



Goa Board of Secondary & 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,2013/

CIRCULAR NO. 43

Date:- 15-10-2012.

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

Sub: Applications for S.S.C. Examination March/April, 2013.

Dear, Headmaster/Headmistress,

The tentative date of commencement of S.S.C. Examination of March/April, 2013 and the schedule of submission of applications for the same is notified as follows:-

I TENTATIVE DATES OF COMMENCEMENT OF SSC EXAMINATION MARCH/APRIL, 2013

Practical Examination	Tuesday	12/03/2013
Theory Examination	Thursday	28/03/2013

II. LAST DATES OF SUBMISSION OF BUNCH-WISE APPLICATION FORMS IN THE BOARD'S OFFICE

Without Late Fee	With Late Fee	Time-Barred applications
Monday 19/11/2012	Thursday 06/12/2012	Friday 21/12/2012

** For unsuccessful candidates at Oct/Nov.' 2012 SSC Examination application form should reach within 10 days of declaration of results of Oct/Nov.' 2012 Examination, failing which it will be treated as application beyond prescribed date.

In order to avoid rush in the last hours the Schools sponsoring less than 100 candidates may submit the applications taluka-wise as per the schedule given below:

1. Tiswadi, Ponda and Dharbandoda	Monday	12/11/2012
2. Salcete and Mormugao	Wednesday	14/11/2012
3. Quepem, Canacona and Sanguem	Thursday	15/11/2012
4. Bardez, Sattari, Pernem and Bicholim	Friday	16/11/2012

** **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 Heads of the Institutions may also forward the applications of their ex-student who have been issued Leaving Certificate as per Circular No.39, dated 06/10/93**

** 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 CORRECTIONS, NO STRAY MARKS LIKE TICK-MARK, CROSS-MARK, OVERWRITING OR USE OF CORRECTING FLUID ETC. SHOULD BE MADE ON THE APPLICATION FORMS. IN SUCH CASES A FRESH FORM WILL HAVE TO BE SUBMITTED. IN CASE OF FAILURE TO COMPLY WITH THE SAME, THE FORMS SHALL BE REJECTED OUTRIGHT AND THE HEAD OF THE INSTITUTION SHALL BE HELD RESPONSIBLE FOR SUBMISSION OF INCORRECT ENTRIES.

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III. EXAMINATION CENTRES

S.S.C. Examination of March/April, 2013 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.	Cuncohim	04	15.	Sanquelim	18
4.	Curchohem	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	24.	Calangute	27

URDU MEDIUM		
Sr. No.	Name of the centre	Centre code No.
1.	Margao	09
2.	Panaji	12
3.	Valpoi	22
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, availability of accommodation, 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, the application forms will be outright rejected and 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**. Also candidates residing in and around Calangute and studying in Panaji/Mapusa/Calangute shall necessarily opt for **Calangute centre**. **The Heads of the Institutions shall ensure the same.**

IV. APPLICATION FORM

- 1) Cost of application form :- ₹.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. **Postal delay in receiving application form(s) will be sole responsibility of applicant(s) and Board will not entertain any correspondance in such cases. 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. Candidates offering Pre-Vocational subjects or subjects meant for Children With Special Needs will have to fill in separate application forms which are available in the Board's Office.**

V THE RATES OF EXAMINATION FEES

1.

Sr. No.	Particulars	Amount (₹.)
i)	Examination fees without late fees	₹455/-
ii)	Examination fees with late fees	₹455/- + ₹110/-
iii)	Examination Fees of Time-Barred application	₹455/- + ₹455/-
iv)	Examination Fees of application beyond Time-Barred	₹455/- + ₹455/- + ₹ 20/- per day
v)	Fees for statement of Grades/Statement of Grades Cum Passing Certificate	₹ 70/-
vi)	Practical Examination fees (Science)	₹110/-
vii)	Fees for isolated subjects (per subject)	₹110/-

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 or **payment can be made through E.C.S. as per enclosed format.**
3. Fees may be remitted at the Board's Office in cash if the total amount is less than ₹2000/- 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 due to oversight.

VI QUESTION PAPERS

The question paper shall be set as per **NCERT Syllabus/Text/New Pattern** for all candidates enrolled at Std. X in 2010-11 onwards and prior, except "Social Science Paper I" (History – Civics) question paper which shall be set in new MSB syllabus.

The pattern of question paper in Hindi S.L., French S.L., Sanskrit Composite S.L. Sanskrit T.L. & French T.L. shall be as per New Syllabus/Text/Pattern introduced during 2012-13. The pattern of question paper in remaining subjects remain unchanged.

The candidates enrolled in 2010-11 onwards and prior will have to answer all question papers as per new pattern i.e. 80 marks in Non practical subjects and 65 marks in practical subjects.

The same is to be brought to the notice of all concerned.

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

1.

Candidates registered for Class Xth during the academic year	Rule of passing as per Circular Number
a) 2012-13	Circular No.19, dated 25-04-2012
b) 2011-12	Circular No.36, dated 16-09-2011
c) 2010-11	Circular No.18, dated 10-06-2009
d) before 2010-11	Rule 71 of GBSHSE, Rules 1975

2. Candidates who are unsuccessful in subject/s involving practicals/orals shall claim exemption from only theory/practicals/orals component and answer only in the theory or practical/oral component in which the candidates needs improvement. The marks & grades secured in the internal theory or practical components will be carried forward.
3. The Sports Merit Marks allotted to Repeater candidates will be carried forward.
4. In case of the candidates who are unsuccessful at the previous attempt/s and appearing as '**Repeater Wholes**' or '**Repeater Exempted**', the marks for Internal Assessment and Grades in School Assessment Subjects, as applicable, will be carried forward.

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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 should 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 spaces provided for the same on the application form using glue/adhesive paste. Under no circumstances should the photographs be stapled or pinned on the application form.
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 Children With Special Needs 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/Grades of subjects in respect of repeaters claiming exemptions in those subjects 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 according to centre-wise and medium-wise.
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 category shall be arranged in **ALPHABETICAL ORDER** beginning with **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 from the academic year 2007-08 & onwards.
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 2013

Sr. NO	Centre	Students Category (Refer 3 above)	Name of the candidate beginning with surname	Remarks
1.	2.	3.	4.	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. 12 to 17 as referred in the Para VIII wherever applicable are attached.
4. The statistics in form S-1 is to be prepared separately medium wise and centre wise.
5. Amount on Advice Note-C tallies with the amount on the Crossed D.D.

XI. MODE OF FORWARDING APPLICATION

- (A) 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.
- (B) The applications shall be forwarded to the Board's Office with the following enclosures, **every time the application/s are sent.**
 - i) List of candidates as mentioned in para IX-6.
 - ii) Crossed D.D. for the amount to cover examination fees, fees for statements of marks, fees for practical examination and other fees as applicable.
 - iii) Advice Note ' C ' – ACCOUNT OF FEES PAID
 - iv) Form S-1 (STATISTICS) medium wise and centre wise.
 - v) Forwarding letter from Head of the Institution.

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

1. 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.

2. Detailed instructions for downloading and using the software are given in the User Manual available on Board's Website. 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 will have to 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.
3. 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 well in advance and it need not be held up for want of filled S. S. C. E. application form from the students. **Due care must be taken as the details printed on Statement of Grades Cum Passing Certificate are as per this data.**
4. 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. It may be noted that entry of student' particulars on the software is done at the school end and the Board is in no way responsible for wrong entries/ discrepancies of students particulars on the software which eventually is printed on the school lists. Hence, meticulous care is to be taken during entry of students' particulars on the software. In case of any discrepancies/errors in students' particulars on the form school list/s the Heads of Institutions will be held responsible and will have to pay the necessary fees for corrections of discrepancies/errors in students particulars on school list/s subsequently. **For correction of errors, Office dealing hand will have to sent to the Board's Office with authority letter and fees.**
5. This circular is being sent early to facilitate early data entry of a few records of students' 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.
6. It may be noted that data entered can be edited and corrected eventually before generation of seat numbers, if necessary. Even, if desired, records of a particular student may be added/ deleted subsequently.
7. Information on the program on CD or through e-mail need not be sent through CD for late and time barred applications.
8. **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.**
9. Incomplete applications/CD are liable to be summarily rejected.
10. **Re-submitted applications/CD after complying with the omissions/discrepancies will 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 INTERNAL MARKS & GRADES IN SCHOOL ASSESSMENT SUBJECTS

1. The internal assessment marks/grades in School Assessment Subjects should be submitted in the revised Annexures as per Circular No.41, dated 12-10-2012.
2. **NO SUBSEQUENT CORRECTION IN GRADES/MARKS SHALL BE PERMITTED BY THIS OFFICE UNDER ANY CIRCUMSTANCES.**

(B) UNDERTAKING

1. The Heads of the institution shall obtain an undertaking in the Proforma II from every candidate and maintain the same in their Office.
2. **The Heads of the Institution shall bring to the attention of all students the contents of Circular No.53, dated 04/10/2006, Circular No. 24 dated 27/05/2002 and the current Circular on applications for S.S.C. Examination March/April 2013 and obtain the signatures of all the students for having read/and or copied the same.**

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.
2. The Admission Card shall be detached and issued to the candidate before the Practical Examination.
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, Circular No. 24 dated 27/05/2002, and the current Circular on applications for S.S.C. Examination March/April 2013.
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 School 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 with an authority letter. **The School 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 and mother's name. The School shall rectify discrepancies in the list, if any, by sending their authorised representative to this Office **on or before 01-03-2013. 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 and No.28, dated 30/06/2009 may be referred in this regard.

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

Sd/-
(Bhagirath G. Shetye)
Secretary

Encl: PROFORMA S-1, (STATISTICS) medium wise and centre wise
PROFORMA II
ADVICE NOTE 'C' ACCOUNT OF FEES PAID
Format for E.C.S. Payment

Copy to:

1. All the members of the Board.
2. The Director of Education, Directorate of Education, Porvorim.
3. All Deputy Directors of Education, North/South/Central Educational Zones at Mapusa/Margao/Panaji.
4. All Section Heads of this Office.
5. Office file
6. Guard file

**Goa Board of Secondary and Higher Secondary Education,
Alto-Betim,Goa**

S.S.C. Examination March/October 201_

PROFORMA S-1

Statistics of candidates appearing in each subject centre-wise and medium -wise
(To be submitted with each lot of application forms)

School Index No:

School:

Centre Code:

Name of the centre:

Medium of Instruction:

Sr. No.	Name of Subject	code	Number of candidates offering the Subject	Sr. No.	Name of Subject	code	Number of candidates offering the Subject
First Language				Marathi Medium			
1	English	111		27	Mathematics	022	
2	Marathi	112		28	Science	032	
3	Urdu	113		29	Social Science	012	
4	Konkani						
Second Language				Urdu Medium			
5	Hindi(New)	121		30	Mathematics	023	
	Hindi(Old)	121		31	Science	033	
6	French(New)	123		32	Social Science	013	
	French(Old)	123		C.W.S.N.			
7	Portuguese	124		Marathi Medium			
8	Hindi-Konkani	161		33	Marathi F.L.	114	
9	Hindi-Marathi	162		34	English T.L.	146	
10	Hindi-Sanskrit	163		35	Mathematics	024	
11	Hindi-Arabic	164		36	Science	034	
Third Language				37	Social Science	014	
12	English	131		38	Tailoring & cutting	902	
13	Konkani	132		English Medium			
14	Marathi	133		39	Mathematics	025	
15	Urdu	134		40	Science	035	
16	Sanskrit	135		41	Social Science	015	
17	Kannada	136		42	Word Processing	145	
18	Arabic	139		43	Bakery & Confectionery	129	
19	French	141		44	Puppetry	919	
20	Portuguese	142		Pre-Vocational Subjects			
21	Konkani-Sanskrit	170		45	D.E.A.	042	
22	Marathi-Sanskrit	171		46	Electronics	043	
23	Konkani-Marathi	174		47	Cookery	044	
English Medium				48	Food Processing	047	
24	Mathematics	021		49	Horticulture	049	
25	Science ***	031					
		Pract					
26	Social science	011					

***** Indicate number of Candidates appearing for Science theory against 031 and number of candidates appearing for Science Practicals against Pract respectively.**

P.T.O.

Sr. No.	Name of Subject	code	Number of candidates offering the Subject
School Assessment Subject-1			
1	Health Edu. Physical Edu. & Sports	201	
School Assessment Subject-2			
	National cadet Corps (NCC)	251	
	Junior Red Cross	261	
	Scouts	271	
	Guides	281	
	Social Service	291	
School Assessment Subject-3(Branch)			
	Work Experience	3	
	Elements of Home Science	4	
	Elements of Engineering	5	
	Elements of Agriculture	6	
	Elements of Commerce & Accounts	7	
	Elements of Fine Arts	8	
	Element of Industrial Crafts	9	
School Assessment Subject-4			
	Computer Literacy Programme	951	
Any Other Subjects			

Date:

Signature of the Head of the School

NOTE:

1. Medium of Instruction: English/ Marathi/ Urdu.
2. A separate proforma should be filled in for each medium.
3. Please mention the name of the subject if any other subject is offered.

PROFORMA – II FOR UNDERTAKING

I, Shri/Kum. _____ student of
(Name) _____ High School
(Place) _____ studying in X Class for the academic year
20 ____ - 20 ____ have applied for appearing at the March/April 20 ____ S.S.C. Examination of Goa
Board of Secondary & Higher Secondary Education, Alto Betim – Goa.

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 Examination 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 agree to abide by the following:-
 1. Instruction to candidates printed on pages 3 and 4 of the S.S.C. application form.
 2. Circular No.24, dated 27-05-2002.
 3. Circular No.53, dated 04-10-2006.
 4. Circular No.18, dated 10-06-2009.
 5. The Goa Prevention of Malpractices at University, Board and other Specified Examinations Act, 1991.
 6. Circular No.36, dated 16-09-2011.
 7. Circular No.19, dated 25-04-2012.
 8. Extract of Rule 71 of GBSHSE Rules 1975

Date :

Place:

Signature of Candidate