



MEGHALAYA BOARD OF SCHOOL EDUCATION

HEADQUARTERS: TURA

MBOSE/SSLC/Exam-143/93/CON/2021/36180 – 331,

Dated Tura, the 15th Sept., 2022.

- 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, 2023.
- Sub : Guidelines for filling and submission of Examination Forms, Fees, etc. of the Secondary School Leaving Certificate Examination-2023 for **Non-Regular, Compartmental and Improvement Candidates** - Information thereof.

Sir/Madam,

The Secondary School Leaving Certificate Examinations “*Guidelines for filling up and submission of Examination Forms and Fees for Non-Regular, Compartmental and Improvement categories of candidates*” is compiled to draw your kind attention as we prepare for the Board Examinations 2023. Guidelines must be thoroughly examined and understood before filling up the forms for examinations as changes may have been incorporated due to amendments in the Examination Regulations which may have been notified online through www.mbose.in. Therefore concerned Institutions and the student community are expected to remain mindful of such notifications online. This Guideline applies only to the Secondary School Leaving Certificate Examination 2023.

CATEGORY OF FORMS

Meghalaya Board of School Education has prescribed different forms for different categories of candidates for the upcoming SSLC Examination 2023. 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 information. Revised provisions have also been made available for candidates under the Disabled Category and the Revised Guidelines for Disabled Candidates is to be strictly adhered to before filling the forms.

The forms for Non-Regular, Compartmental and Improvement candidates are categorised as below:

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

- a. The pre-printed forms (which includes all details of a candidate) are issued to Non – Regular, Improvement and Compartmental Candidates
- b. Blank Forms are meant for Non-Regular candidates failed prior to 2022

2. **STATEMENT FORMS:**

- a. Non-Regular **Statement No. 1**
- b. Compartmental **Statement No. 2**
- c. Improvement **Statement No. 3**

3. **Form No. 9: Abbreviation of Subjects** (Common for all Categories of Candidates).

4. **GENDER-WISE AND SUBJECT-WISE STATEMENT FORMS**

- a. **Form No. 7A:** For Non-Regular, Compartmental and Improvement candidates

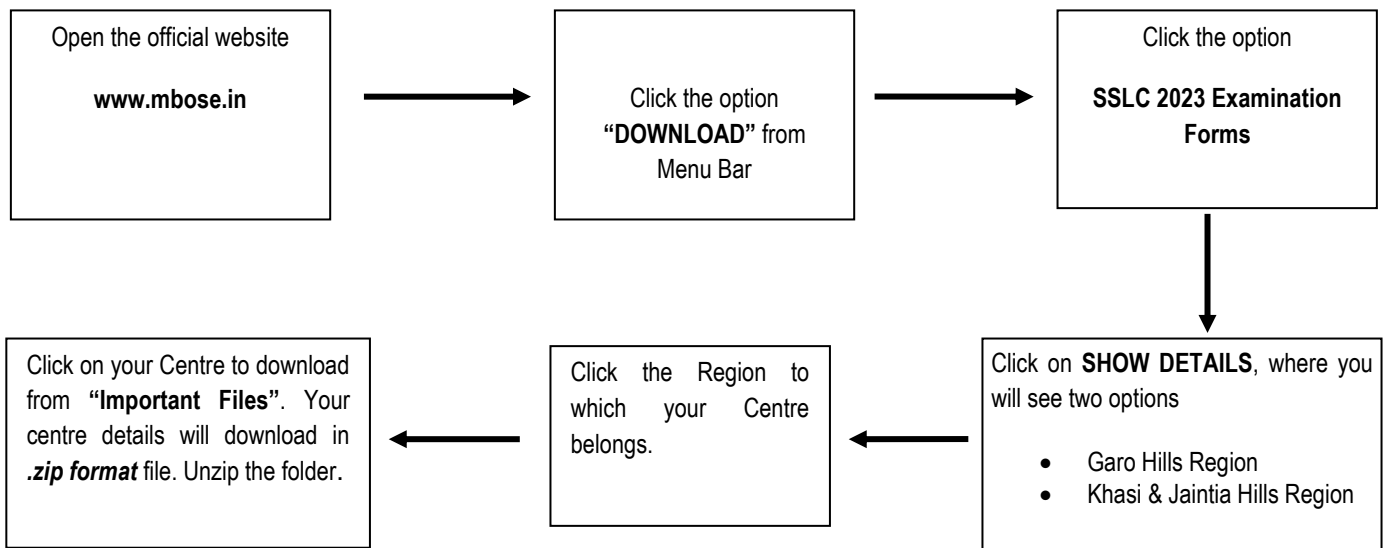
5. FEE STATEMENT FORMS

a. *From No. 8A:* For 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 online, like the previous year, to all the concern SSLC Examination Centres and the Examination Centres are to download them accordingly as given at No.6.

6. PROCESS FOR DOWNLOADING THE FORMS:

The Officers-in-Charge of the Examination Centres are requested to *follow the procedure illustrated below for downloading the forms:*



LIST OF FILES INSIDE THE ZIPPED FOLDER:

- i. **ABBREVIATIONS FORM 9** (Subject Abbreviations)
- ii. **COMPARTMENTAL** (Front page of Compartmental Pre-printed Form)
- iii. **COMPARTMENTAL** (Back page of Compartmental Pre-printed Form)
- iv. **FORM NO. 7A SUBJECT WISE STATEMENT** For Non-Regular, Compartmental and Improvement Candidates
- v. **FORM NO 8A FEE STATEMENT**
- vi. **STATEMENT FORM-NO.1 (NON-REGULAR STATEMENT)**
- vii. **STATEMENT FORM-NO.2 (COMPARTMENTAL STATEMENT)**
- viii. **STATEMENT FORM NO. 3 FOR IMPROVEMENT**
- ix. **NON-REGULAR** (Front page of Non-Regular Pre-printed Form)
- x. **NON-REGULAR** (Back page of Non-Regular Pre-printed Form)
- xi. **NON-REGULAR (Blank-Form)** (Both Front and Back pages of Non-Regular Blank Form)
- xii. **IMPROVEMENT** (Front page of Non-Regular Pre-printed Form)
- xiii. **IMPROVEMENT** (Back page of Non-Regular Pre-printed Form)

N.B.: While printing the examination forms all the Officers-in-Charge of Examination Centres are to make sure that back (reverse) page of the examination forms are not missed out.

NON – REGULAR CANDIDATES

Non-Regular Candidates are those candidates who appeared and failed in SSLC Examinations 2022 but did not return to attend regular classes. They need not re-appear the Selection Exam conducted by the District Selection Board/Committee.

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* will allow the candidate to sign the form only after careful verification of the candidate’s credentials. The following documents are to be submitted along with the Form:
- Self – attested photocopy of the Transfer Order (NOC) from MBOSE, in case a student has changed Examination Centers with prior permission from the Board if the blank form is used.
 - Photocopy of the Registration Card if the blank form is used
 - If passport size photo does not appear in the pre-printed form, one of size **3.5Cm x 4.5Cm** with the **candidate’s full name signed** below the photograph should be pasted.
 - Only latest passport** size photograph is to be pasted if the blank form is used.
 - Photo copy of Mark Sheet** of the previous SSLC examination for verification if the blank form is used.
 - 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 issued by MBOSE giving permission to change.
- b. **Blank Form:** In case a candidate has changed Centre after the previous examination, he/she is to fill the blank form and attach the permission Order given by MBOSE. Blank Form is also for candidates who have failed SSLC Examination prior to 2022 and never went back to school.
- 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 fees paid by the Non – Regular Candidates are to be recorded in **FORM NO.8A**. The details of **the fees per Non Regular candidate** is highlighted below:

Categories	Examination Fee	Mark Sheet Fee	Admission Card Fee	Certificate Fee	Centre Fee**	Permission Fee	Total Fee to be paid by the Candidate
Amount (in Rupees)	350		550		250	300	1450

****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 to the MBOSE is given at Pg. No. 6.

D. SUBJECTS FOR EXAMINATION: Non-Regular Candidates are to appear 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., for 100 (Hundred) marks each.

COMPARTMENTAL CANDIDATES

Compartmental candidates are those candidates who have failed in the SSLC Examination 2022 in not more than 3 (Three) subjects and wish to appear only for those subjects. In such cases those who have 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 for these candidates will be carried over. If a candidate appeared as a Non – Regular or a Private candidate of 100 marks in the previous examination, that candidate will appear for a 100 (Hundred) Marks paper again 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.
- 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 candidate 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 fees 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	Admission Card Fee	Certificate Fee	Centre Fee**	Permission Fee	Total Fee to be paid by the Candidate
Amount (in Rupees)	200		550		250	300	1300

****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 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 2022, **are to appear for 80 (Eighty) marks only in those three subjects or two or one (whichever is applicable). Those who appeared as private or non-regular candidates in 2022, 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 only in the failed subjects i.e. Three subjects or less for 100 marks each.**

E. NOTE:

- a. *The Board grants only 2 (Two) chances to individuals wishing to appear as Compartmental Candidates. Therefore, if you have appeared as a Compartmental Candidate in 2021 and 2022, twice already, then the candidate will have to appear as a Non-Regular Candidate on all the six subjects, for 100 mark each, in 2023.*
- 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 2022 SSLC Examination and passed. However, they would like to “improve” upon their marks in the subjects already appeared. 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.**

B. FEES TO BE PAID: The fees to be paid by the Improvement 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	Admission Card Fee	Centre Fee**	Permission Fee <i>(to be paid by candidates who have not given permission fee at the time of availing permission from the Board)</i>	Total Fee to be paid by the Candidate
Amount (in Rupees)	350	350	250	300		950 (without permission fee) 1250 (with permission fee)

****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 Improvement Candidates are to be filled at the Centre, to which the candidate belongs and submitted duly arranged as prescribed by 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.

Subjects for Examination will depend on the subject (s) the candidate desires to improvement as per the permission granted by the Board. Improvement candidates will appear for a theory paper of 80 marks or 100 marks, whichever is applicable

IMPORTANT DATES

<i>SL. NO.</i>	<i>CATEGORY OF CANDIDATES</i>	<i>ISSUE OF FORMS</i>	<i>LAST DATE</i>	<i>WITH LATE FINE OF Rs. 400 (per candidate)</i>
1	Non – Regular , Compartmental and Improvement	20.09.2022	11.10.2022	14.10.2022

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*

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 and the Asst. 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. **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 upon the declaration of result due to misinformation, unsolicited subject change, etc an amount of Rs. 500 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 are 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 SHARED WITH THE STUDENTS AND OTHERS CONCERN TO AVOID MISCOMMUNICATION, CONFUSION AND ENCOURAGE TRANSPERANCY.
- 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.



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

MBOSE/SSLC/Exam-143/93/CON/2021/36332 – 47,

Dated Tura, the 15th Sept., 2022.

Copy to:

1. The Executive Chairman, MBOSE, Tura.
2. The Jt. Director, MBOSE, Shillong office, Shillong.
3. The Jt. Director, ITES, MBOSE, Tura for necessary action.
4. The District School Education Officers of all districts.
5. Office file.



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