

# MEGHALAYA BOARD OF SCHOOL EDUCATION

## HEADQUARTERS:: TURA

MBOSE/SSLC/Exam-143/93/2020/25886-27093

Dated Tura, the 7th December, 2021

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

To : All the Heads of the Institutions,  
Affiliated and Unaffiliated Schools under Meghalaya Board of School Education, Tura.

Sub : Guidelines for filling and submission of Examination Forms, Fees, etc. of the Secondary School Leaving Certificate Examination-2022 for **Regular I & II, and Private Candidates** : Information thereof.

Sir/Madam,

The Secondary School Leaving Certificate Examinations of the Board is conducted every year and the Guidelines for filling up and submission of Examination Forms and Fees for Regular I, II and Private 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 2022.

### **CATEGORY OF FORMS:**

Meghalaya Board of School Education has prescribed different forms for different categories of candidates for the upcoming SSLC Examination 2022, namely, the Pre-Printed Application Forms, Blank Forms and Statement Forms, Fee Forms and the Gender – wise and Subject – wise Statement Forms. They are to be mindfully and meticulously filled to avoid any misrepresentation of information that could adversely affect the candidate's prospects of appearing the Board exams. 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 information once submitted to the Board is treated as final.

The forms are categorised as below:

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

- The pre-printed forms (including all details of a candidate) are issued to Regular-I and Regular-II candidates
- Blank Forms: For Private, Re-admitted students and students who changed their institution.

2. **STATEMENT FORMS:**

- |               |                   |
|---------------|-------------------|
| a. Regular I  | <b>Form No. 3</b> |
| b. Regular II | <b>Form No. 4</b> |
| c. Private    | <b>Form No. 5</b> |

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

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

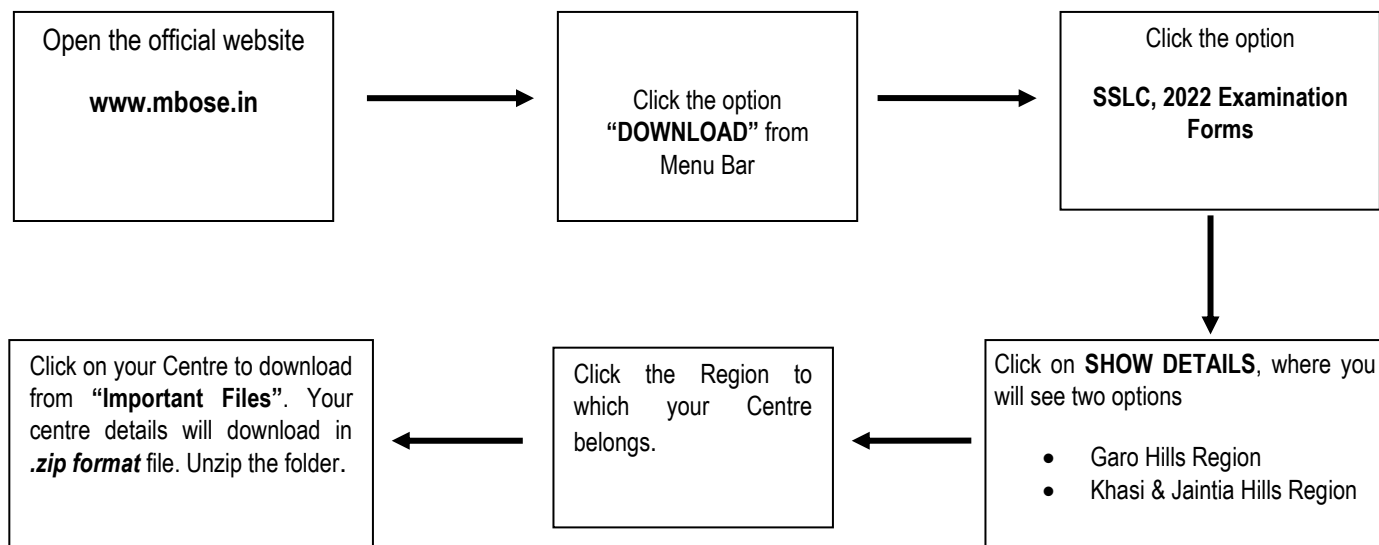
- Form No. 7(B):** For Regular I & II candidates.
- Form No. 7(C):** For Private

5. **FEE STATEMENT FORMS**

- Form No. 8(B):** For all categories of 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 Institutions by the Board and the same shall be downloaded by the Exam Centres and Head of Institutions.

The Head of the Institutions are requested to **follow the procedure illustrated below for downloading the important files as well as the pre-printed forms:**



**Important files inside the zipped folder:**

1. **Abbreviations Form 6** : Subject Abbreviations
2. **Form 7(B)** : Subject Wise Statement of Candidate
3. **Form 7(C)** : Subject Wise Statement of Candidate
4. **Form No 8 (B)** : Fee statement
5. **FORM-NO.3** : Regular-I Statement
6. **FORM-NO.4** : Regular-II Statement
7. **FORM-NO.5** : Private Statement
8. **Regular I & II- (Blank Form)** : Both front side and back side of Regular Blank Form
9. **Private (Blank Form)** : Both front side and back side of the private blank form
10. **Regular I & II** : Pre-Printed application form back page

N.B.: While printing examination application forms all the Head of the Institutions are to make sure that back (reverse) page of the examination form is not missed out.

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## REGULAR I AND REGULAR II CANDIDATES

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These candidates are students who come from Affiliated and Unaffiliated Schools and who attend regular classes are termed as Regular Candidates. Regular-I are students from Affiliated Schools and Regular-II are students from Unaffiliated Schools. The guidelines for Regular I and II students/candidates are as follows:

### A. FORMS TO BE FILLED

- a. Regular I and II candidates are supplied **with Pre-Printed Forms**. They are to put their signature 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 have changed Institutions with prior order from the Board.
  - iii. Photocopy of the Registration Card.
  - iv. A candidate's form, who fails to attach either Transfer Order or Registration Card, shall stand cancelled.
  - v. Where passport size photograph of the candidate 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.
  - vi. **LATEST** Passport size photograph is to be pasted if the blank form is used.
- b. **The Statement Forms No. 3 & 4** respectively, are to be filled by the School or Centre in Charge (wherever applicable) and each **is to be produced in triplicate**.
- i. **Affiliated School: STATEMENT FORM NO.3** is to be filled by the affiliated school 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.4.** Is to be filled by the un-affiliated school 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 II Male candidates, Regular II Female Candidates, etc.
- c. **Subject Wise Statement of Candidate Form No. 7(B)** is a form that gives the Board a subject wise information of the number of students appearing from a School or Centre in a certain subject. **This Form 7(B) is common for both Regular I and II candidates.**
- i. **Affiliated School: Form No.7 (B)** is to be filled by the school and make sure that it tallies with the information in Statement Form No. 3. The subjects indicated and the students appearing for that subject must be cross checked with the school records and verified before final submission to the Board. 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 also required to download **Form No.7 (B)** and fill it accordingly. Make sure that it tallies with the information provided in Statement Form No.4. Information once entered in these forms and submitted to the Board cannot be changed or modified. The school is to thoroughly cross check with the subject the student has opted for, before entering the details in FORM 7(B).

#### B. FEES TO BE PAID:

- a. **FORM 8(B): Statement of Payment of Fee** shall be downloaded from the zip folder as illustrated above (pg. 2). **Statement of Payment of Fees FORM 8(B)** is common to all categories of candidates.
- b. Examination Fees to be paid is recorded in **FORM 8(B)**. 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. 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	350		550		250	NA	1150
Regular-II	350		550		250	300	1450

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

- c. **Late Fee/Fine:** Over the years it has been observed that many schools have failed to submit the required forms and fees on time causing inconvenience to the Board and other institutions, delaying the generation of admission card, requisition of question papers, time-bound compilation of information, 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. 400 (Rupees three Hundred Only) per candidate.**

**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 below:**

<b>Name of the Unaffiliated School:</b> _____	
<b>Male (total):</b> _____	<b>Female (total):</b> _____
<b><u>Total number of Candidates:</u></b>	
<b><u>Total Candidates under each Subject</u></b>	
<b>Health and Physical Education:</b>	<b>Hindi:</b>
<b>Computer Sc.:</b>	<b>Bengali:</b>
<b>Additional English:</b>	<b>Assamese:</b>
<b>Khasi:</b>	<b>Mizo:</b>
<b>Garo:</b>	<b>Urdu:</b>
<b>Signature and Seal of Head of Institution</b>	

- c. **The FORMS and FEES of unaffiliated schools will not be accepted directly at the Board's Office. It must come through the 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 their 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 to at Pg. No. 7.

**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 and Physical Education / Computer Science	80	20	100
Vocational Subjects (in lieu of Health and Physical Education / Computer Science): 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>
		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 given only to Regular I & II Candidates and candidates **who after failing, were readmitted to a school, attended regular classes** and will be appearing again as Regular I or II Candidate.

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

- |                      |                   |
|----------------------|-------------------|
| i. <b>Garo</b>       | v. <b>Hindi</b>   |
| ii. <b>Khasi</b>     | vi. <b>Nepali</b> |
| iii. <b>Assamese</b> | vii. <b>Urdu</b>  |
| iv. <b>Bengali</b>   | viii. <b>Mizo</b> |

**Additional English is offered in lieu of the above languages.** Candidates must not be allowed to change from Indian Language to Additional English at the last moment while filling the Statement Forms and Statement of Subject Forms. Such changes cause grave inconvenience not only to the Board but also to the Candidate leading to withholding of the Candidate's 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 Test Examination prior to the year 2020, conducted by their own schools, in case of Affiliated Schools, and conducted by the District Selection Board of every District for Un-Affiliated Schools.

### FORMS TO BE FILLED

- a. **BLANK FORMS** of the Private candidates should be issued only to those candidates **who appeared and failed in the Selection Test Examination prior to 2020**. The following documents are to be submitted along with the Form:
  - i. Self-attested photocopy of the **Class 9 (Nine) Mark Sheet** for candidates who will be appearing for the first time as a private candidate.
  - ii. Self – attested photocopy of the **Transfer Order from MBOSE**, in case of students who have changed Institutions with prior order from the Board.
  - iii. Photocopy of the **Registration Card**.
  - iv. **LATEST** Passport size photograph. The passport size **photograph should not be more than 6 (six) months old**.
  - v. **Photo Copy of the Admission card and Mark sheet of Class X Selection Test Examination**.
  
- b. **Statement Forms No.5** is prescribed for Private candidates. These forms are to be filled by the **respective CENTRES** after scrutiny of the subjects opted by the Private Candidates. Details of the candidates are to be tallied with the Subject Wise Statement Form No.7(C). **Each Statement form is to be prepared in triplicate**
  
- c. **Subject Wise Statement of Candidate Form No. 7(C)** 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.

### 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.8 (B)** 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
Regular-II	350		550		250	300	1450

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

- b. **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 admission 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. 400 (Rupees Four Hundred Only) per candidate.**

**C. SUBMISSION OF FORMS AND FEES:** The Forms and Fees of the Private Candidates are to be filled at the Centre to which the candidate is clubbed, 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. 7

### 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.

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**IMPORTANT DATES**

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SL. NO.	CATEGORY OF CANDIDATES	ISSUE OF FORMS	LAST DATE	WITH LATE FINE OF Rs. 400 (per candidate)
1	Regular-I, Regular-II & Private	10 – 12 –2021 (FRIDAY)	07 – 01 – 2022 (FRIDAY)	12 – 01 – 2022 (WEDNESDAY)

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**IMPORTANT NOTES**

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- 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.**
- E. 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.**
- F. *In case of candidates who may be withheld on the declaration of result due to incorrect subject information, etc an amount of Rs. 500 per withheld candidate will be charged from the erring School/Centre 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/Blank Forms/Statement Forms for ease of communication with the student.*
- H. THE ABOVE GUIDELINES IS TO BE COMMUNICATED TO THE STUDENTS AND OTHER STAKEHOLDERS TO REDUCE MISCOMMUNICATION, ENCOURAGE ACCOUNTABILITY AND TRANSPERANCY.
- I. ***For any query/Problem contact the following persons during office hour:***
- a. ***Shri J.P. Marak-98560-81438***
  - b. ***Shri M.A. Sangma-98622-17509***
- J. 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.**