



Goa Board of Secondary & Higher Secondary Education
(A Corporate Statutory Body Constituted by an Act of the State Legislature)

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GBSHSE/EXAM/HSSC/OCT/NOV-2011/

CIRCULAR No: 30

Date:- 27/07/2011

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

Sub:- Applications for H.S.S.C. Examination October/November, 2011.

The date of commencement of H.S.S.C. Examination of October/November, 2011 and the schedule of submission of applications for the same is notified as follows:-

I. TENTATIVE DATES OF COMMENCEMENT OF HSSC EXAMINATION OCTOBER/NOVEMBER, 2011

Practical Examination	Monday	03/10/2011
Theory Examination	Wednesday	19/10/2011

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
New NCERT Syllabus/Text (2007 - 08 onwards) (General/Vocational Stream/s)	Thursday 18/08/2011	Friday 26/08/2011	Monday 12/09/2011

In order to avoid rush in the last hours the schools sponsoring less than 100 candidates may submit the applications on or before 16/08/2011.

THE APPLICATIONS RECEIVED FROM THE SCHOOLS 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 summararily rejected.

METICULOUS CARE SHOULD BE TAKEN TO VERIFY POINTS AT VIII (9) AND AT IX (1 to 6) IN THE APPLICATION FORM/S. NO CORRECTION IN THE APPLICATION FORM/S SHALL BE ALLOWED AND A FRESH FORM WILL HAVE TO BE SUBMITTED IN CASE ANY CORRECTIONS ARE MADE . NO STRAY MARKS LIKE TICK-MARK, CROSS-MARK, SERIAL NUMBER, USE OF CORRECTING FLUID ETC. SHOULD BE MADE ON THE APPLICATION FORM/S. IN CASE OF FAILURE TO COMPLY WITH THE SAME THE FORM/S SHALL BE REJECTED OUTRIGHT AND THE HEAD OF THE INSTITUTION SHALL BE HELD RESPONSIBLE FOR SUBMISSION OF INCORRECT ENTRIES.

..... 2/-

III. EXAMINATION CENTRES

H.S.S.C. Examination of October/November, **2011** shall be held at only two centres given here-below:-

Sr. No.	Name of the centre	Centre Code No.
1.	Mapusa	07
2.	Margao	09

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 5th 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.

IV. APPLICATION FORM

- 1) Cost of each application form is Rs.20/-.
- 2) The application forms will be 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 applications submitted in old forms shall not be accepted. Also the old forms shall not be accepted for exchange with new application forms.** Institutions are, therefore, advised to procure only the required number of application forms.

V. THE RATES OF EXAMINATION FEES

1.	Particulars	Amount (Rs.)
i)	Examination fees without late fees	Rs. 440/-
ii)	Examination fees with late fees	Rs. 440/- + Rs. 160/-
iii)	Examination Fees of Time-Barred application	Rs. 440/- + Rs. 440/-
iv)	Examination Fees of application beyond Time-Barred	Rs.440/-+ Rs. 440/- + Rs.10/- per day
v)	Fees for statement of marks/ passing certificate cum statement of marks	Rs. 60/-
vi)	Practical Examination fees (General)	Rs. 60/- per subject
vii)	Oral/Practical Examination fees (Vocational)	Rs. 50/- per subject & to a maximum of Rs. 200/-
viii)	Fees for isolated subjects (Per subject)	Rs. 180/-
ix)	Fees for additional optional subject without practicals	Rs. 100/-
x)	Fees for additional optional subject with practicals	Rs. 160/-
xi)	Out of turn fees for practicals (General)	Rs. 70/- per subject

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

The question papers shall be set 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.

VII. BOARD SHALL FOLLOW THE STANDARD NORMS FOR PASSING IN HSSC EXAMINATION AS PER RULE IN FORCE.

- i) The rule 71 of minimum marks to be obtained in theory and practicals/orals separately shall be applicable for all candidates. This may be informed to the students concerned
- ii) Candidates who are unsuccessful in subject/s involving practicals/ orals shall claim exemption from only theory/practicals/oral component and answer only in the theory or practical/oral component in which the candidate needs improvement
- iii) The marks & grades secured in the internal component will be carried forward for those candidates who appeared for March/ April 2011 H.S.S.C.E. and answered with the internal assessment Scheme.
- iv) The Sports Merit Marks allotted to candidates earlier during the H.S.S.C.E., answered in March/April 2011 will also be carried forward.

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. In no case the forms shall 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 first name, father's name or second name. In case entry of father's name and mother's is not made in the School General Register, the same shall be made based on the birth certificate of the candidate and accordingly informed, as required above.
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 recent, identical passport size photographs of candidate shall be affixed on the spaces 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 repeater candidate/s, if any, who have appeared for H.S.S.C.E. prior to March/April 2011 with first attempt shall be attached.
14. Attested copies of all mark-sheet/s of **S.S.C.** Examination/s shall be attached to applications of candidates.
15. Attested copies of all 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 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. The applications shall be arranged/classified and **STREAMWISE** i.e.
Arts (A), Commerce (C), Science (S) & Vocational (V)
2. Under each stream the applications shall be arranged **CENTREWISE**
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. XII for the academic (New NCERT Syllabus/text) year 2007-08 & onwards.
ii) **PROFORMA S-2 (STATISTICS) :-** Candidates enrolled in Std. XII New Syllabus. (Vocational Stream)
6. 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 October/November, 2011

Sr. No.	Name of the candidate beginning with surname	Centre	Stream	Students Category (Refer 3 above)	Remarks
1.	2.	3.	4.	5.	6.

X. POINTS FOR VERIFICATION

1. 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..
2. Subjects offered and subjects of exemption tally with the code numbers of the subjects given in the help-sheet.
3. The attested copies of documents from No. 13 to 19 as referred in the Para VIII wherever applicable are attached.
4. i) **PROFORMA S-1 (STATISTICS) :-** Candidates enrolled in Std. XII for the academic (New NCERT Syllabus/text) year 2007-08 & onwards. (General Stream)
ii) **PROFORMA S-2 (STATISTICS) :-** Candidates enrolled in Std. XII New Syllabus. (Vocational Stream)
5. Amount on Advice Note-C tallies with the amount on the Crossed D.D.

XI. MODE OF FORWARDING APPLICATION

- (A) The applications 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.
- (B) The applications shall be forwarded to the Board's office with the following enclosures:
- i) List of candidates as mentioned in para IX-6.
 - ii) Crossed D.D. for the amount to cover examination fees, fees for statement of marks, fees for practical examination and other fees as applicable.
 - iii) Advice Note ' C ' - ACCOUNT OF FEES PAID
- (C) i) **PROFORMA S-1 (STATISTICS) :-** Candidates enrolled in Std. XII for the (New NCERT Syllabus/text) academic year 2007-08 & onwards.
(General Stream)
- ii) **PROFORMA S-2 (STATISTICS) :-** Candidates enrolled in Std. XII New (Vocational Stream) Syllabus.

XII. SUBMISSION OF APPLICATION FORMS TO BOARD'S OFFICE

1. 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.
2. Incomplete applications are liable to be summararily rejected.
3. 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. SUBMISSION OF GRADES IN SCHOOL ASSESSMENT SUBJECTS

1. **No subsequent correction in grades shall be permitted by this Office once submitted by the Institution under any circumstances.**
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 to this Office. 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 **29/09/2011**. **The Schools are not authorised** to make corrections without informing the discrepancies to this Office. Failure to adhere to these instructions shall be considered as lapse on the part of the School. The request for change in date of birth, name of the candidate, etc. received after the due date will not be normally entertained. However, special cases will be considered on merit and with a penalty as per this **Office Circular No. 28 dated 30/06/2009** to be paid by the School authorities and not the candidate. Settlement of discrepancies is to be done by the School authorities and not by the candidate/parents.

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

XVII. Candidates who have appeared for the H.S.S.C.E. under the Internal Assessment Scheme will not be permitted to change the subject offered for class XII.

(Mr. D. R. Bhagat)
Secretary

Encl:- PROFORMA S-1 (STATISTICS) (General Stream)
PROFORMA S-2 (STATISTICS) (Vocational Stream)
ADVISE 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/Oct/Nov, 201 (To be sent along with each lot of application forms)

Name of the Higher Secondary School : _____

School index No. **HS-**

Name of the Centre _____

Sr. No	Subject	Subject Code No.	No. of candidates who have offered the subject	Sr. No	Subject	Subject Code No.	No. of candidates who have offered the subject
1.	English Lang. I	411		22.	Mathematics(Commerce)	603	
2.	Marathi Lang. I (New Text, New Pattern)	412		23.	Stenography	604	
3.	Marathi Lang. I (New Text, Old Pattern)	412		24.	Co-operation	651	
4.	Marathi Lang. I (Old Text, Old Pattern)	412		25.	Economics	652	
5.	English Lang. II	421		26.	Business Studies	655	
6.	Konkani Lang. II	422		27.	Secretarial Practice	654	
7.	Marathi Lang. II	423		28.	Physics	702	
8.	Hindi Lang. II (New Text, New Pattern)	424		29.	Chemistry	703	
9.	Hindi Lang. II (Old Text, Old Pattern)	424		30.	Biology	704	
10.	Urdu Lang. II	425		31.	Computer Science	705	
11.	Sanskrit Lang. II	426		32.	Geology (New Syllabus)	706	
12.	French Lang. II	427		33.	Geology (Old Syllabus)	706	
13.	Portuguese Lang. II	428		34.	Mathematics (A.& S.)	751	
14.	Art & Painting	431		35.	Psychology	752	
15.	History	501		36.	Domestic & Consumer Electronics	753	
16.	Geography	551		37.	Computer Awareness	801	
17.	Logic	552		38.	Health Education, Physical Edu.& 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.	Accountancy	605		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-1(Statistics)(New NCERT Syllabus/text) may not be changed.

PROFORMA S – 2 (STATISTICS)

H.S.S.C.(VOCATIONAL)EXAMINATION _____ Information regarding the total number of candidates appearing in each subject centre-wise for HSSC (VOCATIONAL) Examination of October/November, 2011 (To be sent along with each lot of application forms).

Name of the Higher Secondary School / Institution _____

ool Index No. HS-

Name of the Centre _____

Name of the course & Subjects	Code No.	No. of Candidates who offered the subject	Name of the Course & subjects	Code No.	No. of Candidates who offered the subject
1.English (Communication Skills)	201		2.General Foundation Course	202	
I. Office Secretaryship & Stenography			II. Accountancy and Auditing		
1. Computer Application	233		1. Computer Application	233	
2. Accountancy	225		2. Accountancy	225	
3. Stenography	213		3. Cost Accounting & Taxation	221	
4. Office Procedure and Practice	215		4. Principles & Practice of Auditing	222	
III. Insurance			IV. Industrial Management		
1. Life Insurance	231		1. Computer Application	233	
2. General Insurance	232		2. Accountancy	225	
3. Computer Application	233		3. Industrial Law	241	
4. Accountancy	225		4. Marketing	242	
V. Marketing & Salesmanship			VI. Tourism & Travel Technique		
1. Computer Application	233		1. Computer Application	233	
2. Accountancy	225		2. Travel Formalities & Services	353	
3. Business Communication & Advertising	252		3. Hospitality & Transport	354	
4. Marketing Management	254		4. Travel Agency Operations & Ticketing	355	
VII. Commercial Garment Designing & Making			VIII. Catering & Restaurant Management		
1. Commercial Clothing	261		1. Food Production	271	
2. Advanced Apparel Designing & Decoration	262		2. Food & Beverage Service	272	
3. Fashion Marketing & Unit Management	263		3. Hygiene	273	
4. Dyeing & Printing	264		4. Bakery	284	
IX. Bakery and Confectionery			X. Horticulture		
1. Bakery	284		1. Chemistry (voc)	291	
2. Confectionery	285		2. Biology (voc)	292	
3. Food Costing and Accounting	283		3. Floriculture & Landscaping	293	
4. Hygiene	273		4. Commercial Crops	294	
XI. Floriculture			XII. Computer Technique		
1. Chemistry (voc)	291		1. Mathematics (Voc)	311	
2. Biology (voc)	292		2. Data Base Management System	312	
3. Landscaping	301		3. Computer Software Package	313	
4. Commercial Floriculture	302		4. Computer Commercial Application & Networking	314	
XIII. Automobile Engineering Technology			XIV. Electronic Technology		
1. Automobile Engineering - II	322		1. Digital Electronics & Computers	331	
2. Auto Transmission	323		2. Electronic Materials & Workshop Practice	332	
3. Auto Servicing & Garage Management	371		3. Applied & Consumer Electronics	333	
4. Auto Electricals	372		4. Industrial Electronics & Instrumentation	334	
XV. Maintenance & Repairs of Electrical & Electronic Domestic Appliances			XVI. Health Care Assistant		
1. Digital Electronics & Computers	331		1 Fundamental of Nursing – II	361	
2. Electronic Materials & Workshop Practice	332		2 Community Health Nursing- II	362	
3. Electronic & Electrical Measurements	341		3 Maternity & Child Health – II	363	
4. Domestic & Consumer Appliances	342		4 Psychology, Mental Hygiene, Mental diseases & Sociology	364	

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 courses.
 3. The format of this Proforma S-2 (Statistics) may not be changed.