



**MEGHALAYA BOARD OF SCHOOL EDUCATION  
HEADQUARTERS :: TURA**

MBOSE/SSLC/Exam-143/93/CON/2020/

Dated Tura, the 10<sup>th</sup> November, 2020.

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

To : All the Officers-in-Charge,  
S.S.L.C. Examination Centres, 2021.

Sub : Guidelines for filling and submission of Examination Forms, Fees, etc. of the Secondary School Leaving Certificate Examination-2021 for **Non-Regular & Compartmental Categories of Candidates**—Information thereof.

Sir/Madam,

The Secondary School Leaving Certificate Examinations of the Board is conducted every year. In view of this the Guidelines for filling up and submission of Examination Forms and Fees for Non-Regular and Compartmental categories of candidates is published to draw the kind attention of the stakeholders, while preparing for the process of Board Examinations. This Guideline 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](http://www.mbose.in) and therefore concerned Institutions and the student community are expected to remain mindful of such notifications online. This Guideline pertains only to the Secondary School Leaving Certificate Examination 2021.

**CATEGORY OF FORMS:**

Meghalaya Board of School Education has prescribed different forms for different categories of candidates for the upcoming SSLC Examination 2021. 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 Non – Regular and Compartmental Candidates
- b. Blank Forms

**2. STATEMENT FORMS:**

- |                  |                        |
|------------------|------------------------|
| a. Non-Regular   | <b>Statement No. 1</b> |
| b. Compartmental | <b>Statement No. 2</b> |

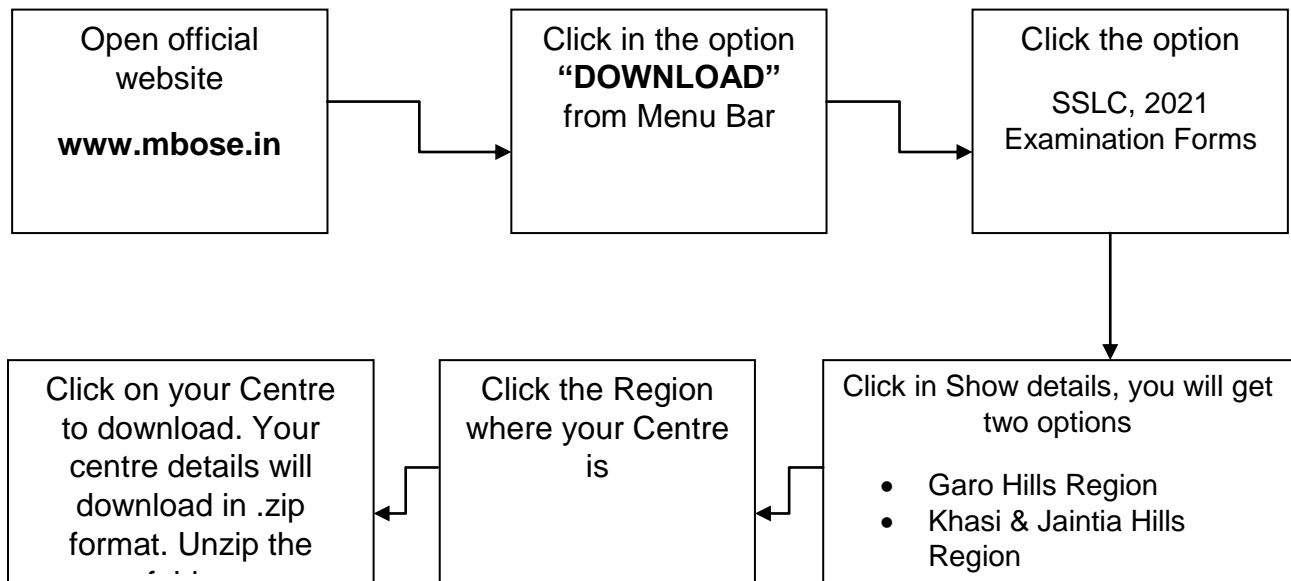
**3. Form No. 6: Abbreviation of Subjects** (Common for all Categories of Candidates).

**4. Form No. 7A: GENDER-WISE AND SUBJECT-WISE STATEMENT FORMS** (For Non-Regular and Compartmental candidates).

**5. From No. 8A: FEE STATEMENT FORMS** (For all Non – Regular and Compartmental candidates)

***N.B.: In view of the health advisories and protocols issued by the Government due to COVID-19 all the above mentioned forms will be provided in the form of soft copy to all the concern SSLC Examination Centres by the board and the same shall be downloaded by the concern Examination Centres.***

**The Application forms and all other related forms** for the above mentioned categories will be made available on Board's Official website from the **11<sup>th</sup> November, 2020**. The Officers-in-Charge of the Examination Centres are requested to ***follow the procedure noted below for downloading the forms:***



**List of files inside the Zipped Folder:**

**Abbreviations Form 6** (Subject Abbreviations)

**Compartmental** (Front page of Compartmental Pre-printed Form)

**COMPARTMENTAL-NON-REGULAR (Back Page)** (Back page of Compartmental Pre-printed Form)

**Form 7A** (Subject Wise Statement of Candidate)

**Form No 8A** (FEE STATEMENT)

**FORM-NO.1** (Non-Regular Statement)

**FORM-NO.2** (Compartmental Statement)

**Non-Regular** (Front page of Non-Regular Pre-printed Form)

**NON-REGULAR (Back Page)** (Back page of Non-Regular Pre-printed Form)

**Non-Regular (Blank Form)** (Both Front and Back pages of Non-Regular Blank Form)

**N.B.: While printing the examination forms all the officers-in-charge of Examination Centres are to make sure that back page of the examination is not missed out.**

***For any query/problem contact the following persons during office hour:***

- 1. Shri J. P. Marak-98560-81438***
- 2. Shri M. A. Sangma-98622-17509***

## **NON – REGULAR CANDIDATES**

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Non-Regular Candidates are those candidates who appeared and failed in SSLC Examinations but did not return to attend regular classes. They need not appear the Selection Exam conducted by the District Selection Board/Committee again. **But, however, it may kindly be noted that as per the Board’s Notification No. 642, Dated Tura, the 1<sup>st</sup> May, 2018 and also Notification No.682 Dated Tura, the 25th September, 2020 Old Course of studies has lapsed so the Question Paper for old course will not be supplied by the Board for the ensuing SSLC Examination, 2021 and that SSLC Examination-2021 will be conducted on present courses of studies only.**

1. **NON – REGULAR:** These will be candidates who appeared SSLC Examination (New Course) in 2019-20 but were unsuccessful and did not re-admit 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 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. Where passport size photo does not appear in the pre-printed form, one of size 3.5Cm x 4.5Cm along with signature below the photograph should be pasted.
  - iv. **LATEST** Passport size photograph is to be pasted if the blank form is used.
  - v. **Photo copy of Mark Sheet** of the previous examination for verification.
  - vi. **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 :** The Statement Forms are to be carefully filled by the Office- in-Charge of the centre after tallying the information obtained from the pre – printed forms and the blank forms. 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** 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. ***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.8A**. 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	380			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. 6

**D. SUBJECTS FOR EXAMINATION:** Non-Regular Candidates **are to appear in the courses of studies they had last appeared for 100 (Hundred) marks in all the 6 (Six) subjects i.e. English, Indian Languages (IL) or Additional English, Mathematics, Science and technology, Social Science Health and physical Education or Computer Sc. .**

## COMPARTMENTAL CANDIDATES

**Compartmental candidates are those candidates who have failed in the SSLC Examination 2019-20 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. Where passport size photo does not appear in the pre-printed form, one of size 3.5Cm x 4.5Cm along with signature below the photograph should be pasted.

iii. **Photo copy of Mark Sheet** of the previous examination for verification.

b. **Statement Form No. 2** is prescribed for Compartmental respectively. These forms are to be filled by the **respective CENTRES** after scrutiny of the subjects opted by the Compartmental Candidates. Details of the candidates are to be tallied with the Subject Wise Statement Form No.7A. ***Each Statement form is to be prepared in triplicate gender.***

c. **Subject Wise Statement of Candidate Form No. 7A** 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. ***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. 8A**. The details of **the fees per candidate** is highlighted on the following page:

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)	150	380			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. 6.**

**D. SUBJECTS FOR EXAMINATION:** Compartmental Candidates who failed in Three or less subjects as Regular student in the previous Examination of 2019-20, **are to appear for 80 (Eighty) only in those three subjects or two (whichever is applicable).** **Those who appeared as private or non-regular candidates in 2019-20, will have the option of appearing for 100 (hundred) Marks in all the 6 (Six) subjects i.e. English, Indian Languages (IL) or Additional English, Mathematics, Science and technology, Social Science, Health and physical 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 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.

#### IMPORTANT DATES

SL. NO.	CATEGORY OF CANDIDATES	ISSUE OF FORMS	LAST DATE	WITH LATE FINE OF Rs. 300 (per candidate)
1	Non – Regular and Compartmental.	11-11-2020 (Wednesday)	11 – 12 – 2020 (Friday)	16– 12– 20 (Wednesday)

#### IMPORTANT NOTES

- A. *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.*
- B. **The Guidelines are to be thoroughly understood** before filling the Examination Forms and must be strictly adhered to. **The accountability lies with the Officer-in-Charge in case of any misinformation or misconduct while filling the forms.**
- B. The names of expelled candidates should not feature in the statement forms 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.**
- C. *In case of candidates who may be withheld on the declaration of result due to 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.*
- D. *Contact 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.*
- E. THE ABOVE GUIDELINES IS TO BE COMMUNICATED TO THE STUDENTS AND OTHER STAKEHOLDERS TO AVOID MISCOMMUNICATION, NEGLIGENCE OF RESPONSIBILITY AND ENCOURAGE TRANSPERACY.
- F. 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,  
Tura.