19.	Sociology	554		40.	National Service Scheme	822	
20.	Banking	601		41.	National Cadet Corps	823	
21.	Book-keeping & Accountancy	602		42.	Environmental Education	831	

Place:\_\_\_\_\_

Date :\_\_\_\_\_

(Signature of the Head of Institution with the seal)

- Note:-**
1. This form should be filled centre-wise (i.e. Separate forms should be filled for each centre).
  2. The information to be filled in above should be consolidated for all the streams i.e. Arts, Commerce & Science.
  3. The format of this Proforma S-2(Statistics) (Old M.S.B. Syllabus/text) may not be changed.

## PROFORMA III FOR UNDERTAKING

I Shri/Kum. \_\_\_\_\_ student of

\_\_\_\_\_ studying in \_\_\_\_\_ class for the academic year have applied for appearing at the H.S.S.C. Examination of Goa Board of Secondary & Higher Secondary Education, March/ April, 2009.

I hereby state :

- (i) that I shall attend my classes in the school regularly from the date of the application to the said Board exam till the last day of such classes at the school.
- (ii) that I shall appear at all the subsequent Unit/Quarterly/Term exam to be conducted by the school.
- (iii) that I shall complete all the Practicals/Assignments/Projects etc.
- (iv) that failing to do anything as stated at (i), (ii) and (iii) above, I am aware that my application for the said Board exam shall be withdrawn by the Head of the school.
- (v) that I have read and/or copied and agreed to abide by the following:-
  - a) Instructions to candidates printed on pages 3 and 4 of the H.S.S.C. application form.
  - b) Circular No. 24 dtd. 27/5/2002
  - c) Circular No. 53 dtd. 4/10/2006

**Signature of the candidate**