

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/MARCH-APRIL-2010

CIRCULAR NO. 43

Date:- 10/09/2009

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

Sub: Applications for S.S.C. Examination March/April, 2010.

The date of commencement of S.S.C. Examination of March/April, 2010 and the schedule of submission of applications for the same is notified as follows:-

I TENTATIVE DATES OF COMMENCEMENT OF SSC EXAMINATION MARCH/APRIL, 2010

Practical Examination	Monday	08/03/2010
Theory Examination	Monday	22/03/2010

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 Fees
1) New NCERT Syllabus (2007-08 & onwards)	20/11/2009	04/12/2009	18/12/2009

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	17/11/2009
2. Tiswadi, Ponda and Mormugao	18/11/2009
3. Salcete, Quepem, Canacona and Sanguem	19/11/2009

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.

The application forms for S.S.C. March/April 2010 in case of candidates who have appeared for the examination in October 2009 shall reach this Office within ten days of the date of declaration of the results failing which they shall be treated as applications beyond the prescribed date.

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.

METICULOUS CARE SHOULD BE TAKEN TO VERIFY POINTS AT VIII (8) AND AT IX (1 to 6) IN THE FORMS/CD. NO CORRECTION OR USE OF CORRECTING FLUID 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 OUTRIGHT AND THE HEAD SHALL BE HELD RESPONSIBLE FOR SUBMISSION OF INCORRECT ENTRIES.

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III. EXAMINATION CENTRES

S.S.C. Examination of March/April, 2010 shall be held at the centres given below:-

ENGLISH AND MARATHI MEDIUM

Sr. No.	Name of the centre	Centre code No.	Sr. No.	Name of the centre	Centre code No.
1.	Bicholim	02	13.	Ponda	16
2.	Canacona	03	14.	Sanguem	17
3.	Cuncolim	04	15.	Sanquelim	18
4.	Curchorem	05	16.	Shiroda	19
5.	Quepem	06	17.	Siolim	20
6.	Mapusa	07	18.	Tisk-Dharbandoda	21
7.	Marcel	08	19.	Valpoi	22
8.	Margao	09	20.	Vasco	23
9.	Mangueshi	11	21.	Navelim	24
10.	Panaji	12	22.	Porvorim	25
11.	Pernem	14	23.	Mandrem	26
12.	Pilar	15			

URDU MEDIUM

TECHNICAL

Sr. No.	Name of the centre	Centre code No.	Sr. No.	Name of the centre	Centre code No.
1.	Margao	09	1.	Mapusa	07
2.	Panaji	12	2.	Margao	09
3.	Valpoi	22	3.	Panaji	12
4.	Vasco	23		-----	-----

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 evidence, provided it is recommended by the Head of the Institution and further Head of the Institution certifies that the place of residence mentioned is as recorded in their application form for admission to the school and found to be true.

In case of entries about other centres made directly in the application forms without seeking permission for change from the Board's authorities, 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 application form :- Rs.20/-
- 2) Application forms 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. Also the old forms shall not be accepted for an exchange with new application forms. Institutions are therefore, advised to procure only the required number of application forms.**

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

V. THE RATES OF EXAMINATION FEES

1.

Particulars	Amount (Rs.)
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i)	Examination fees without late fees	Rs. 380/-
ii)	Examination fees with late fees	Rs. 380/- + Rs.90/-
iii)	Examination Fees of Time-Barred application	Rs. 380/- + Rs.380/-
iv)	Examination Fees of application beyond Time-Barred	Rs. 380/- + 380/- + Rs. 15/- per day
v)	Fees for statement of marks/ passing certificate cum statement of marks	Rs. 50/-
vi)	Practical Examination fees (Science)	Rs. 90/-
vii)	Practical Examination fees (Technical)	Rs. 90/-
viii)	Fees for isolated subjects (per subject)	Rs. 90/-

Contd ...3

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 01:00 p.m. and 02:00 p.m. to 04:00 p.m. on all 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 paper shall be set as per **New NCERT Syllabus/Text** for candidates enrolled in Std. X in 2007-08 and onwards. It may also be noted that in case of subject 'Social Science Paper I' (History – Civics) question paper shall be set separately for candidates enrolled in Std. X in 2008-09 and onwards.

The question paper in Hindi S.L. shall be set as per New Syllabus/Text/Pattern introduced during this academic year. However for candidates enrolled in Std. X prior to 2009-10, question papers shall be set as per Old Syllabus/Text/Pattern.

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

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

The Rule 71 of Goa Board of Secondary and Higher Secondary Education (Amendment) Rules, 2001 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.

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 and father's name or second name or mother's name. In case entry of father's and 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 informed 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 most recent, identical, 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/repeater candidate/s, if any, shall be attached.
13. Attested copies of all 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. In respect of **SC/ST** candidates attested copies of caste certificate and income certificate of the preceding financial year 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 categorised 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.
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 centre-wise and medium-wise respectively.
 - i) **New NCERT Syllabus/Text :-** Candidates enrolled in Std. X for the academic year 2007-08 & (2007-08 & onwards) onwards. (This category includes Soc. Science I New MSB Syllabus/Text of 2008-09)
 - ii) **New NCERT Syllabus/Text :-** Candidates enrolled in Std. X for the academic year 2007-08. (This category includes Soc. Science I New NCERT Syllabus/Text of 2007-08 only)
3. Under each centre the applications shall be separated according to the following categories:

Regular Fresh	(1) Repeater Whole	(2) Repeater Exempted
(3)		
Isolated	(4) Improvement Whole	(5) Improvement Part
(6)		
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 :-

PROFORMA S-1 (STATISTICS):- Candidates enrolled in Std. X for the academic year 2007-08 & onwards.

 - i) **New NCERT Syllabus/Text :-** Candidates enrolled in Std. X for the academic year 2007-08 & (2007-08 & onwards) onwards. (This category includes Soc. Science I new MSB syllabus of 2008-09)
 - ii) **New NCERT Syllabus/Text :-** Candidates enrolled in Std. X for the academic year 2007-08. (2007-08) This category includes Soc. Science I new NCERT Syllabus/Text of 2007-08 only)

Superscribe separately on **Proforma S-I** number of candidates in Soc. Science I NCERT or MSB Syllabus/Text medium wise.

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 March/April 2010

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 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. 12 to 17 as referred in the Para VIII wherever applicable are attached.
- The statistics in form S-1 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

- 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.
- 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 S-1 (STATISTICS) medium wise and centre wise.

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

- The Goa Board of Secondary and Higher Secondary Education, Alto Betim, Bardez Goa has uploaded the software for data entry of student's particulars on its website. The School may download the software from the Board's website.
- Detailed instructions for downloading and using the software are given in the User Manual at Annexure I. In case the Institution is unable to download the software from the website, a copy of the software may be procured from the Board's Office. However, for this purpose the Institution may send its representative with a CD/Pen drive, etc. to the Board's Office to collect the software. For any difficulty with regard to use of software, the Computer Programmer may be contacted.
- It is recommended to commence feeding the details of the student enrolled in Std. X for the current academic year as per school register and school records and it need not be held up for want of filled S. S. C. E. application form from the students.
- The entry of student's particulars on the S. S. C. E. application forms as entered by the students may be checked later on against entry of the students particulars on the software after process of accepting normal S. S. C. E. application forms is over and prior to forwarding the S. S. C. E. application forms and relevant information to the Board's Office.
- This circular is being sent early to facilitate early data entry of a few records of student's particulars per day to avoid undue and unnecessary pressure towards the end at the time of forwarding S.S.C.E. application forms to the Board's Office.
It may be noted that data entered can be edited and corrected eventually, if necessary even, if desired, records of a particular student may be added/deleted.

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6. Information on the program on CD or through e-mail need not be sent through CD for late and time barred applications.
7. Applications and 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.
8. Incomplete applications/CD are liable to be summarily rejected.
9. 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

THE GRADES OBTAINED BY THE CANDIDATES IN THE SCHOOL ASSESSMENT SUBJECT SHALL BE FORWARDED WITHIN 10 DAYS OF THE RECEIPT OF SEAT NUMBERS OF CANDIDATES. The Heads of the Institution shall be held responsible for any delay in declaration of result on this accounts.

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 I from every scandidate and maintain the same in their Office.
2. 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.
1. 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.

XIII. SETTLEMENT OF DISCREPANCIES

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. Request for rectifying discrepancies, if any, shall be submitted so as to reach this office on or before **05/03/2010**. 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 of Rs. 50/- per change. The Circular No. 29 dated 28/06/2004 may be referred in this regard.

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

Sd/-
(D. R. Bhagat)
Secretary

Encl: PROFORMA S-1, (STATISTICS) medium wise and centre wise
ADVICE NOTE 'C' ACCOUNT OF FEES PAID and PROFORMA III
ANNEXURE I

Copy forwarded with compliments to:

1. All Members of the Board.
2. The Director of Education, Panaji, Goa.
3. The Director of State Institute of Education, 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.

USER MANUAL

About GBSSC

GBSSC provides creation of student data base answering class X Board examination.

Installing GBSSC

- **Preparing for installation**

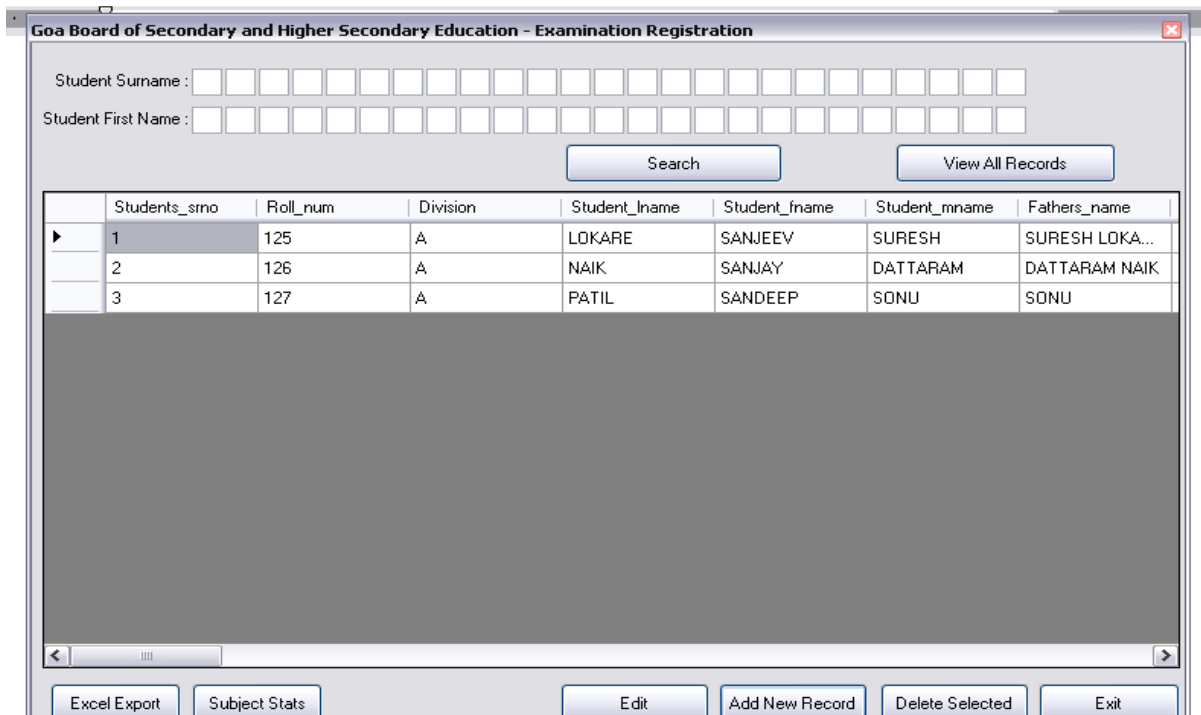
1. Visit Goa Board website (www.gbshse.gov.in).
2. Click on **“software for students data entry (SSC)”**.
3. Message will appear **“ Do you want to open or save this file?”** Click on **“save”**.
4. The Dialog **“Save as”** box will appear asking for location to save. Click on **“save”** and note down the location where the file **“gbssc.zip”** is to be saved.
5. After Download is finished click on **“open”**.
6. Go to the location & locate the **gbssc.zip** file double click on **gbssc.zip**.
7. You will get a **gbssc.msi** & **setup.exe** file. Double click on any one file. A message box will appear **“Preparing to install”**.
8. After few seconds a message will appear **“Welcome to the gbssc set up”**.
9. Click **“Next”**. A message will be received specifying a folder in which the file will be saved. Please make note of the folder in your diary.
E.g. **C:\Program Files\Goa Board\GBSSC**
10. Click on **“Next”**. A confirmed installation box will appear.
11. After the installation is completed a message will appear **“gbssc has been successfully installed”**.
12. Click **“close”** to exit.

- **System Requirements**

1. Windows XP Home Edition or Professional and above
2. Microsoft .Net Frame Work 2.0 and above
3. Microsoft Office 2003 and above for excel export.

- Feeding of student information/data base with GBSSC

1. Click on **“GBSSC”** which may be on the desktop. A window will appear entitled **“Goa Board of Secondary and Higher Secondary Education Examination Registration”** as shown below:



(Fig.1)

2. Click on **“add new record”**. A window entitled **“Students Registration Form”** will appear.

Roll Number Div Centre Code and Name School Index No. Syllabus Residential Address

Student's Surname

First Name

Second Name

Father's Name Phone No.

Mother's Name PIN

Year of First Attempt Date of Birth Sex Student Category No. of attempt/s made Special Category

Caste Nationality Total Exemptions

Sr. No	Subject	Subject Details	Exemption	Sr. No	Subject	Subject Details	Exemption
01.	Language -I	<input type="text"/>	<input type="checkbox"/>	07.	H.E. and P.E.	<input type="text"/>	<input type="checkbox"/>
02.	Language -II	<input type="text"/>	<input type="checkbox"/>	08.	School Ass. - 2	<input type="text"/>	<input type="checkbox"/>
03.	Language -III	<input type="text"/>	<input type="checkbox"/>	09.	Work Education-1	<input type="text"/>	<input type="checkbox"/>
04.	Mathematics	<input type="text"/>	<input type="checkbox"/>	10.	Work Education-2	<input type="text"/>	<input type="checkbox"/>
05.	Science	<input type="text"/>	<input type="checkbox"/>	11.	Work Education-3	<input type="text"/>	<input type="checkbox"/>
06.	Soc. Science	<input type="text"/>	<input type="checkbox"/>	12.	C.L.P.	<input type="text"/>	<input type="checkbox"/>
				13.	Env. Education	<input type="text"/>	<input type="checkbox"/>

Save Record Cancel Changes Exit

(Fig.2)

3. Feed in the data, roll number, Division, etc. press tab key each time to go to next field. On the **“Center Code and Name”** click on the appropriate centre from the drop box.
4. Press the tab key and feed in the index number.
5. Press the tab key to go to Student's name. Feed in the Student's name. Press tab key to go to Student's first name, press tab key to go to second name or father's name. Feed in the surname of the father. Press space bar or enter to leave one space to add the first name of the father.

6. Press the tab, to go to mother's name. Add mother's surname, press enter or space bar to add mother's first name.
7. Press tab to go to residential address. Feed in the residential address (in caps).
8. Press the tab, feed the phone number and press the tab to go to pin code. After feeding in pin code press the tab to go to **"Year of first attempt"** and feed in the year of first attempt.
9. Press the tab to go to date of birth. Feed in the date of birth and press tab. Coming to sex, click on the appropriate sex from the drop box.
10. Press the tab to go to Student's category. Click the appropriate category from the drop box and press the tab to go to number of attempts, and feed the required information.
11. Press the tab key to go to special category. Click on the appropriate category on the drop box. Click tab to go to caste. Click on the appropriate category from the drop box and press tab to go to Nationality. Click on the Nationality from the drop box and press tab to go to Lang. I.
12. Click on the appropriate language from the drop box and press tab to go to Lang. II.
14. Click from the appropriate drop box to select Lang. II and press the tab to go to Lang III. Enter the appropriate subjects taken by the student, one at a time by clicking on the appropriate subject from the drop box. Press tab to go the next subject. After filling all the subjects click on save record and a box will appear. Click on yes. The drop box will appear informing that the record is saved successfully. Click **"Ok"**.
15. New students registration form will appear. Enter the details of the next student. In this way enter all the students records, one at a time for each student.
16. To obtain subject-wise statistics press the button **'subjects stats'** as shown in fig.1.

● Preparing of C.D.

1. Press **"Excel Export"** (Refer Fig.1)

An excel file **"studentsinfo.xls"** will be created in **"My documents"**. The same is to be copied/written on the C.D. If any problem is encountered in excel export than an access file **"GBSSC.mdb"** may be copied on the C.D. from **C:\Program Files\Goa Board\GBSSC**