



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
(A Corporate Statutory Body constituted by an Act of the State Legislature)

GBSHSE / Exam /Remun/Penal/2018

Date: 08/11/2018

CIRCULAR NO: 36

To,
The Heads of all Recognized
Secondary and Higher Secondary Schools,
within jurisdiction of this Board.

Sub: The Revised Rates of Remuneration for Confidential Work/Norms of Penalties

Sir/Madam,

The following are the revised rates of remuneration for Confidential work/ Norms for Penalties SSC/HSSC Public Examination 2019 onwards

Sr. No.	Nature of Duty	Revised Rates
I.	Paper setting work	
(a)	Practical Examination Paper setting (with model answer and marking scheme if required)	Rs. 150/-
(b)	i) Theory examination Chairperson of Paper Setter Panel(CPSP) (For moderation proof reading and review of question Paper, model answer and marking scheme per set) Paper with duration 2 ¹ / ₂ hrs Paper with duration 2 hrs Paper with duration 1 ¹ / ₂ hrs Paper with duration 1 hr or less	Rs. 500/- Rs. 400/- Rs. 350/- Rs. 300/-
	(ii) Paper Setter (Paper setting with model answer and marking scheme per set) Paper with duration 2 ¹ / ₂ hrs Paper with duration 2 hrs Paper with duration 1 ¹ / ₂ hrs Paper with duration 1 hr or less	Rs. 450/- Rs. 350/- Rs. 300/- Rs. 250/-

	(iii)	Translator (per set) Paper with duration 2 ¹ / ₂ hrs/3 hrs Paper with duration 2 hrs Paper with duration 1 ¹ / ₂ hrs	Rs. 200/- Rs. 150/- Rs. 125/-
II.		Practical Examination	
	(i)	Oral Examination S.S.C. Internal/External Examiner H.S.S.C. Internal/External Examiner	Rs. 3/- per candidate or Minimum Rs. 40/- per batch. Rs. 4/- per candidate or Minimum Rs. 50/- per batch
	(ii)	Practical Examination S.S.C. Internal/External Examiner H.S.S.C. Internal/External Examiner	Rs. 3/- per candidate or Minimum Rs. 30/- per batch. Rs. 4/- per candidate or Minimum Rs. 50/- per batch.
	(iii)	Laboratory personnel Subject Expert (only Chemistry 01 Expert) Laboratory Assistant (one) Laboratory Attendant (one)	Rs. 50/- per batch. Rs. 40/- per batch Rs. 40/- per batch

- Note:** 1) One day shall be allowed for preparation and one day for clearing in every subject laboratory for one laboratory Assistant and one Laboratory Attendant for SSC/HSSC (General and Vocational) except Stenography, Banking, Geography, Computer Science, Music and subjects having practical on computer.
- 2) Auditors for practical examination shall be eligible for only TA/DA and not remuneration.
- 3) D.A. shall be admissible at the rate of **Rs. 120/-** Per day and actual amount spent on transport.
- 4) Conveyance allowance to persons which are not entitled for TA/DA shall be paid **Rs. 120/-** per day. (within 8 kms)

III		Theory Examination	
	(i)	Observer	Rs. 350/- per day/per session. Conveyance allowance Rs. 250/- per day.
	(ii)	Conductor Pre and post examination work	Rs. 200/- per session on actual days of Exam and one session before & one session after Exam. Lumpsum Rs. 400/- (No TA/DA is permissible)
	(iii)	Dy. Conductor One per sub-center	Rs. 150/- per session on actual days of Exam and one session before & one session after Exam.
	(iv)	Block Supervisor	Rs. 100/-
	(v)	Stationery Supervisor cum dispatch Clerk One per sub-center	Rs. 100/- per session on actual days of Exam and one session before & one session after Exam.
	(vi)	Center clerk Cum dispatch clerk	Rs. 100/- per session on actual days of Exam and one session before & one session after Exam.

		One per Main centre	
	vii)	Medical attendant	Rs. 350/- per visit (in case of emergency)
	viii)	Multitasking One per Main centre (to work as per instructions of Conductor)	Rs. 50/- per session on actual days of Exam and one session before & one session after Exam.
	ix)	Multitasking: One per sub centre (to work as per instructions of Dy. Cond.)	Rs. 50/- per session on actual days of Exam and one session before & one session after Exam
	x)	Multitasking One per sub centre (to serve water)	Rs. 50/- per session.
	xi)	Multitasking One per sub centre (to ring bell as per schedule)	Rs. 50/- per session.
	xii)	Multitasking one per sub centre (dry cleaning maintenance)	Rs. 50/- per session.
	xiii)	Multitasking one per sub centre (wet cleaning maintenance)	Rs. 50/- per session.
	xiv)	Furniture and other seating arrangements (entire examination) Each Sub-centre With candidates upto 500 With candidates upto 501 to 1000 With candidates more than 1000	Rs. 300/- SSC. (Lumpsum) Rs. 500/- HSSC (Lumpsum) Rs. 700/- HSSC. (Lumpsum) Rs. 800/- HSSC (Lumpsum)
	xv)	Conductor's conveyance (Per day or actual expenses whichever is less) Conductor shall collect the balance stationery from the sub centres on the last day of examination while collecting the answer books.	Rs. 1000/- per day.
	xvi)	Disbursement of cash: (Main centre only) Upto Rs. 5000.00 to Rs 10000.00 Above Rs. 10000.00	Rs. 150/- Rs. 175/-
	xvii)	Miscellaneous expenses Per candidate at the main center towards miscellaneous expenses which include stationery charges, Xerox charges etc.	Rs. 2/-

	xviii)	Vigilance Committee Members Half day Full Day Conveyance charges	Rs. 200/- Rs. 400/- As approved
	xix)	Refreshments served during joint meeting of Conductors, Dy. Conductors & Invigilators	Rs. 25/- per head (Tea & snacks)
	xx)	Refreshment during examination	Rs. 25/- per head to the staff involved in examination work including Police personnel. (Tea & Snacks)
	xxi)	Refreshment for the staff deputed for handing over Confidential materials to the Board's representative beyond time	Rs. 15/- per head.
	xxii)	Lunch to the staff deputed for entire day for June Examination	Rs.100/- per day
IV		Theory Examination (Assessment)	
	a)	Assessment Camp Observer (a) If from the same institution (b) If from other institution	Rs. 2000/- Lumpsum Rs. 200/- per day. (No TA/DA)
	b) (i)	Chief Moderator	Rs. 3000/- (Lumpsum)
	(ii)	Senior Moderator	Rs. 2500/- (Lumpsum)
	(iii)	Associate Moderator	Rs. 2000/- (Lumpsum)
	(iv)	Moderator	Rs. 2000/- (Lumpsum)
	(v)	Scrutinizer In case of appointment of Scrutinizer(s) in the middle of the assessment work, remuneration shall be paid proportionately, as compared to the number of days put in by the Scrutinizer(s) appointed from day one	Rs. 2000/- (Lumpsum)
	(vi)	Senior Examiner (a) For Assessment work (b) For Moderation work With Examiners upto 3	On par with Examiners Rs. 600 /- (lumpsum)
	(vii)	Associate Examiner: Remuneration as examiner for assessment With 20 or less than 20 answer books With more than 20 answer books	Rs. 200/- (lumpsum) On par with Examiners

	(viii)	Examiner Paper with duration 2 ^{1/2} /3hrs Paper with duration 2 hrs Paper with duration 1 ^{1/2} hrs	Rs. 10/- per answer books Rs. 8/- per answer books Rs. 6/- per answer books
	(ix)	Examiner for assessment of translation passage	Rs. 50/- for 50 passages Rs. 2/- for additional passages.
	(x)	Joint Moderation	Rs. 300/- (lumpsum)

a)		Mistake in question paper setting, translating, moderating, proof reading etc.	10% per mistake
b)	(i) (ii) (iii) (iv) (v) (vi)	Mistake on part of functionaries during conduct of examination such as not reporting of erasures in seat numbers in answer -books discrepancies in numbers of supplements variation in handwriting missing pages of answer books wide variation other mistake of similar nature	Rs.50/- Rs.50/- Rs.50/- Rs.50/- Rs.50/- Rs.50/-
c)		Mistakes identified in assessment during verification process totaling/transferring/un -assessed etc. (Only theory paper)	Rs. 70/-
		Mistakes identified in assessment during Re-evaluation process Parts of answer left un-assessed/wide variation in marks / totaling/ transferring etc. (Only theory paper)	Rs. 100/-
d)		The major mistake/serious lapses identified shall be placed before the Executive Council for decision which shall be confirmed by the Board	
e)		The mistakes covered under malpractice shall be dealt with by the Executive Council for decision which shall be confirmed by the Board	
f)		The show cause notice(s) shall be issued to the teacher(s) committing gross error to evaluation and be summoned to appear before Chairman/Secretary of the Board or committee constituted for the same.	
g)		Appropriate action may be recommended to the Management of the School and copy may be sent to the Director of Education for information.	

This Circular supersedes all Circulars issued in this regard.

sd/-

Bhagirath G Shetye

(Secretary)

Copy to :

- 1) All the members of the Board
- 2) The Director, Directorate of Education Porvorim Goa.
- 3) All the section Heads of the Board.