

NAGALAND BOARD OF SCHOOL EDUCATION KOHIMA

HSSLC EXAMINATION 2021 RULES AND REGULATION FOR FILLING UP FORMS AND SUBMISSION THEREOF.

The Candidates: Candidates at the HSSLC Examination are placed under four (4) categories.

Category I

Regular :

A student who is studying in a recognised hr. sec.school/ registered college.

Documents to be submitted

-

Category II

a) **Regular Repeater :**

A candidate of a recognised school/college who appeared and failed at the last HSSLC Examination of the Board.

HSSLC admit card and marksheet in original.

b) **Centre repeater :**

A regular repeater who appeared and failed at the last HSSLC Examination of the Board. Or a candidate of a recognised school/ college or a regular repeater who appeared and failed prior to the last HSSLC Examination of the Board.

HSSLC admit card and marksheet in original.

The recognised institution shall forward the forms of candidates under **category I & II(a)**. The HSSLC examination centres shall forward the forms of candidates under **category II(b)**

Category III

Improvement of performance : HSSLC admit card, marksheet, pass certificate and permission order in original

The forms of regular candidates of this category shall be forwarded by the recognised institutions and in respect of private candidates by the centre where they appeared last.

Category IV

Change of Examination Centre :

Due to COVID-19 pandemic, a special provision is given to the students who are residing in their village/town and cannot come to their respective schools for appearing the examination. For such students, if they want to appear in their district where they are residing now, can avail this **change of examination centre** to appear the HSLC Examination 2021 at the nearest centre. Candidate who apply for change of examination centre must inform his/her school and fill up the form within the specified time.

Documents to be produced | as per their category
including form no. 50

Online Submission of form: Candidates who are unable to fill up the hard copy of the Individual Form can visit **nbsenl.edu.in** and fill the forms by following the steps given in the portal with intimation to the school where he/she is studying within the specified date.

The particulars of the candidates are based on Class XI records as on 1st June. As such, any discrepancy or correction in the particulars must be applied in written separately.

INFORMATION

1. **The form of a candidate who do not have the qualifying grade/minimum marks in subjects having internal weightage must not be forwarded.**
2. For repeaters, the particulars of the candidate are to be entered as per the previous documents. As such, no change shall be accepted whatsoever.
3. Incomplete forms of the candidates should not be submitted.
4. Rubber stamp signature should not be used in any document.
5. Signing for another person in his/her name or putting thumb impression for another person in his/her place, is an act of deceiving and also forgery.*
6. Examination centres shall be allotted by the Examination Committee of the Board.
7. For further details, please refer Management of Examinations.

*** Forgery is a criminal offence and is punishable under section No. 468 of IPC.**

DO NOT FOLD OR TEAR THE APPLICATION FORM

**Sd/- Controller of Examinations
NBSE**

* For any clarification, contact
Phone no. **0370 - 29050125/9436216604**

slip/demand draft/bankers cheque/printout payment receipts etc.

- b) For change of centre, the statement of payment of fees shall be submitted separately.
- c) The examination fees may be paid in any of the following ways:
 - i) Remit the fees through the State Bank Collect facility provided on the SBI website www.onlinesbi.com and click on the link provided.
 - ii) Pay into the SBI account NBSE FEE RECEIPTS, A/C no. 39353961985, IFSC - SBIN0000214.
 - iii) Demand draft/Bankers Cheque drawn in favour of Chairman, NBSE.
- d) **Cheques belonging to an individual account shall not be accepted under any circumstances.**
- e) Rate of Examination fees :
 - (i) Arts - ` 1000.00
 - (ii) Commerce - ` 1000.00
 - (iii) Science - ` 1000.00
 - (iv) Change of centre - ` 200.00 (extra)

N.B : The failed private repeaters shall pay ` 100 (one hundred) extra as forwarding fee to the centre to be utilised as centre expenses.

The forms for submission are :

- 1. *Application form* - 1 copy each
- 2. Statement of payment of fees - 3 copies
- 3.
 - i) Permission order in original/photocopy of registration card (for migrating students)
 - ii) Admit card and marksheet in original (for repeaters)
 - iii) Admit card, marksheet and pass certificate in original (for improvement of performance)

Guidelines for checking and forwarding of Application forms for HSSLC Examination

1. Application form :

- a) While issuing the forms, the Principal has to give proper instructions to the candidates to check that correct particulars have been printed or entered in the application form in respect of full name, surname, father's name, mother's name and registration number, second language, elective subjects, community to which they belong.

Candidates are to write 1,2,3 in the boxes wherever applicable.

After all the particulars are entered or checked, the applicants shall put their full signature (signature should be in small letters). The signature given by the candidate in the *Application Form* should be legible and should tally with the one to be given in the attendance sheet during the examination.

- b) **Name of the institution :**

The Principal must check that the name of the institution entered in the *Application Form* is correct.

- c) **Certification by the head of institution :**

The head of institution/centre superintendent shall verify that all the entries made in the *Application Form* are correct and complete before certifying.

- d) **Passport-size photograph :**

One (1) copy of clear and recently taken photograph in contrasting background is to be pasted by the candidate on the *Application Form* i.e. the background should not be white if the student is wearing a white shirt. Polaroid photo prints shall **NOT** be accepted. The size of the photograph must be **4 x 5 cm**. The name of the candidate should be written on the backside of the photo and should not be attested.

- e) **Declaration of the parent :**

After all the particulars of the applicant entered in the *Application Form* form are checked, the father or the mother of

the candidate shall make the declaration in the *Application Form* and put signature (or thumb impression, in case of illiterate parents). If the parents are not alive or reside far away, the legal guardian shall make the declaration. Initials shall not be accepted.

While receiving the *Application Form*, care must be taken to see that all necessary valid documents are furnished and the signature of each candidate is not forged in the *Application Form*.

2. a. **Internal/Practical Marks** : Form no 63 in the NBSE offline shall be uploaded after allotment of HSSLC roll no. Institutions are to download the NBSE offline and do the entry for Internal/Practical Marks and mail to **nbseintprac@gmail.com**.
- b. **Grades for Environmental Education/Work Experience and Physical Education** :

The internal assessment of Environmental Education, Work Experience, Physical and Health Education by the recognised institution is to be entered in grades in the given form only.

3. **Submission of certificates/order**

- a) For a candidate with **Special Needs**, a certificate from competent authority identifying the disability must be attached along with the *Application Form*.
- b) Migrating Students must enclose a photocopy of registration Card/Permission order.

4. **Sorting of the application forms :**

i. **Regular :**

- a) The *Application Form* and the supporting documents should be sorted category-wise, stream-wise, gender-wise, and then arrange in the order of the pre-printed sl (as given above the roll column) and not code no. for regular

candidates and alphabetical order in case of repeaters.

The *Application Form* and the supporting documents should be sorted out separately. The documents should NOT be attached together with the forms.

- b) *Application Form* for change of examination centre should be dealt with separately in all respects.

ii. **Repeaters :**

- a) In the form no.49 enter the name of institution for repeaters or the name of the HSSLC Examination centre for candidates who failed as private repeater (Form no.49) for Institutional Repeater, Private Repeater and Improvement of Performances should be sorted out separately.
 - b) Roll number and year of the previous examination must be entered correctly.
 - c) Candidate's name which was already recorded in the last examination should be entered in block letters. Any change in the particulars shall not be accepted.
 - d) Repeaters are not allowed to change their second language and elective subjects.
 - e) The candidates shall sign in the signature column which should tally with the one he/she has given in the last examination. The signatures in all places i.e. *Application Form*, the attendance sheet, etc. must tally.
- iii. For all categories, form no.49 for boys and girls institution-wise should be sorted out separately in order of previous roll no. Documents should be separated and arranged in the sequence of the *Application Form*.

Note: For all entries in the Application Form, only black ink pen is to be used.

5. **Payment of Examination fees :**

- a) The statement of payment of fees in form No. 51 shall be submitted in Triplicate along with the counterfoil of the deposit