

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/HSSC/01/

**Date : 10th December, 2008
12th**

CIRCULAR No. 55

To,
The Heads of all recognised
Secondary & Higher Secondary Schools within the
jurisdiction of this Board.

**Sub: Appointment of personnel for conducting public examinations
and performing confidential work.**

Sir/Madam,

The Board appoints Conductors, Dy. Conductors, Supervisors, Examiners, Moderators, Paper Setters, etc. from among the staff of all recognised schools for the purpose of conducting public examinations and confidential work.

In order to plan for the forthcoming public examination the Board requires certain information with regard to your Teaching staff and infrastructure of your Institution.

You are, therefore, requested to furnish the required information of your Teaching/Non-Teaching staff as per the enclosed Proforma – I. Suitable remarks may be recorded against the names of Teaching and Non-Teaching staff who are on leave (stating the period) and who come under disqualification as per Board's Rules and Regulations, citing the reason for disqualification.

Names of the temporary staff need not be included. However the names of staff on probation should be included.

You are further requested to furnish information in Proforma II about the infrastructure available in your school.

This information should reach the Board's office on or before 15th January 2009 by return of post. Copy of the information may also be forwarded to the Board through e-mail at the abovementioned e-mail address.

It is needless to say that supervision, assessment of answerbooks etc. form part of the duties of a Teacher and the unreserved co-operation of Institutional Heads so also of the Teachers will enable the Board to smoothly conduct and conclude the public examination within a reasonably short period.

This will mutually benefit both the Board and the Institutions by way of almost no disturbance in their routine schedule.

The Institutional Heads are requested to suitably impress upon their staff to attend the examination duties assigned by the Board. They may also be made aware of the provisions under Rule 100 of Goa Daman and Diu School Education Rules 1986 so also the provisions of The Goa Prevention of Malpractices at University, Board and other specified Examinations Act, 1991.

It is to further request that in view of the urgency and the time bound nature of the examination work, the personnel appointed for examination work may not be granted any leave except on very serious grounds and in unavoidable circumstances. In such cases, which may be rare, the Board should be informed within reasonable period to enable to make alternate arrangement.

Whenever such alternate arrangement is to be made locally, the Head of the Institution, should do so, under intimation to this Office.

Any cases of leave on doubtful medical grounds should be rationally handled by the Institutional Heads.

It is requested that the Heads of the Institutions take all suitable action so as the work of Public Examination is attended by their staff in right spirit and with utmost care as a Public responsibility.

This circular may kindly be circulated among the Members of the Staff and their signature be obtained of having read the contents of the circular.

Yours faithfully,

(D. R. Bhagat)
Secretary

Copy forwarded with compliments to:

1. All members of the Board.
2. The Director of Education, Panaji
3. The Director of SCERT, Alto Betim
4. Asst. Director of Education North/South/Central Edu. Zone – Mapusa/Margao/Panaji
5. Heads of Sections of this office.

PROFORMA – I

Name of the Institution :- _____

Ac Year : _____

School Code No. _____

Sr. No.	Name of the Teaching Staff	Designation	Experience as Supervisor	Experience as Dy. Conductor	Experience as Conductor	Remarks

Sr. No.	Name of the Non-Teaching Staff	Designation	Post in which worked during Examination	Public	Experience	Remarks

Signature of Head of Institution
(Name: _____)

Date: _____

Place: _____

PROFORMA – II

Name of the Institution :- _____

Ac Year : _____

School Code No. _____

Sr. No.	Number of rooms	Number of one seater benches	Number of 2 seater benches	Number of 3 seater benches	Remarks

Signature of Head of Institution
(Name: _____)

Date: _____

Place: _____

PROFORMA – I

Name of the Institution :- _____

Ac Year : _____

School Code No. _____

Sr. No.	Name of the Teaching Staff	Designation	Experience as Supervisor	Experience as Dy. Conductor	Experience as Conductor	Remarks

Sr. No.	Name of the Non-Teaching Staff	Designation	Post in which worked during Examination	Public	Experience	Remarks

Signature of Head of Institution
(Name: _____)

Date: _____

Place: _____

PROFORMA – II

Name of the Institution :- _____

Ac Year : _____

School Code No. _____

Sr. No.	Number of rooms	Number of one seater benches	Number of 2 seater benches	Number of 3 seater benches	Remarks

Signature of Head of Institution
(Name: _____)

Date: _____

Place: _____