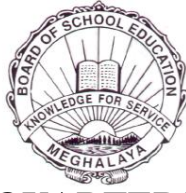


MEGHALAYA BOARD OF SCHOOL EDUCATION



HEADQUARTERS :::: TURA

No. MBOSE/HSSLC/Ex-45/07/29558-617

Dated Tura, the 26/9/2016.

From : Shri T. R. Laloo,  
*Controller of Examinations,*  
Meghalaya Board of School Education,  
Tura.

To : The Officer-in-Charge,

Subject: Submission of forms, fees, etc. of the Higher Secondary School Leaving Certificate (Class XII) Examination, 2017 for the Elementary School Teacher & Pre-Service Teacher Education Trainee (EST/PSTE) Candidates only – Guidelines thereof.

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 Elementary School Teacher Candidates of the forthcoming Higher Secondary School Leaving Certificate (Class XII) Examination, 2017 to be held during the month of February/March, 2017.

**ELEMENTARY SCHOOL TEACHERS (EST) CANDIDATES - DEFINITION:**

EST Candidates are those Candidates who are teaching in the (Govt./Deficit/Adhoc/SSA/Private) Primary Schools of the State of Meghalaya or are those Pre-Service Teacher Education Trainee (PSTE) who have passed D.El.Ed. from respective DIET(s) and have not fulfilled the minimum qualification as per the NCTE norms. Such said 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 (for those teachers appointed before 3<sup>rd</sup> September, 2001).

Therefore, these EST candidates who are yet to be appointed and who have been appointed prior to or on or after the **3<sup>rd</sup> September, 2001 and have not fulfilled the minimum qualification of securing 45% in the Pre-university/HSSLC examination or its equivalent examination may/are required to** appear the HSSLC Examination so as to meet the minimum qualification as specified by the NCTE and by the Govt. of Meghalaya.

In compliance with the Govt. of Meghalaya Education Department's Order vide letter No. EDN. 338/2011/501 Dated Shillong the 23<sup>rd</sup> February, 2016, the Pre-service Teacher Education (PSTE) trainees who have passed the D.El.Ed but had not obtained 45% in previous HSSLC Examinations shall have to obtain No objection certificate (NOC) from the Principal of their respective DIETs (District Institute of Education and Training). Moreover, Elementary School Teachers from Private institutions who are yet to obtain the NCTE norms shall also have to obtain a Certificate/NOC from the Secretary of their respective managing committee along with a NOC from respective SDEO/DSEO.

Both EST & PSTE candidates are required to fill-up the '**Blank EST Candidate Form**' which will be available only in the notified designated Examination Centres created by the Board in their respective District/Sub-Division accordingly.

**Note:**

- **BPP (Bachelor Preparatory Programme of IGNOU is not equivalent to SSLC/ Class-X. Therefore, candidates with this qualification are not eligible for this improvement examination.**
- **No Practical examination shall be conducted for EST/PSTE candidates.** Such candidates will have to appear the theory paper consisting of 100 marks.

**1. IMPROVEMENT CANDIDATES:**

**(a) EST Improvement candidates:**

EST Candidates who had passed the HSSLC Examination conducted specially for EST candidates in the year 2015 & 2016 but have secured less than 45% aggregate and wish to improve their performance in the HSSLC Examination, 2017. Such 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.

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.

**(b) PSTE Improvement candidates:**

These are Pre-service Teacher Education (PSTE) trainees who had passed the D.El.Ed from DIETs but had not obtained 45% aggregate in HSSLC/Pre University/XII examination.

PSTE candidates who had passed HSSLC/Class-XII examination conducted by MBOSE but had not obtained 45% aggregate are allowed to appear in one or two subjects or in all the subjects. Marks obtained in the previous HSSLC examination will be carried over and a consolidated marksheet will be issued on submission of the previous old marksheet.

However, PSTE candidates who had passed Class-XII/HSSLC examination from other Boards viz NEHU, NIOS, Assam Board, etc. and had not obtained 45% aggregate shall have to appear in all the subjects. **The principle of carry over of marks shall not apply to such candidates.**

**2. FRESH TEACHER CANDIDATES:**

(a) **MBOSE Candidates:** These candidates are those who have passed the HSSLC from MBOSE but secured below 45% in aggregate. These candidates are allowed to appear in one or two subjects or in all the subjects as they wish to appear. Marks obtained in previous HSSLC examination will be carried over and a consolidated marksheet will be issued to all the candidates on submission of their previous old marksheet only.

(b) **Candidates from other Boards:** These candidates are those who have passed the Class-XII/Pre-University from other Boards viz. NEHU, Assam Board, etc. and have secured below 45% in the aggregate.

These candidates are to appear the said Examination **in all the subjects** i.e., English and 4 Elective subjects. **The principle of carry over of marks (i.e., Theory or Practical) shall not be applicable for this category of candidates.**

**It is to be noted that for Commerce Stream subjects, English, MIL, Economics, Accountancy and Business Studies are compulsory subjects.**

(c) **Class X Pass:** Candidates who passed only Class X from MBOSE/other Board are required to appear for the Examination in all the subjects. These candidates are allowed to appear for the Arts Subjects only.

**3. REGISTRATION:** For failure of a candidate to enclose Registration Fees along with the Examination Fees 'Invalid' shall be reflected in the Registration Number column in the Admit Card.

For rectification if any, a processing fees of Rs. 350 shall be charged.

**4. DOCUMENTS TO BE ENCLOSED (PHOTOCOPIES):**

**(a) Letter of Certificate/NOC:**

- from the respective SDEOs/DSEOs in case of **Fresh Teacher candidates.**
- From the Principals of respective DIETs **in case of PSTE candidates**
- from respective Secretary of the Managing committee and also from the SDEOs/DSEOs in case of teachers from private institutions.

(b) Registration Card.

(c) Admit card Marksheets and Certificates of SSLC/HSSLC.

**Note: EST Improvement Candidates of HSSLC, 2015 & 2016 are required to enclose only the marksheet of the last examination passed.**

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

- i) Separate statements, streamwise and categorywise (Category 8 - EST Fresh, Category 9 – EST Improvement, Category 10 - PSTE Improvement) should be submitted for Arts, Science, Commerce 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 both the copies of the statement.
- iii) Separate statements, streamwise in duplicates 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 EST Fresh.
  2. Female EST Fresh.
  3. Male EST Improvement.
  4. Female EST Improvement.
  5. Male PSTE Improvement.
  6. Female PSTE Improvement.

**6. CONTACT NUMBER: It is mandatory for the Teacher candidates to give a valid phone/mobile number in the space provided in the Examination Application Form.**

**7. EST Candidates who have already secured 45% aggregate in the HSSLC, 2015 & 2016 Examination will not be allowed to re-appear for the HSSLC Examination, 2017.**

**8. 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, Biology (Additional) should be filled in the following order:

(Ae), Ph, Ch, M (in column 4) Bio (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, Entrepreneurship (Addl).

(H), Ec, Ac, Bs, (in column 4) En (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, Araimile or Meghalaya Co-operative Apex Bank, Araimile 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 photo copy may be retained by the institution.*

**9. EXAMINATION AND OTHER FEES**

The Examination fees to be paid by the EST/PSTE Candidate who will be appearing the Higher Secondary School Leaving Certificate Examination, 2017 are as follows: -

**EST Improvement/Fresh Candidate** Rs.1390/- (Examination fees Rs.400/-, Admit Card fees Rs. 80/-, Mark Sheet fees Rs. 150/-, Certificate fees Rs. 150/-, Registration fees Rs. 170/-, Centre fees Rs. 220/-, Permission fees Rs. 220/-).

**10. DATE OF SUBMISSION AND LATE FINE**

Blank Examination Forms for EST candidates shall be made available from the **17<sup>th</sup> October, 2016** onwards. The Officer-in-Charge of the respective EST Examination Centre are requested to collect the said Examination Form from the **MBOSE Office, Tura/Shillong** respectively.

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 EST Candidates on or before 21<sup>st</sup> November, 2016 in their respective Board Office Tura/Shillong.**

However, forms, fees, etc, will be received up to **30<sup>th</sup> November, 2016** with fine @ Rs. 800/- per page of the statement.

This is to be noted that no forms and fees shall be accepted even with late fees after **30<sup>th</sup> November, 2016.**

( T. R. Laloo )  
**Controller of Examinations,**  
Meghalaya Board of School Education,  
Tura.

No. MBOSE/HSSLC/Ex-45/07/29618-649

Dated Tura, the 26/9/2016.

Copy forwarded to: -

1. The Executive Chairman, MBOSE, Tura.
2. The Director, School Education and Literacy, Meghalaya, Shillong.
3. The Director, DERT, Meghalaya, Shillong.
4. The Joint Director, ITES, MBOSE Tura for necessary action.
5. The Deputy Director, Meghalaya Board of School Education, Shillong Office, Shillong for information and necessary action.
6. The District School Education Officers, Shillong / Nongstoin / Jowai / Nongpoh / Tura /Williamnagar/Baghmara/Mawkyrwat/Khliehriat/Resubelpara/Ampati.
7. The Principals of DIET, Sohra/Nongstoin/Thadlaskein/Nongpoh/Resubelpara/ Tura and Baghmara.
8. The PIOs MBOSE, Tura/Shillong.
9. Officers of Examination Branch, MBOSE Tura/Shillong.
10. Office file.



( T. R. Laloo )  
**Controller of Examinations,**  
Meghalaya Board of School Education,  
Tura.

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**ANNEXURE – I**

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

1.	English	...	E	15.	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	16.	Accountancy	...	Ac
6.	History	...	Hs	17.	Business Studies	...	Bs
7.	Mathematics	...	M	18.	Entrepreneurship	...	En
8.	Geography	...	Geo				
9.	Education	...	Ed				
10.	Philosophy	...	Phl				
11.	Physics	...	Ph				
12.	Chemistry	...	Ch				
13.	Biology	...	Bio				
14.	Geology	...	Gl				



( T. R. Laloo )  
***Controller of Examinations,***  
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