

**GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION**  
**ALTO BETIM GOA**

Form of application for enrolment as a private candidate to appear for SSC/HSSC examination  
under Rule No. 17 & 18

**(To be filled in by the candidate in own handwriting)**  
**(Before making entries, the instructions may be referred to)**

**This form to be collected by 31st July from this office**

**To,**  
**The Secretary,**  
**Goa Board of Secondary &**  
**Higher Secondary Education**  
**Alto-Betim, Goa.**

Affix here front-  
view Photograph  
of application  
duly attested by  
the Assistant  
Secretary  
GBSHE

**Sir/Madam**

I. I hereby apply for enrolment as a private candidate to appear for SSC/HSSC  
examination March\_\_\_\_\_

The necessary particulars in this respect are as detailed below.

(1) Name in full, in BLOCK letters beginning with surname

\_\_\_\_\_

(Surname)

(First name)

(Father's/Husband's Name/Second name)

Full residential address-

\_\_\_\_\_  
\_\_\_\_\_

Contact number : M:\_\_\_\_\_

(2) Date of Birth according to Christian era-

(a) In figures-\_\_\_\_\_

(b) In words-\_\_\_\_\_

(3) Recognized High School/Higher Secondary last attended by the candidate, if any-

(a) Name of the School-\_\_\_\_\_

(b) Full Postal address of the School-  
\_\_\_\_\_

(4) Date of leaving School-\_\_\_\_\_

(5) Standard in which studying at the time of leaving the School-\_\_\_\_\_

II. I hereby declare that-

(1) The information given above is correct and true to the best of my knowledge.

(2) All the above details have been filled in me in my own handwriting and they are as per the original documents produced by me along with the application form.

(3) I have not joined any recognized High School / Higher Secondary since I left the School mentioned at 3 above / I have never attended any recognized school.

(4) I have not been debarred from appearing at my examination of any Board/Statutory Body / University in India.

OR

(4) I was debarred by the \_\_\_\_\_ Board / University from appearing at the \_\_\_\_\_ examination till \_\_\_\_\_ (Relevant document to be enclosed in support)

(5) I have been continuous resident of the State of Goa, for a period of not less than the last two years and I shall continue to be the resident of this State till the conduct of SSC/HSSC examination for which I have sought enrolment through this application.

(6) I have pursued the prescribed course of studies privately after leaving the school mentioned at (3) above, without having attended any recognized school.

(7) I shall complete the course in practical work in Science (regular & CWSN) and Geography (CWSN) prescribed for Std. X through a recognized school and produce a certificate to that effect from the head of the school while submitting the application for enrolment to the said examination.

(8) I shall be writing in English/Marathi/Urdu medium,

(9) I shall be offering below mentioned subjects as per existing scheme of examination

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

(10) I have read the instructions given with this application form, carefully and I shall abide by these instructions and by the rules of Goa Board of Secondary Education, 1975a and I am aware that breach of any of them would be to my disadvantage.

(11) If, in respect of my application, any further inquiry is found necessary with the authorities concerned and if the inquiry is not completed in good time, I understand that I shall have to renew my application the next/following examination.

**III. I am enclosing herewith the following documents :**

- (1) Residence certificate from Mamlatdar / Magistrate.
- (2) Original school leaving certificate issued by the last recognized school attended. OR
- (2) Birth certificate (un case applicant has not attended any recognized school) AND an affidavit to the effect of having not attended any recognized school.
- (3) Declaration dully attested, in case, the applicant's present name is different from that in the leaving certificate.
- (4) Any other-

**IV. I am enclosing herewith amount of Rs. \_\_\_\_\_ towards enrolment (details are as here below)**

**Yours faithfully,**

**Signature of the candidate**

**Place: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Note: 1) The application is likely to be rejected if all the columns of the application are not filled in all respects or which is not accompanied by the requisite documents in original**

**FOR OFFICE USE ONLY**

**Observation:**

1. Residence certificate has been produced and it covers / does not cover the period to two years.
2. Birth certificate and affidavit declaring to have not joined any recognized school has been produced.

**OR**

1. The Original School Leaving Certificate from the recognized school last attended has been produced.

**OR**

2. Duplicate leaving certificate and affidavit declaring to have not joint any recognized school after leaving the said school has been produced.
3. The condition regarding age has / has not been satisfied.
4. The condition regarding the applicant not being on the roll of any recognized school during the academic year preceding the date of examination to be appeared, has been sat satisfied .
5. The candidate is / is not undergoing rustication imposed be any statutory Board of examination or University in India or any other examination authority.
6. The subjects offered by the candidate at SSC / HSSC level are verified as per existing scheme of examination.
7. Medium of writing is verified.
8. Necessary fees have been paid.
9. The following matters needs to be complied with :
  - (1) \_\_\_\_\_
  - (2) \_\_\_\_\_
  - (3) \_\_\_\_\_
10. Since all the requirements are satisfied / not satisfied, he/she is eligible / not eligible for enrolment as a private candidate for SSC / HSSC examination.

For approval

Clerk I/c

O.S.

Asstt. Secretary

**FOR SSC EXAMINATION ONLY**

**Certificate in respect of permission of training of practical work in Regular & CWSN subjects**

(To be given by the head of the recognized Secondary School where the application has completed the course of practical work)

**To be submitted at the time of enrolment in Private Category**

This is to certify that Mast/Miss/Shri./Smt. \_\_\_\_\_ has  
been allowed to train himself/herself in the Practical work as syllabus prescribed by  
GBSHSE in the subject \_\_\_\_\_ at \_\_\_\_\_ High  
School Goa, which may be submitted to Goa Board of Secondary & Higher Secondary  
Education for the purpose of enrolment.

Date: \_\_\_\_\_

School Stamp

Signature of the Head of the School

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**FOR SSC EXAMINATION ONLY**

**Certificate in respect of Completion of practical work in Regular & CWSN subjects**

(To be given by the head of the recognized Secondary School where the application has completed the course of practical work)

**To be submitted to the External examiner at the time SSC Practical examination by the  
candidate in Private Category**

This is to certified that Mast/Miss/Shri./Smt. \_\_\_\_\_  
has completed the practical work in the subject \_\_\_\_\_ as prescribed by  
Goa Board of Secondary & Higher Secondary Education for Std. X up to my satisfaction  
and completed Journal/ Practical notebook through \_\_\_\_\_  
school Index No. \_\_\_\_\_ which is a recognized school.

Date: \_\_\_\_\_

School Stamp

Signature of the Head of the School

## TO BE RETAINED BY THE APPLICANT

### INSTRUCTIONS FOR ENROLMENT AS A PRIVATE CANDIDATE FOR SSC/HSSC EXAMINATION

1. The application form for enrolment as a private candidate for SSC/HSSC examination shall be filled in by the candidate in his/her own handwriting.
2. The application duly completed in all respects shall be submitted with requisite enclosures and payment to the office of the Board within the prescribed dates.
3. The following enclosures shall be attached to each application : -
  - (a) Certificate from the Magistrate that he/she has been a resident of the State for a period of not less than two years prior to the date of commencement of the SSC / HSSC Examination at which he/she desires to appear
  - (b) Birth certificate or an affidavit on a stamp paper sworn before a Magistrate stating the actual date of birth and that his / her birth is not registered in any birth registration office and that he/she has not attended any recognized school.

OR

- (b) The Original School Leaving Certificate of the recognized school last attended.

OR

- (b) The Duplicate School Leaving certificate from the recognized school last date attended with an affidavit on a stamped paper sworn before a Magistrate that the applicant did not join any recognized secondary school subsequent to the date of his/her leaving the school as shown in the Duplicate Leaving Certificate.
- (c) If required, the candidate shall produce the certificate from the head of the recognized School that he / she was not on the roll of the school during the academic year preceding the date of examination for which he / she desires to appear
- (d) The candidate shall offer subjects as per current scheme of examination.
- (e) The candidate shall produce a certificate signed by the Head of the recognized secondary school stating that the applicant is allowed to perform the practical work / experiments in Science (Regular & CWSN) and Geography (CWSN) for SSC examination in the said school, shall be submitted at the of application for enrolment.
- (f) The candidate shall submit a certificate signed by the head of the recognized secondary school stating that Practical work in the subject is completed by the

candidate to be submitted to the External examiner at the time of conduct of Practical examination by Goa Board of Secondary & Higher Secondary Education, failing which candidate shall not be allowed to answer Practical examination.

4. The fees prescribed for enrolment as a private candidate for SSC / HSSC Examination is a given below:-

Fees	Last date	Late date/fees for time barred application
Enrollment - Rs. 350/-	15th Sep	Till 10th October
Scrutiny - Rs. 100/-		Rs. 20/- per day

The applications received after the prescribed dates shall not be accepted except in genuine cases, with the approval of the Chairman with late fees as prescribed.

The enrolment fees shall be paid by the candidate only once i.e. during enrolment as a private candidate.

5. Incomplete applications in any respect shall not be accepted.
6. The applications shall forward the application by the due date together with the required documents in ORIGINAL with attested copies thereof and necessary fees.
7. The Enrolment Certificate for March Examination may be collected from the office of the Board by the 5th November along with the original documents except 3 (b)
8. On scrutiny of each application, if the candidate is found ineligible to appear as a private candidate for the SSC/HSSC Examination as per the conditions laid down in the relevant rule quoted below or if the application is found to be incomplete in any respect, the enrolment fees paid shall be refunded to the candidate as per rules.
9. The candidates should approach the office of the Board for any other information regarding course of studies, syllabi, text-books, examinations, etc.
10. If the school last attended by the candidate is situated outside the jurisdiction of this Board, then the School Leaving Certificate / Transfer Certificate (original or duplicate) shall be countersigned by the concerned Education Inspector producing the same to this office.
11. The instructions regarding submission of applications for admission to SSC/HSSC Examination shall be sent to the candidates at their first attempt as a private

candidate. These instructions shall be available in the office of the Board for other private candidate appearing for subsequent attempts.

12. To submit online forms for admission to SSC / HSSC Examination the last dates should be tracked from official website of this office under Circular for Calling of Application SSC/HSSC.

**HALL TICKETS** may be collected from this office by **JANUARY END.**

**Relevant rules from the Goa Secondary & Higher Secondary education (Amendments) Rules, 2001 (Rule No. 17 & 18)**

**Eligibility of Private candidates for SSC/HSSC Examination -**

(1) A person who has pursued specified course of studies privately and has completed the practical work prescribed for Std. VII to X in any recognized Secondary School at the time of application for examination (SSC) shall be admitted to secondary school / Higher Secondary School certificate examination and as a private candidate subject to the fulfilment of the following conditions-

(a) He/ She has been a resident of the State of Goa for not less than two years prior to the date of commencement of SSC / HSSC Examination for which he/she desire to appear

However the deficiency, if any, in the period of two years residence in the State of Goa may be condoned by the Chairman on genuine ground.

(b) He/ She was not on the roll of any recognized Secondary School / Higher Secondary school of the State during the academic year preceding the date of examination for which he / she desires to appear.

(c) He / She must have completed the age of 17 years (SSC)/ 19 years (HSSC) not late than the 1st March of that academic year case of examination to be held in March. The date of birth declared by him / her in the form of application shall be supported by authentic document.

(d) Notwithstanding anything contained in (a), (b) and (c) above.

(I) A candidate being a citizen of India who has been a regular student of a Secondary / Higher Secondary School overseas and who has completed the course of studies for an examination equivalent to the Secondary / Higher Secondary examination of this Board may be permitted to appear at SSC/ HSSC Examination as a private candidate.



- (ii) A candidate sent as a regular student (i.e. after having undergone the specified course of studies and kept the specified minimum attendance at a recognized institution) but failing at the corresponding examination equivalent to corresponding SSC / HSSC examination of this Boards, may be permitted to appear at the examination as a private candidate provided that such a candidate has not joined any Secondary / Higher Secondary School since his / her failure at the other examination concerned.
- Provided that it shall be competent for the Board to debar an applicant involved in malpractices to secure permission to appear at the examination as a private candidate under clause (1) above, from applying for permission to appear for the examination, for a period of two years from the month and year of the Examination for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued
- (2) A person who has pursued his/ her studies and fulfilling above conditions shall apply to the Board in specified form along with specified fees and relevant documents to enroll himself / herself as a private candidate
- (3) The application shall state in writing that he / she is not undergoing rustication imposed by any statutory Board of examination or University in India or any other examination authority at the time of submission of application for enrolment
- (4) An enrolment certificate shall be issued by the Board to a person eligible to appear for SSC/ HSSC Candidate.
- 5) The person who has been enrolled as a private candidate for SSC/HSSC examination shall apply for admission to the said examination in specified form along with the required documents and the fees specified by the Board.
- (6) The person who has been enrolled as a private candidate shall be exempted from offering school assessment based subjects for SSC/ HSSC examination
- (7) The private candidates shall not be eligible for award of prizes or scholarships.

## 19. Refund of enrolment fees of private candidates :-

A refund of 50% of an amount of enrolment fees paid along with application for enrolment shall be given to the candidates if the enrolment is rejected on genuine grounds by the board.