



GUIDELINES FOR SUBMISSION OF FORMS AND FEES AND RELATED MATTERS

SSLC EXAMINATION 2020

Secondary Branch

MEGHALAYA BOARD OF SCHOOL EDUCATION | TURA,
MEGHALAYA

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Meghalaya Board of School Education: Tura

INTRODUCTION

The Secondary School Leaving Certificate Examinations of the Board is conducted every year in the month of March. In view of this the Guidelines for filling and submission of Examination Forms and Fees is published to draw the kind attention of the stakeholders, while preparing for the process of Board Examinations. This Guidelines may be thoroughly examined and understood before filling up the forms for examinations. Any changes in the Guidelines will be notified online through www.mbose.in and therefore concerned Institutions and the student community are expected to remain mindful of such notifications online. This Guidelines pertain only to the Secondary School Leaving Certificate Examination 2020.

A. CATEGORY OF CANDIDATES

The SSLC 2020 Examination will comprise of the following Category of Candidates:

1. Regular – I
2. Regular – II
3. Non-Regular (New Course)
4. Non-Regular (Old Course)
5. Private (Old Course)
6. Private (New Course)
7. Compartmental (Old Course)
8. Compartmental (New Course)
9. Improvement

These categories are further elucidated in the following pages and the Students as well as the Institutions are to carefully scrutinise the candidature before filling up the forms. Problems arising thereof will not be entertained by the Board after a given deadline. **SSLC Examination 2020 is the last and final chance for students appearing in the Old Course syllabus.**

B. CATEGORY OF FORMS

Meghalaya Board of School Education has prescribed different forms for different categories of candidates for the upcoming SSLC Examination 2020. These Statement Forms, Fee Forms and the Gender – wise and Subject – wise Statement Forms are to be mindfully and meticulously filled to avoid any misinterpretation of numbers and gender. Revised provisions have also been made for candidates under the Disabled Category and the Revised Guidelines for Disabled Candidates is to be strictly adhered to before filling the forms. The fees once paid will not be refunded.

The forms are categorised as below:

1. **PRE-PRINTED APPLICATION FORMS and BLANK FORMS:**

- a. The pre-printed forms (inclusive of all details of a candidate) are issued to Regular I, II, Compartmental, Non – Regular and Improvement Candidates
- b. Blank Forms

2. **STATEMENT FORMS:**

- | | |
|--------------------------------------|-------------------------|
| a. Non-Regular (New Course) | Statement No. 1 |
| b. Regular I (Affiliated Schools) | Statement No. 2 |
| c. Regular II (Unaffiliated Schools) | Statement No. 3 |
| d. Private (New Course) | Statement No. 4 |
| e. Compartmental (New Course) | Statement No. 5 |
| f. Non – Regular (Old Course) | Statement No. 8 |
| g. Compartmental (Old Course) | Statement No. 9 |
| h. Private (Old Course) | Statement No. 10 |
3. **GENDER WISE AND SUBJECT WISE STATEMENT FORMS:**
- Form No. 7A:** For Non-Regular (New Course), Compartmental (New Course), and Improvement Candidates.
 - Form No. 7B:** For Non-Regular (Old Course) and Compartmental (Old Course)
 - Form No. 7C:** For Regular I and Regular II Candidates
 - Form No. 7D:** For Private Candidates (New Course)
 - Form No. 7E:** For Private Candidates (Old Course)
4. **FEE STATEMENT FORMS**
- Form No. 6A:** For all Regular – I, Regular – II and Private Candidates
 - Form No. 6B:** For all Non – Regular, Compartmental and Improvement candidates
5. **ANNEXURE I: Abbreviation of Subjects** (Common for all Categories of Candidates)

REGULAR I AND REGULAR II CANDIDATES

These candidates are students who come from Affiliated and Unaffiliated Schools and who attend regular classes. They are the students who are presently following the New Course since 2018. The guidelines for Regular I and II students are given as follows:

A. FORMS TO BE FILLED

- a. Regular I and II candidates are to fill in the **Pre-printed Application Forms** provided by the Board. Major changes will not be entertained in the pre-printed forms except in the case of minor clerical errors in the name or title of the candidate. Changes may also be made (if required) in optional subjects like Health and Physical Education, Computer Science or Vocational Subjects, **IF**, in the course of their studies these optional subjects were exchanged or replaced under the school's directive. Under such circumstances, these changes must be accompanied by a written statement from the school concerned explaining the reason for change. The following documents are to be submitted along with the Pre – Printed Forms:
 - i. Self-attested photocopy of the Class 9 (Nine) Mark Sheet: This is to verify whether the student has successfully qualified Class – 9.
 - ii. Self – attested photocopy of the Transfer Order from MBOSE, in case of students who had changed Institutions or Examination Centres previously with prior order from the Board.
 - iii. Photocopy of the Registration Card
 - iv. **LATEST** Passport size photograph 2 (two) nos. The passport size photograph should not be more than 6 (six) months old

- b. **The Statement Forms No. 2 & 3** respectively, are to be filled by the School or Centre in Charge (wherever applicable) and ***is to be produced in triplicate each.***
 - i. **Affiliated School:** The **STATEMENT FORM NO.2** is to be filled by the school itself in triplicate making sure that the candidates are serially represented in all the copies. It should also be kept in mind that candidates are categorically, and gender specifically arranged in the forms i.e. Regular I Male candidates, Regular I Female Candidates, etc.
 - ii. **Un-Affiliated Schools:** **STATEMENT FORM NO.3** is to be collected by the unaffiliated schools from their respective Centres and the same is to be filled accordingly in triplicate.

- c. **Subject Wise Statement of Candidate Form No. 7C** is a form that gives the Board a subject wise indication of the number of students appearing from a School or Centre in a certain subject. *This Form 7C is common for both Regular I and II candidates.*
 - i. **Affiliated School: Form No.7C** is to be filled by the school and make sure that it tallies with the information in Statement Form No. 2. The subjects indicated and the students appearing for that subject must be cross checked with the school records and verified before finalisation. This allows the Board to issue the correct number of question papers during Examination.

- ii. **Un – Affiliated Schools:** The candidates of such schools are termed as Regular II candidates as already mentioned previously. Such schools are to collect their **FORM 7C** from the Centre concerned along with the Statement Form No.3 and make sure that information in both the forms tally. Information once entered in these forms and submitted to the Board cannot be changed or manipulated. The school is to thoroughly cross check with the subject that the student has opted for before entering the details in the FORM 7C.

B. FEES TO BE PAID:

- a. Examination Fees to be paid is recorded in **FORM 6A**. The amount to be paid is already prescribed and explained in the form and it only needs to be tallied and multiplied by the number of students applying from a School or Centre. A candidate who has not paid the prescribed fee need not be entered in the statement form. The student's candidature shall not be accepted without the prescribed fee. Fees once paid and submitted to the Board shall not be refunded. Examination Fees will not be accepted in instalments or directly from the students.

Categories	Examination Fee	Mark Sheet Fee	Admit Card Fee	Certificate Fee	Centre Fee**	Permission Fee	Total Fee to be paid by the Candidate
REGULAR I	280	150	80	150	170	NA	Rs. 830
REGULAR II	280	150	80	150	170	220	Rs. 1050

- b. **The FORM 6A: Statement of Payment of Fee** shall be obtained from the Board Office in Tura/Shillong in case you are an Affiliated School along with the other Forms. However, if you are an Un – affiliated School, the Fee Form along with the other forms shall be obtained/collected from the Centre. **Statement of Payment of Fees FORM 6A** is common to all Regular I, Regular II and Private Candidates.
- c. **Late Fee/Fine:** Over the years it has been found that many schools have failed to submit the required forms and fees on time causing inconvenience to the Board and other institutions, which also delays the generation of admit cards and requisition of question papers, etc. Therefore, forms and fees submitted after the last date prescribed by the Board up to the fifth day from the last date will attract a fine of Rs. 800 (Rupees Eight Hundred Only), per page of each Statement No. 2 and 3.

C. SUBMISSION OF FORMS AND FEES:

- a. **AFFILIATED SCHOOLS:** All Forms and fees of affiliated schools are to be filled accordingly, carefully arranged and submitted directly to the Board Office at Tura/Shillong.
- b. **UNAFFILIATED SCHOOLS:** All forms and fees once arranged and filled accordingly must be packed and sealed before submitting it to the Centre-in-

Charge. The Heads of unaffiliated schools must label the packets as shown in the following page:

<u>Name of the Unaffiliated School:</u>				
<u>Number of Candidates:</u>				
Male: _____ Female: _____				
<u>Candidates under each Subject:</u>				
Health and Physical Education:		Computer Sc.:	Additional	
English:	Khasi:			
Garro:	Hindi:	Assamese:	Bengali:	Mizo:
Urdu:	Social Sc.:	Vocational Subjects: 1. 2.		
Signature and Seal of Head of Institution				

The FORMS and FEES of unaffiliated schools will not be accepted directly at the Board's Office. It must come through the Centre – in – Charge/ Centre Officer in Charge under which the school is clubbed. The Officer in Charge of the Centre will coordinate with the unaffiliated schools under his/her Centre, and make sure that the **Subject Wise Statement of Candidates** is carefully entered and tallied as per the records provided by the unaffiliated schools.

The School is to fix their own date of submission as per convenience, so as to be able to submit the necessary documents on time to the Board. The last date of submission as given by the Board is to be referred at Pg. No. 12

D. SUBJECTS FOR EXAMINATION

- a. **Theory Subjects:** Regular Candidates (both I & II) will have to appear in the following subjects as given in the table below. The demarcation of marks is also provided. The Vocational subjects are only applicable to schools empanelled by the Government to introduce vocational education.

SUBJECT	THEORY MARKS (EXTERNALLY ASSESSED)	INTERNAL MARKS PRACTICAL (INTERNALLY ASSESSED)		TOTAL
English	80	20		100
Additional English/Indian Language	80	20		100
Mathematics	80	20		100
Science & Technology	80	20		100
Social Science	80	20		100
Health Education / Computer Science	80	20		100
Vocational Subjects: Tourism/IT/ITES/Healthcare/ Electronics/Agriculture/Beauty and Wellness.	30	<i>Assessed by Sector Skill Council (Practical)</i>	<i>Awarded by Vocational Trainers through CCE (Internal)</i>	100
		50	20	

b. **Internally Assessed Domains:** The Regular Candidates of both Affiliated and Unaffiliated Schools are to be assessed and graded on the following domains:

- i. Physical Education (PE)
- ii. Creative Expression (CE)
- iii. Work Experience/ SUPW (WE/SUPW)
- iv. Environmental Education (EE)

These internally assessed grades cannot be carried over to the next exam. Therefore, these grades are to be given only to Regular I & II Candidates, Failed Candidates who attended regular classes and appearing again as Regular I & II Candidates.

c. **Indian Language (IL) and Alternative English:** The Indian Languages offered by the Board are as follows:

- i. Garo
- ii. Khasi
- iii. Assamese
- iv. Bengali
- v. Hindi
- vi. Nepali
- vii. Urdu
- viii. Mizo

Additional English is offered in lieu of the above languages. Candidates must not be allowed to change from IL to Alt. English at the last moment while filling the Statement Forms and Statement of Subject Forms. Such changes cause grave inconveniences to the Board and leads to withholding of the Candidate during declaration of results. Any oversight on the part of the School or the Centre in this regard shall not be entertained by the Board.

PRIVATE CANDIDATES

These are candidates who have failed their Selection Exams prior to 2019 conducted by their own schools, in case of Affiliated Schools, and conducted by the District Selection Board of every District for Un-Affiliated Schools. *These candidates can fill their MBOSE SSLC forms only after successfully completing and clearing the Selection Tests conducted by the concerned authority in October- November 2019. A private candidate may appear in the New Course and Old Course as well. Those Private Candidates who may have unsuccessfully appeared the Selection Test in the Old Course in 2017 and 2018 and will appear again for the same in 2019, will continue to be categorised as Private (Old Course) for the upcoming SSLC Examination, for their last and final attempt in 2020. However, those who have appeared Selection Test for the first time in the New Course in 2018, will be categorised as Private (New Course).*

A. FORMS TO BE FILLED

- a. *BLANK FORMS will be issued to Candidates who were either readmitted in the same Institution or changed their institution prior to the Selection Tests. Those who changed institution will have to submit/attach the MBOSE order obtained for changing institution along with the completed Blank Form. The Blank Forms are indicated by the term New Course and Old Course on the top. The following documents are to be submitted along with the Form:

 - i. Self-attested photocopy of the Class 9 (Nine) Mark Sheet: This is to verify whether the student has successfully qualified Class – 9.
 - ii. Self – attested photocopy of the Transfer Order from MBOSE, in case of students who had changed Institutions or Examination Centres previously with prior order from the Board.
 - iii. Photocopy of the Registration Card
 - iv. **LATEST** Passport size photograph 2 (two) nos. The passport size photograph should not be more than 6 (six) months old.*

- b. **Statement Forms No.4 and 10** are prescribed for Private (New Course) and Private (Old Course) respectively. These forms are to be filled by the **respective CENTRES** after scrutiny of the subjects opted by the Private Candidates. **New Course Private candidates are to be entered in Statement Form No. 4 and the Old Course Private Candidates are to be entered in Statement Form No. 10.** Details of the candidates are to be tallied with the Subject Wise Statement Form No.7D and 7E separately for Old Course and New course candidates. ***Each Statement form is to be prepared in triplicate***

- c. **Subject Wise Statement of Candidate Form No. 7D & 7E** is a form that gives the Board a subject wise indication of the number of students appearing from a School or Centre in a certain subject. ***This Form 7D is for the New Course Private and 7E is for Old Course Private.***

B. FEES TO BE PAID

- a. **The fees of the Private Candidates and the Regular II candidates are the same.** Therefore, the Centre is to refer to **FORM NO.6A** for payment of fees. The amount to be paid is already prescribed and explained in the form and it only needs to be tallied and multiplied by the number of students applying from a School or Centre. **A candidate who has not paid the prescribed fee need not be entered in the statement form. The student's candidature shall not be accepted**

without the prescribed fee. Fees once paid and submitted to the Board shall not be refunded.

Categories	Examination Fee	Mark Sheet Fee	Admit Card Fee	Certificate Fee	Centre Fee**	Permission Fee	Total Fee to be paid by the Candidate
Amount (in Rupees)	280	150	80	150	170	220	1050

**The Centre Fee will be retained by the respective Officer – in – Charge of the Centres to meet the Centre expenditures.

C. **SUBMISSION OF FORMS AND FEES:** The Forms and Fees of the Private Candidates are to be filled at the Centre under which the candidate is attached and submitted duly arranged as prescribed by the Officer-in- Charge of the Centre. The Centre is to fix their own date of submission as per convenience, so as to be able to submit the necessary documents on time to the Board. The last date of submission as given by the Board is to be referred at Pg. No. 12

D. **SUBJECTS FOR EXAMINATION:**

- a. **Theory Subjects:** Private Candidates will have to appear in all the 6 (SIX) subjects out of 100 (hundred) marks as there are no internal marks for such candidates

NON – REGULAR CANDIDATES

Non- Regular Candidates are those candidates who appeared and failed in SSLC Examinations 2019 or earlier but did not return to attend regular classes. They need not appear the Selection Exam conducted by the District Selection Board/Committee again. SSLC Examination 2020 will comprise of two categories of Non-Regular Candidates, namely:

1. **NON – REGULAR (OLD COURSE):** Those who had previously appeared as Non-Regular Candidates in the Old Course in 2018-2019 Examination but still failed to succeed and therefore will be attempting again! The last and final attempt for the Old Course is 2020 Examinations.
2. **NON – REGULAR (NEW COURSE):** These will be candidates who appeared as regular candidates in 2019, were unsuccessful and did not readmit themselves in any Institution.

A. FORMS TO BE FILLED:

- a. **Pre-Printed Forms:** Pre-printed forms will be supplied to the Non-Regular Candidates through the Centre concerned and the Officer-in-Charge after careful verification of the candidate's credentials will allow the candidate to sign the form. The candidate is also to paste a passport size photograph before signing on the space provided on the pre- printed form. The following documents are to be submitted along with the Form:
 - i. Self – attested photocopy of the Transfer Order from MBOSE, in case of students who had changed Examination Centres previously with prior order from the Board.
 - ii. Photocopy of the Registration Card
 - iii. **LATEST** Passport size photograph 2 (two) nos. The passport size photograph should not be more than 6 (six) months old.
 - iv. **Mark Sheet** of the previous examination for verification.
 - v. In case a candidate from another Board wishes to appear as a Non – Regular Candidate from MBOSE, he or she will have to produce a Transfer Certificate from the previous Board and an Order for permission granted from MBOSE along with the Class IX (Nine) report card from the previous Board and if appeared and failed, the Board result of the previous year's Examination.
- b. **Blank Form:** In case a candidate has changed Centre after the previous examination, for reasons best known to the candidate, he/she is to fill the blank form.
- c. **Statement of Candidate Form No. 1 & 8:** The Statement Forms are to be carefully filled by the Centre in Charge after tallying the information obtained from the pre – printed forms and the blank forms. **Statement Form No.1 is for Non-Regular (New course) and Statement Form No.8 is for Non- Regular (Old Course).** Under no circumstance should the candidate be allowed to change or make corrections to his/her information on the pre – printed forms before entering on the statement forms. The Centre must ascertain that all information in the blank form and the pre – printed forms tally with that given in the Statement Forms No. ***Each Statement Form is to be produced in triplicate***
- d. **Subject Wise Statement of Candidate Form No. 7A & 7B** is a form that gives the Board a subject wise indication of the number of students appearing from a

School or Centre in each subject. *This Form 7A is for the New Course Non - Regular and 7B is for Old Course Non - Regular. The subject wise statement should be tallied with the information in the statement form.*

- B. FEES TO BE PAID:** The fee to be paid by the Non – Regular Candidates are to be recorded in FORM NO.6B. The details of the fees per candidate is highlighted below:

Categories	Examination Fee	Mark Sheet Fee	Admit Card Fee	Certificate Fee	Centre Fee**	Permission Fee	Total Fee to be paid by the Candidate
Amount (in Rupees)	280	150	80	150	170	220	1050

****The Centre Fee is to be retained by the respective Officer – in – Charge of the Centres to meet the Centre’s expenditures.**

- C. SUBMISSION OF FORMS AND FEES:** The Forms and Fees of the Non – Regular Candidates are to be filled at the Centre under which the candidate is attached and submitted duly arranged as prescribed by the Officer-in- Charge of the Centre. The Centre is to fix their own date of submission as per convenience, so as to be able to submit the necessary documents on time to the Board. The last date of submission as given by the Board is to be referred at Pg. No. 12
- D. SUBJECTS FOR EXAMINATION:** Non-Regular Candidates are to appear for 100 (Hundred) marks in all the 6 (Six) subjects i.e. English, Indian Languages (IL) or Alternative English, Mathematics, Science and technology, Social Science/Studies, Health and physical Education/Health Education, or Computer Sc.

COMPARTMENTAL CANDIDATES

Compartmental candidates are those candidates who have failed in the SSLC Examination 2019 in not more than 3 (Three) subjects and wish to appear only for those subjects. In such cases those who had appeared as a Regular Candidate from Affiliated or Unaffiliated schools will appear for an 80 (Eighty) Marks Theory paper, ONLY in the failed subjects. The internal marks will be carried over. If a candidate appeared as a Non – Regular or a Private candidate in the previous examination that candidate will appear for a 100 (Hundred) Marks paper only in the failed subjects.

A. FORMS TO BE FILLED

- a. **Pre – printed Forms** will be made available by the Board in which the candidate's failed subjects will be reflected. The pre-printed form is divided into two equal parts, where the upper half is for a Non-Regular candidate and the lower half of the form is a choice for a Compartmental Candidate. The candidate will fill the form accordingly wherein he/she will make a choice to appear only in the failed subjects as a compartmental candidate OR as failed Non – regular candidate for 100 (hundred) Marks in all the subjects. The following documents are to be attached with the form:
 - i. Self – attested photocopy of the **Transfer Order from MBOSE**, in case of students who had changed Examination Centres previously with prior order from the Board.
 - ii. Photocopy of the Registration Card
 - iii. **LATEST** Passport size photograph 2 (two) nos. The passport size photograph should not be more than 6 (six) months old.
 - iv. **Mark Sheet** of the previous examination for verification.

- b. **Statement Form Nos. 5 & 9** are prescribed for Compartmental (New Course) and Compartmental (Old Course) respectively. These forms are to be filled by the **respective CENTRES** after scrutiny of the subjects opted by the Compartmental Candidates. **New Course Compartmental candidates are to be entered in Statement Form No. 5 (male and female in separate forms) and the Old Course Compartmental Candidates are to be entered in Statement Form No. 9 (male and female separately) .** Details of the candidates are to be tallied with the Subject Wise Statement Form No.7A (NC) and 7B (OC) separately for Old Course and New course candidates. **Each Statement form is to be prepared in triplicate gender – wise.**

- c. **Subject Wise Statement of Candidate Form No. 7A & 7B** is a form that gives the Board a subject wise indication of the number of students appearing from a School or Centre in each subject. ***This Form 7A is for the New Course Non – Regular/Compartmental & Improvement and 7B is for Old Course Non – Regular/ Compartmental & Improvement Candidates. The subject wise statement should be tallied with the information in the Statement Form.***

B. FEES TO BE PAID: The fee to be paid by the Compartmental Candidates are to be recorded in **FORM NO.6B**. The details of the fees per candidate is highlighted on the following page:

Categories	Examination	Mark	Admit	Certificate	Centre	Permission	Total Fee to be
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	Fee	Sheet Fee	Card Fee	Fee	Fee**	Fee	paid by the Candidate
Amount (in Rupees)	150	150	80	150	170	220	920

****The Centre Fee is to be retained by the respective Officer – in – Charge of the Centres to meet the Centre’s expenditures.**

- C. **SUBMISSION OF FORMS AND FEES:** The Forms and Fees of the Compartmental Candidates are to be filled at the Centre under which the candidate is attached and submitted duly arranged as prescribed by the Officer-in- Charge of the Centre. The Centre is to fix their own date of submission as per convenience, so as to be able to submit the necessary documents on time to the Board. The last date of submission as given by the Board is to be referred at Pg. No. 12
- D. **SUBJECTS FOR EXAMINATION:** Compartmental Candidates who failed in Three or less subjects as Regular student in the previous Examination of 2019, **are to appear for 80 (Eighty) only in those three subjects or two (whichever is applicable). However those who appeared as private or non-regular candidates in 2019, will have the option of appearing for 100 (hundred) Marks in all the 6 (Six) subjects i.e. English, Indian Languages (IL) or Alternative English, Mathematics, Science and technology, Social Science/Studies, Health and physical Education/Health Education, or Computer Sc OR as a Compartmental student in only the failed subjects i.e. Three subjects or less for 100 marks each.**
- E. **IMPORTANT:**
- a. The Board will grant only 2 (Two) chances to individuals wishing to appear as Compartmental Candidates
 - b. A consolidated mark sheet will be issued to successful Compartmental candidates, inclusive of the subjects passed in the previous examination. Internal marks will be carried over.

IMPROVEMENT CANDIDATES

Improvement candidates are those candidates who have appeared in the 2019 SSLC Examination and passed. However, they would like to “improve” upon their marks in the appeared subjects. These are categorised as improvement candidates.

A. FORMS TO BE FILLED:

- a. These candidates are issued Pre- Printed forms with all the necessary details and no changes are allowed in the pre-printed forms. **No subject change is allowed.** The Improvement Candidates are to submit the following documents along with their forms:
 - i. Photocopy of the Registration Card
 - ii. **LATEST** Passport size photograph 2 (two) nos. The passport size photograph should not be more than 6 (six) months old.
 - iii. **Mark Sheet** of the previous examination for verification.
 - iv. **A photocopy of the permission letter from MBOSE to appear as an Improvement Candidate.**

B. FEES TO BE PAID: The fee to be paid by the Compartmental Candidates are to be recorded in **FORM NO.6B**. The details of **the fees per candidate** is highlighted below:

Categories	Examination Fee	Mark Sheet Fee	Admit Card Fee	Certificate Fee	Centre Fee**	Permission Fee	Total Fee to be paid by the Candidate
Amount (in Rupees)	280	150	80	NA	170	220	900

****The Centre Fee is to be retained by the respective Officer – in – Charge of the Centres to meet the Centre’s expenditures.**

C. SUBMISSION OF FORMS AND FEES: All forms and fees of the Improvement candidates (male and female separately) are submitted at the Centre through the Officer – in – Charge of the Centre. The Improvement Candidates are to be segregated carefully in the statement forms and the statement of subject forms before submitting the same to the Board.

D. Subjects for Examination will depend on which subjects the candidate desires for improvement as per the permission granted by the Board. Improvement candidates will appear for a theory paper of 80 marks/ 100 marks.

IMPORTANT DATES

SL. NO.	CATEGORY OF CANDIDATES	ISSUE OF FORMS	LAST DATE	WITH LATE FINE OF Rs. 800 (per Statement)
1	Non – Regular, Compartmental and Improvement	23 – 09 – 19 (Monday)	21 – 10 – 2019 (Monday)	25 – 10 – 19 (Friday)
2	Regular I, II and Private Candidates	18 – 10 – 19 (Friday)	4 – 12 – 2019 (Wednesday)	10 – 12 – 2019 (Tuesday)

IMPORTANT NOTES

- A. Presently, the Forms for SSLC Examination 2020 are also being made available online namely: The Statement Form, the Pre-Filled Form, the Subject Wise Statement Forms and the Fee Statement Form for all category of Candidates as being done for HSSLC. *However, since Secondary Schools are huge in number and some may not have access to the internet or are equipped with the basic system provisions, it has been decided to provide the Pre-printed Forms, the Statement Forms as well as other related forms in hardcopy as well.* Therefore, the Institutions as well as the Centres are at liberty to choose whichever format is convenient.
- B. In the light of the above provisions, *the online forms can be downloaded from www.mbose.in by clicking on the 'Download' option in the Menu bar. Then the concerned Centre/Institution is to choose the option Garo Hills or Khasi & Jaintia Hills to generate the Pre-Filled Forms and other Exam related Documents under their Centre/Institution's Name.* Blank Forms however will be available in hardcopy only.
- C. *If a Centre/Institution has chosen to download the forms from the website, then the amount for the form (which was Rs.10) will be segregated as Rs.5 for the Centre/Institution for printing purposes and Rs.5 to be remitted to the Board.*
- D. The Guidelines are to be thoroughly understood before filling the Examination Forms and must be strictly adhered to. The accountability lies with the Centre in Charge and the Heads of Institution in case of any misinformation or misconduct while filling the forms.
- E. The names of expelled candidates should not feature in the statement forms and will not be reflected on the Online Statement Form as well, therefore leaving no room for manipulation. All Statement Forms as well as other documents will be validated with the available information in the Board's database before finalising an individual student's candidature.
- F. *In case of candidates who may be withheld on the declaration of result due to non-submission of Internal Marks by the Institution, incorrect subject information, etc an amount of Rs. 250 per withheld candidate will be charged from the erring School which is to be borne by the school and NOT THE STUDENT.*
- G. Phone numbers of the Candidates is compulsory to be filled in the space provided on the Pre-Printed or Blank Forms for ease of communication with the student.

- H. THE ABOVE GUIDELINES IS TO BE COMMUNICATED TO THE STUDENTS AND OTHER STAKEHOLDERS TO AVOUID MISCOMMUNICATION, NEGLIGENCE OF REPONSIBILITY AND ENCOURAGE TRANSPERACY.
- I. India is a signatory to the UN's 2030 Agenda for Sustainable Development comprising of seventeen Sustainable Development Goals (SDGs) signed at the Sustainable Development Summit of the United Nations in September 2015. SDGs are comprehensive and focus on five Ps – people, planet, prosperity, peace and partnership. It becomes an imperative for the Meghalaya Board of School Education as a Board under the Union, to contribute to the achievement of the SDGs by implementing programs that contribute to sustainable development. Therefore, the Board in its effort to achieve the SDG 4,9, 11 and 12 has started issuing forms, notices and other information online in order to achieve quality education and reduce consumption and wastage of resources. All affiliated schools are expected to follow suit.

Soliciting your co-operation in this regard.



T. R. Laloo
Controller of Examinations
Meghalaya Board of School Education