

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

No. 1423 / (Exam. Conf.) / Dt. 27/X/2017

THE GENERAL INSTRUCTION FOR FILLING UP OF APPLICATION FORMS FOR ANNUAL HSC EXAMINATION, 2018

1. The students of all recognised secondary schools shall fill up their application forms for appearing at the Annual HSC Examination, 2018 through the Head of their Institutions, who have enrolled those students during 2016.
2. The students who have not been enrolled during 2016, can not fill up their forms under School Regular category. However these students can appear the examination under Correspondence Course category after taking admission on or before 22/11/2017 at zonal offices of the Board.
3. The following category of school students can fill up their application forms for appearing at the Annual HSC Examination, 2018 whose authority to fill up the application forms shall be their Head of the Institutions.
 - a. School Regular Category (SR)
 - b. Quasi Regular Category (QR)
 - c. Ex-Regular Category (ER)

The candidates who have appeared and have been unsuccessful at the following examinations are eligible under Ex-Regular (ER) category.

- (i) Regular & Quasi Regular candidates of Annual/ Supplementary HSC Examination, 2014.
- (ii) Regular, Quasi Regular & Ex-Regular (New) candidates of Annual/ Supplementary HSC Examination, 2015.
- (iii) Regular, Quasi Regular & Ex-Regular candidates of Annual/ Supplementary HSC Examination, 2016.
- (iv) Regular, Quasi Regular & Ex-Regular candidates of Annual/ Supplementary HSC Examination, 2017.

The candidates not coming under Sl. No.- [3. c. (i) to (iv)] supra will be eligible to appear the examination with the new course provided they come under Correspondence Course Regular after taking admission into the Correspondence Course of the Board.

4. The following category of Correspondence Candidates can fill up their application forms for appearing at the Annual HSC Examination, 2018 whose authority to fill up the application forms shall be the Deputy Secretary of concerned zones.
 - a. Correspondence Course Regular (CR)
 - b. Correspondence Course Ex-Regular (CE)

The candidates who have appeared and have been unsuccessful at the following examinations are eligible under Correspondence Course Ex-Regular (CE) category.

- (i) Correspondence Course Regular candidates of Annual/ Supplementary HSC Examination, 2014.

- (ii) Correspondence Course Regular & Correspondence Course Ex-Regular (New) candidates of Annual/ Supplementary HSC Examination, 2015.
 - (iii) Correspondence Course Regular & Correspondence Course Ex-Regular candidates of Annual/ Supplementary HSC Examination, 2016.
 - (iv) Correspondence Course Regular & Correspondence Course Ex-Regular candidates of Annual/ Supplementary HSC Examination, 2017.
- c. The candidates who have once admitted under correspondence course of B.S.E., Odisha and not coming under Sl. No.-[4 (b) (i) to (iv)] supra, shall not be treated under category Correspondence Course Ex-Regular. These category of students if desire to fill up their forms may take fresh admission under correspondence course and appear the examination under Correspondence Course Regular category in the present course.
5. Many mistakes have been noticed in past years regarding compartmental appearance of students for which Board has earmarked the compartmental candidates. The same will be displayed if the candidate is eligible for compartmental appearance. The Head of the Institution has to approach B.S.E., Odisha if a candidate eligible to appear compartmentally desire to appear in all subjects.

REGULATIONS REGARDING COMPARTMENTAL APPEARANCE

As per Chapter-X of Regulations of the Board of Secondary Education, Odisha; under Section-I, Column No.-18, "***A candidate who fails in the examination for not having secured the required pass mark(s) in one or more subjects but who secures 198 marks or more in the aggregate will have the option to clear his deficiencies by appearing at the examination upto a maximum three consecutive examinations immediately following the one in which he has failed. Such candidates shall be declared to have passed compartmentally.***"

It is to be noted that, the appearing category filled up by the institution heads shall be treated as final, which can not be modified at any later stage. Further, the Institution Heads shall be held responsible for entering wrong Appearing Code against any candidate.

6. During online filling up of application forms, the Head of the Institutions should be very careful in filling up of the subjects such as First Language, Second Language and Third Language.
7. Under Third Language, we have the subjects, such as :- TLH, TLS, TLO, TLP & TLV. However for schools where Vocational Trades have been opened shall have two more subjects out of four trades i.e. TT, RT, IT & BF.
8. The students who have taken Vocational Trades in view of 3rd language subjects, their Vocational Subject code shall be shown automatically which can not be edited.
9. In case the candidate has vocational trade, his/ her internal mark given out of maximum of 20 marks has to be entered in the appropriate box by the login authority. The internal marks for vocational trades is part of the continuous and Comprehensive Evaluation (CCE).

10. The total marks secured by the students in all six subjects either in pre-test or test examination which ever is last conducted by the school, shall be entered in the online application. However in case of candidates who have opted vocational trade in lieu of third language subject, their total marks in five subjects (without the mark in vocational trade) shall be entered in the online application.
11. Apart from entering the correct subjects, they should also fill up the script (writing language) for other subjects such as Mathematics, General Science & Social Science. The entry of script shall be required if the First Language subject of the candidate is other than Odia.
12. **Fee Structure :-**

Fee structure for filling up of application forms is as follows :-

CATEGORY	AMOUNT OF FEE PER CANDIDATE
School Regular (SR)	Rs-320/-
Quasi Regular (QR)	Rs-405/-
School Ex-Regular (ER)	Rs-405/-
Correspondence Regular (CR)	Rs-405/-
Correspondence Ex-Reg. (CE)	Rs-405/-
Fee for late fine	Rs.-50/-

13. The schedule dates for filling up of application forms are given here as under :-
- The filling up of application forms shall be done through **ONLINE** mode only on visiting the website www.bseodisha.ac.in from 01/11/2017, 08.00 am onwards.
 - Last date for filling up of application forms (deposit of fee) without fine :- **16/11/2017, 11.45 pm.**
 - Last date for final submission of application forms of those candidates who have deposited fee by 16/11/2017 :- **17/11/2017 Midnight.**
 - Last date for filling up of application forms (deposit of fee) with fine :- **21/11/2017 11.45 pm (from 17/11/2017 till 21/11/2017).**
 - Last date for final submission of application forms of those candidates who have deposited fee by 21/11/2017 :- **22/11/2017 Midnight.**
 - The last date for admission and filling up of application forms for correspondence course regular candidates is extended till 22/11/2017.
14. The Regular students of SC & ST Category of Govt. & Aided High Schools are exempted from paying the examination fee. The Head of the Institutions are to verify in the online application, whether caste category already entered by them during the enrolment of these students are correct or not. They can edit the same if wrong caste category has been entered basing on the copy of the certificate produced by the students.
15. In the online application, SC/ ST Category has to be entered only after verifying the caste certificate of the students. Further a copy of the certificate of each SC/ST category candidates have to be preserved by the Head of the Institutions, which might be required for audit in future. A certificate to this effect shall also be given by all the institution heads in the online application.

16. The candidature of candidates shall be valid and admit cards shall be issued provided the candidates fulfil the following conditions after completion of form fill up process.
- The percentage of attendance of Class-X students who shall fill up application forms for appearing at the Annual HSC Examination shall be 66% or more calculated till 31st January.
 - Appearance of these candidates at Pre-Board examination is mandatory.
17. The Head of the Institutions shall report regarding the candidates not fulfilling the criteria at Sl. No.-11 above, in the following format to their concerned District Education Officer by 2nd February, 2018 positively.

School Code	School Name	UIN No.	Name of the Candidates	Reasons for Rejection of Candidature

18. The District Education Officers shall send the consolidated information received from the fields, so as to reach the B.S.E., Odisha by 5th February, 2018 positively. Basing on such report the B.S.E., Odisha shall held up the Admit Card and cancel the candidature of such candidates. In case no information from District Education Officer is reached latest by 5th February, 2018 no candidates shall be debarred from appearing the examination.
19. The Head of the Institutions are also to ensure that these candidates do fulfil the deficiencies by extra coaching etc, so that they appear the Supplementary HSC Examination in the said year under Regular category.
20. The Head of the Institution are required to submit a copy of the D.R. and payment receipt with the concerned zonal offices on or before 25/11/2017.


Sd/-,
Controller of Examinations,
B.S.E., Odisha, Cuttack

Sd/-,
Secretary,
B.S.E., Odisha, Cuttack

Memo No. 1423(36) / (Exam. Conf.) / Dt. 27.10.17

Copy forwarded to :-

- All District Education Officers of the State for information and necessary action.
- Deputy Secretaries of all zonal offices of the Board for information and necessary action.


27/10/17
Controller of Examinations,
B.S.E., Odisha, Cuttack