


MEGHALAYA BOARD OF SCHOOL EDUCATION

HEADQUARTERS :::: TURA

No. MBOSE/HSSLC/Ex-45/07/15782-16032

Dated Tura, the 8th August, 2014.

From : Smt. S.N. Marak,
Controller of Examinations,
Meghalaya Board of School Education,
Tura.

To : All the Principal of Higher Secondary Schools and Colleges having +2 Stage of Education.

Subject: Guidelines for submission of forms, fees, etc., of the Higher Secondary School Leaving Certificate (Class XII) Examination, 2015.

Sir/Madam,

While addressing on the subject noted above, I am directed to draw your kind attention to the following provisions of the Examination regulations which are to be taken into account while filling in and submitting the Examination application forms and other Examination related forms, fees, etc, by candidates of the forthcoming Higher Secondary School Leaving Certificate (Class XII) Examination, 2015 to be held during the month of February/March, 2015.

1. REGULAR CANDIDATES: Each candidate should have passed the Selection Test conducted by the concerned institution and should submit an attested copy of the Mark Sheet of the Internal/Promotion Examination of Class XI in which he/she appeared and passed. An attested copy of the Registration Card should be submitted along with the application form.

Pre-printed examination application forms shall be supplied to all the regular candidates of Arts, Science and Commerce Streams who have registered with the Board in the academic year, 2013. Candidates who have registered prior to or after the academic year, 2013, are required to fill up in the blank regular examination application forms available with the Head of the Institutions.

If there is any mistake in the particulars printed in the pre-printed forms, candidates are required to correct with red ball point pen. Change of subjects can be corrected only after obtaining permission from the Board.

2. NON-REGULAR CANDIDATES:

SCIENCE, COMMERCE AND ARTS STREAMS:

It is mandatory for all the Non-Regular candidates offering subjects involving practicals to appear at the HSSLC Practical Examinations, 2015. Non-regular Candidates of the Commerce stream are also required to submit the Project Works in the subjects where ever necessary.

Pre-printed examination application forms shall be supplied only to those Non-Regular candidates of Arts, Science and Commerce Stream who have appeared and failed in the HSSLC Examination, 2014.

Candidates are required to check thoroughly the application form, their names, roll numbers, registration numbers, subject-combination etc. before submitting the same to the Board. Eligible candidates who wish to appear only in one or two subjects are required to fill- in the subject(s) in a "compartmental examination form".

It may be noted that no change of subject is allowed while re-appearing in the subsequent examinations.

3. COMPARTMENTAL CANDIDATES:

(a) Candidates who failed in one or two subject(s) (excluding the Fourth/Additional subject) and securing a minimum aggregate of 30% (150 marks in total) are eligible to appear in one or two subjects. They shall be categorized as Compartmental Candidates and required to fill up the Compartmental Examination forms.

The Board in its 128th Meeting held on the 2nd May, 2013 vide agenda No. 10 decided to issue only one single Marksheet to such candidates with an indication on the bottom of the Marksheet that the candidate passed under Compartmental without awarding any division/percentage.

This condition will apply to the candidates of all streams.

(b) Candidates failing in 3 or more subject(s) (excluding Fourth/Additional subject) will have to appear in all the subjects irrespective of the total marks secured. This condition will also apply to the candidates of all streams.

(c) A candidate offering subjects involving practicals will be required to attend at least 20 practicals in each subject to the satisfaction of the institution concerned.

4. IMPROVEMENT CANDIDATES:

The Board in its 128th Board Meeting held on the 2nd May, 2013 vide agenda No. 11 decided to allow the candidates to improve their performance in all the subjects as per the scheme of studies of the Board if they wish to do so. But, the existing provision to allow the candidates to improve in only one or two subject(s) shall also continue. Such candidates should obtain prior permission from the Board.

Therefore, candidates who had passed the HSSLC Examination, 2014 and wish to improve their performance in the HSSLC Examination, 2015 are required to fill up the Improvement form. Candidates are allowed to appear either in one or two or in all the subject(s) and the candidates of all streams shall be allowed to avail this provision.

They shall have to appear the Practical Examinations in subjects involving Practical or Project works in the case of Commerce Stream candidates.

If the results of such candidates are improved, it is also necessary that they should surrender the previous documents before the improved documents are issued to the candidates.

A candidate shall be allowed only one chance i.e. in the next examination for improvement of performance.

5. TEACHER CANDIDATES:

Teacher candidates are those candidates who are teaching in the Primary Schools of the Government, Deficit, Adhoc or SSA, but have not fulfilled the minimum qualification as per the NCTE norms. Such teachers may have passed the Pre-University/HSSLC or its equivalent examination in the previous years, but secured below 45% in the aggregate or may have not passed the HSSLC Examination.

Therefore, those teachers who have been appointed as Elementary School Teachers on or after the **3rd September, 2001**, but have not fulfilled the minimum qualification of securing **45% in the Pre-university/HSSLC examination or its equivalent examination** are required to appear the HSSLC examination, 2015 to meet the minimum qualification as specified by the NCTE.

They are required to fill-up the 'Teacher Candidate Form' available only with the notified designated Examination Centres created by the Board in their respective District/Sub-division.

It is mandatory for the teacher candidates to attach the Birth certificate and the letter from the respective SDSEO along with the Examination application form.

Teachers candidate who have appeared the HSSLC Examination, 2014 and failed only in one or two subject(s) (excluding the Fourth/Additional subject) and securing a minimum aggregate of 30% (150 marks in total) are eligible to appear in one or two subject(s) only. They are required to fill-up the 'Teacher Compartmental Form' available with the Head of the Institutions.

6. REGISTRATION:

(i) Registration in the Higher Secondary (+2) Stage will remain valid for a period of 7 (seven) years only, during which a student will be having minimum chances of five to six attempts and thereafter his registration will expire. For the 2015 Examination, only those students registered in or after 2008 will be eligible to appear in the examination and those registered in or before 2007 will not be eligible.

(ii) Students who were registered in the year 2007 or before but willing to appear at the examination are required to renew their registration again to be eligible to appear at the HSSLC Examination, 2015. The applications for registration should be submitted through the head of the institution where the candidate studied last.

7. The limitation of three chances will continue for the Science and Commerce Streams candidates and they shall be allowed to appear only in two consecutive examinations.

It may be mentioned that a failed candidate of the HSSLC Science or Commerce Stream is allowed to join another stream, for example, from Science or Commerce to Arts (not vice versa) provided the Principal is satisfied with the record of the candidate. Such a student is allowed to take admission directly in Class XII in Arts Stream without having to clear Class XI (Arts) with prior permission from the Board.

8. All Non-Regular/Compartmental/Improvement candidates should submit attested copies of the Mark Sheets of the previous HSSLC Examinations.

9. Candidates who passed the Selection Test but were unable to appear at the examination in the same year will be allowed to appear at two examinations succeeding the original examination, provided such candidates have attended 20 practicals in each subject during the academic session. These candidates should write the selection Test again.

All categories of Non-Regular/Compartmental/Improvement candidates specified above should pay permission fees of Rs. 150/- along with other examination fees.

10. PRIVATE CANDIDATES (Arts Stream). (A) A Private candidate is a student who has not attended regular classes for three years or more after passing HSLC or SSLC Examination or its equivalent. He/she will be eligible to appear at the HSSLC (Arts) Examination subject to certain conditions as specified below:

(i) A Private candidate shall have to pass the Internal/Promotion Examination of Class XI conducted by an institution in the second year after passing HSLC or SSLC Examination with prior permission of the Board (only the Arts Stream candidates are allowed to appear as Private candidates).

(ii) A Private candidate who has cleared Class XI Internal/Promotion Examination shall be eligible to sit for the HSSLC Examination in the following year.

(iii) A Private candidate shall register with the Board before appearing in Class XI Internal/Promotion Examination. Such candidates shall not be allowed to appear in the subjects having practicals.

(iv) Application for appearing at the Class XI Internal/Promotion Examination should be submitted to the Board through the Head of the Institution where he/she intends to sit for the Examination at least 7 (seven) months before the examination.

(v) Private candidates who have cleared Class XI Internal Examination will be eligible to sit for the final examination of the Board in the following year only and he/she will have to pass the Selection Test.

(vi) A private candidate should apply for permission to the Board with a permission fee of Rs. 150/- through the Head of the Institution from which he/she intends to sit for the Examination.

(vii) Such an application should be submitted 6 (six) months before the final Higher Secondary School Leaving Certificate Examination of the Board along with the following:

- (a) Bank Draft payable to the Executive Chairman, Meghalaya Board of School Education, Tura for Rs. 150/- for the purpose.
- (b) Employment Certificate with “No Objection Certificate” from the employer (if employed).
- (c) Attested copies of Mark Sheets of High School Leaving Certificate/Secondary School Leaving Certificate and Class XI (Promotion) Examination passed and Registration Card.
- (d) Private candidates when permitted shall have to pay other Examination fees prescribed by the Board.
- (e) Private candidates shall not be permitted to offer any subject(s) that involves practicals.
- (f) No Private candidates shall appear in Science, Commerce and Vocational streams.
- (g) A Private candidate should also be registered with the Board by payment of Rs. 160/- as registration fee.
- (B) Candidates from those institutions who have not received ‘Opening Permission’ from the Government are allowed to appear the HSSLC Examination, 2015 as Private Candidates. This condition will apply only for the Arts Stream candidates.
- (C) Teacher candidates if admitted in any institutions and attended regular classes or do not attend regular classes are required to appear as Teacher Candidate from the designated Examination Centres only.

NOTE: Examination results of candidates who do not get themselves registered in the Board are liable to be withheld/cancelled.

11. PHOTOGRAPHS

(a) A Regular/Non-Regular/Compartmental/Improvement/Teacher Candidate/Private candidate (all categories of candidates) who are allowed to sit for the final examination must submit along with his/her Application Form 2 (two) copies of recently taken passport size photograph.

(b) The candidate will affix the first copy of the photograph without any attestation on the application form in the space provided for the purpose. The Principal will retain the second copy in his/her office for future reference.

12. IDENTIFICATION OF CANDIDATES

On the first day of the Examination, the Officer-in-Charge of the Examination Centre shall get a private candidate identified by a responsible person. Unless this is done, the candidate will not be allowed to sit for the examination.

13. EXAMINATION AND OTHER FEES

The Examination fees to be paid by the Regular/Non-Regular/Compartmental/Improvement/Teacher Candidate/Private candidates who will be appearing the Higher Secondary School Leaving Certificate Examination, 2015 are as follows: -

- i. **Regular candidate without practicals** Rs. 845/- (Examination fees Rs. 345/-, Mark Sheet fees Rs. 120/-, Original Certificate fees Rs. 120/-, Admit Card fees Rs. 60/-, Centre fees Rs. 200/-)
- ii. **Regular candidate with practical in one subject:** Rs. 975/- (Examination fees Rs. 345/-, Mark Sheet fees Rs. 120/-, Original Certificate fees Rs. 120/-, Admit Card fees Rs. 60/-, Centre fees Rs. 200/-, Practical fees for one subject is Rs. 130/-, Rs. 80/- to be paid to the Board and Rs. 50/- to be retained by the centre).
- iii. **Regular candidate with practicals in two subjects** Rs. 1105/- (Examination fees Rs. 345/-, Mark Sheet fees Rs. 120/-, Original Certificate fees Rs. 120/-, Admit Card fees Rs. 60/-, Centre fees Rs. 200/-, Practical fees for two subjects is Rs. 260/-, Rs. 160/- is to be paid to the Board and Rs. 100/- to be retained by the centre).
- iv. **Regular candidate with practical in three subjects** Rs. 1235/- (Examination fees Rs. 345/-, Mark Sheet fees Rs. 120/-, Original Certificate fees Rs. 120/-, Admit Card fees Rs. 60/-, Centre fees Rs. 200/-, Practical fees for three subjects is Rs. 390/-, Rs. 240/- is to be sent to the Board and Rs. 150/- to be retained by the centre).
- v. **Regular candidate with practical in four subjects** Rs. 1365/- (Examination fees Rs. 345/-, Mark Sheet fees Rs. 120/-, Original Certificate fees Rs. 120/-, Admit Card fees Rs. 60/-, Centre fees Rs. 200/-, Practical fees for four subjects is Rs. 520/-, Rs. 320/- is to be paid to the Board and Rs. 200/- to be retained by the centre).
- vi. **Non-Regular/Compartmental/Improvement/Teacher candidate without practical** Rs.995/- (Examination and other fees Rs. 845/-, Permission fees Rs. 150/-).
- vii. **Non-Regular/Compartmental/Improvement/Teacher candidate with practical in one subject** Rs. 1125/- (Examination and other fees Rs. 845/-, Practical fees for one subject is Rs. 130/-, Rs. 80 to be paid to the Board and Rs. 50/- to be retained by the centre).Permission fees Rs. 150/-.
- viii. **Non-Regular/Compartmental/Improvement/ Teacher candidate with practical in two subjects** Rs. 1255/- (Examination and other fees Rs. 845/-, Practical fees for two subjects is Rs. 260/-, Rs. 160 to be paid to the Board and Rs. 100/- to be retained by the centre., Permission fees Rs. 150/-.
- ix **Non-Regular/Compartmental/Improvement/Teacher candidate with practical in three subjects** Rs. 1385/- (Examination and other fees Rs. 845/-, Practical fees for three subjects is Rs. 390/-, Rs. 240/- to be paid to the Board and Rs. 150/- to be retained by the centre. Permission fees Rs. 150/-.
- x. **Non-Regular/Compartmental/Improvement/Teacher candidate with practical in four subjects** Rs. 1515/- (Examination and other fees Rs. 845/-, Practical fees for four subjects is Rs. 520/-, Rs. 320/- is to be paid to the Board and Rs. 200/- to be retained by the centre, Permission fees Rs. 150/-.
- xi. **Non-Regular/Compartmental/Improvement/Teacher candidate for improvement only, without practical** Rs. 875/- (Examination fees Rs.345/-, Mark Sheet fees Rs. 120, Admit Card fees Rs. 60/-, Centre fees Rs. 200/-, Permission fees Rs. 150/-).
- xii. **Non-Regular/Compartmental/Improvement/Teacher candidate for improvement only with practical in one subject** Rs. 1005/- (Examination and other fees Rs. 725/-, Practical fees for one subject is Rs. 80/, Practical fees to be retained by the centre Rs. 50/-, Permission fees Rs. 150/-).

- xiii. **Non-Regular/Compartmental/Improvement/Teacher candidate for improvement only with practical in 2 (two) subjects** Rs. 1135/- (Examination and other fees Rs. 725/-, Practical fees for two subjects is Rs. 160/-, Practical fees to be retained by the centre Rs. 100/- two subjects, 150/-, Permission fees Rs. 150/-).
- xiv. **Private candidate** Rs. 995/- (Examination fees Rs. 345/-, Mark Sheet fees Rs. 120/-, Original Certificate fees Rs. 120/-, Admit Card fees Rs. 60/- Centre fees Rs.200/-) Permission fees of Rs. 150/- having been paid earlier at the time of seeking permission.

- Note:** (a) Centre fees collected @ Rs. 200/- per candidate and Rs. 50/- per subject in Practicals should be retained by the Centre and utilized for centre contingencies including –
- (i) Payment of remuneration to Officer-in-Charge and Asstt. Officer-in-Charge of the centre, Invigilators, Laboratory Asstt., Grade IV and such other remunerations.
- (ii) All postal charges, including dispatch of Answer Scripts.
- (iii) Transport charges for conduct of examinations.
- (iv) Stationery articles/laboratory items like acids, specimens etc.
- (b) If an institution is clubbed to another institution which is declared as a Centre of HSSLC Examination, the entire amount of centre fees/practical fees (to be retained by the centre) may be placed at the disposal of that centre.

14. ENVIRONMENTAL EDUCATION GRADE

The Environmental Education Grade of all the Regular candidates of Arts, Science Commerce and Vocational streams are to be furnished in the space provided at the Examination Application Form after the procedure of Internal assessments in the subject is completed. This is with reference to the Notification No. 222 dated Tura, the 27th July, 2012 issued by the Board.

15. STATEMENT OF CANDIDATES (in form no. HSS – 09)

- i) Separate statements, streamwise and categorywise should be submitted for Arts, Science, Commerce and Vocational Education in form no. HSS-09.
- ii) While preparing the statement of candidates in form no. HSS-09, the same candidate must be given the same serial number in all the 4 (four) copies of the statement.
- iii) Separate statements, streamwise in quadruples for each category of candidates as indicated below are to be prepared in form no. HSS-09.
- iv) In no circumstances, more than one category should be shown in the same sheet.

- | | |
|----------------------------|------------------------------|
| 1. Male Regular | 11. Male Teacher Candidate |
| 2. Female Regular | 12. Female Teacher Candidate |
| 3. Male Non-Regular | |
| 4. Female Non-Regular | |
| 5. Male Private | |
| 6. Female Private | |
| 7. Male for Improvement. | |
| 8. Female for Improvement. | |
| 9. Male Compartmental. | |
| 10. Female Compartmental. | |

16. USE OF ABBREVIATIONS WHILE FILLING IN THE STATEMENT OF CANDIDATES IN FORM NO. HSS- 09

For easy identification of subjects during tabulation work and future references, the following instructions may strictly be followed:

- (a) While filling in the subject combinations in column no. 4 (subjects), MIL/Alternative English should be written within brackets in their respective abbreviations (Annexure – I).
- (b) The order given in the LIST OF ABBREVIATIONS and attached to Form No. HSS – 09 should strictly be followed when filling column No. 4 under the heading, “Subjects” in Form No. HSS – 09.

Examples are as follows:

ARTS STREAM

Example – I

MIL – Khasi, Political Science, Education, History, Philosophy (Additional) should be filled in the following order.

(K), Ps, Ed, Hs, (in column 4) Phl (in column 5) and not in any other order.

SCIENCE STREAM

NOTE: - While filling in the elective subjects Physics and Chemistry should always be written first.

Example – II

(i) Alternative English, Physics, Chemistry, Mathematics, Computer Applications (Additional) should be filled in the following order:

(Ae), Ph, Ch, M (in column 4) CAP (in column 5) and not in any other order.

(ii) MIL – Khasi, Physics, Chemistry, Biology, Mathematics (Additional) should be filled in the following order –

(K), Ph, Ch, Bio (in column 4) M (in column 5) and not in any other order.

COMMERCE STREAM

Example – III

MIL-Hindi, Economics, Accountancy, Business Studies, Computer Applications (Addl).

(H), Ec, Ac, Bs, (in column 4) CAP (in column 5)

Example – IV

MIL-Nepali, Economics, Accountancy, Business Studies, Maths (Additional)

(N), Ec, Ac, Bs, (in column 4) M (in column 5)

NOTE:- (a) Form No. HSS – 01 (Statement of the number of candidates-subject wise) and Form No. HSS-02 (Statement of payment of fees) is to be filled in by the institution and forwarded to the Board’s office along with the fees and other forms.

(b) Examination and other fees should be paid in Demand Draft addressed to “The Executive Chairman, Meghalaya Board of School Education, Tura” payable at State Bank of India, Tura or Meghalaya Co-operative Apex Bank, Tura or deposit directly into the Board’s Account No. 11308055133 SBI, New Tura Branch and submit the original counterfoil to the Board by writing clearly the name of the institution, a xerox copy may be retained by the institution.

17. SUPPLY OF APPLICATION FORMS

Application forms for Regular/Non Regular/Improvement/Compartmental/Teacher/Private candidates will be supplied on request by the Head of the Institution/Officer-in-Charge indicating the number required on payment of Rs. 10/- (each) at the time of collection of the application forms.

Application Forms for all categories of candidates will be available from the 15th September, 2014.

Form No. HSS-09 (Statement of Candidates), Form No. HSS-01 (Statement of the number of candidates – subject wise), Form No. HSS-02 (Statement of payment of fees) will also be supplied.

(i) For Colleges and Higher Secondary Schools in Khasi and Jaintia Hills, forms are available in the Meghalaya Board of School Education, Shillong Office, Shillong – 793003.

(ii) For Colleges and Higher Secondary Schools in Garo Hills, forms are available in the Meghalaya Board of School Education Office, Tura -794101.

18. Pre-printed application forms for Regular and Non-Regular Candidates of Arts/Science/Commerce Streams who failed in 2014 shall be collected by the Heads of Institutions from the aforesaid offices and shall issue to the candidates concerned for verification pasting of passport photograph and signature. Verified pre-printed application forms should be duly certified by the Head of the Institution before submission to the Board.

N.B.: REGARDING THE REGULAR CANDIDATES, ALL INSTITUTIONS ARE REQUESTED TO SUBMIT THE EXAMINATION APPLICATION FORMS OF ONLY THOSE CANDIDATES WHO APPEARED AND PASSED THE SELECTION TEST CONDUCTED BY THE CONCERNED INSTITUTION. THE FORMS OF THE CANDIDATES WHO FAILED IN THE SELECTION TEST ARE NOT REQUIRED TO SEND TO THE BOARD. ONLY THEIR NAMES AND REGISTRATION NUMBERS ARE REQUIRED TO FORWARD TO THE BOARD.

19. DATE OF SUBMISSION AND LATE FINE

Since late submission of fees, forms, etc., by the Colleges/Higher Secondary Schools causes a lot of difficulties for the Board with regard to time and additional financial obligation to print the statement of late comers, the institutions are requested **to submit all the forms of Non-Regular/Compartmental/Improvement/Teacher Candidates on or before 24th October, 2014.**

However, forms, fees, etc, will be received up to **31st October, 2014** with fine @ Rs. 800/- per page of the statement.

After the **31st October, 2014,** no fees and forms of Non-Regular/Compartmental/Improvement candidates even with late fines will be accepted.

The Institutions are requested to submit the application forms, fees, etc., for the Regular and Private candidates on or before **09-12-2014.** However, forms, fees, etc., will be received up to **12-12-2014** with fines @ Rs. 800/- per page of the Statement of Candidates. After **12-12-2014, no fees and forms of Regular/Private candidates even with late fines will be accepted.**

20. SCHEME OF STUDIES

The scheme of studies for the HSSLC Examination, 2015 shall be as per the existing Curriculum and Syllabus for the Higher Secondary (10+2) Stage of Education for Arts, Science, Commerce and Vocational Streams as notified by the Board.

(S.N. Marak)
Controller of Examinations,
Meghalaya Board of School Education,
Tura.

No. MBOSE/HSSLC/Ex-45/07/16033-47

Dated Tura, the 8th August, 2014.

Copy forwarded to: -

1. The Director, Higher & Technical Education, Meghalaya, Shillong.
2. The Director, School Education and Literacy, Meghalaya, Shillong.
3. The Director, Meghalaya Board of School Education, Shillong Office, Shillong.
4. The District School Education Officers, Shillong / Nongstoin / Jowai / Nongpoh / Tura /Williamnagar/Baghmara/Mawkyrwat/Khliehriat/Resubelpara/Ampati.
5. The Principals of all Higher Secondary Schools/Colleges having +2 Stage of Education in Meghalaya for information and necessary action.

Sd/-
(S.N. Marak)
Controller of Examinations,
Meghalaya Board of School Education,
Tura.

ANNEXURE – I

LIST OF ABBREVIATIONS FOR COLUMN NO. 4 AND 5 OF FORM NO. HSS-09

1.	English	...	E	17.	Elective Languages: -	
2.	Alt. English	...	Ae		(a) Assamese	a
3.	Modern Indian Languages				(b) Bengali	b
	(a) Assamese	...	A		(c) English	e
	(b) Bengali	...	B		(d) Garo	g
	(c) Garo	...	G		(e) Hindi	h
	(d) Hindi	...	H		(g) Mizo	MIZ
	(e) Khasi	...	K		(h) Nepali	n
	(f) Mizo	...	Mz			
	(g) Nepali	...	N			
4.	Economics	...	Ec			
5.	Political Science	...	Ps	18.	Computer Applications...	CAP
6.	History	...	Hs	19.	Accountancy	Ac
7.	Mathematics	...	M	20.	Business Studies	Bs
8.	Statistics	...	S	21.	Entrepreneurship	En
9.	Geography	...	Geo	22.	Environmental Education	Eve
10.	Home Science	...	HSc	13.	Computer Technique	...
11.	Education	...	Ed			
12.	Philosophy	...	Phl			
13.	Physics	...	Ph			
14.	Chemistry	...	Ch			
15.	Biology	...	Bio			
16.	Geology	...	Gl			

Sd/-
(S.N. Marak)
Controller of Examinations,
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