



GOVERNMENT OF KERALA

NOTIFICATION

HIGHER SECONDARY EXAMINATIONS, 2014

**DIRECTORATE OF HIGHER SECONDARY EDUCATION,
HOUSING BOARD BUILDINGS,
SANTHI NAGAR, THIRUVANANTHAPURAM – 695 001.**

CONTENTS

| Notification | Page |
|---|----------------|
| I. Second Year Higher Secondary Examination, March 2014 | 03 |
| II. First Year Higher Secondary Examination, March 2014 | 07 |
| III. Second Year SAY/Improvement Examination, May / June 2014 | 08 |
| IV. First Year Higher Secondary Improvement / Supplementary Examination, Aug/Sept 2014 | 08 |
| V. Guidelines Regarding submission of application for Registration | 09 |
| VI. Duties of the Principals | 11 |
| VII. Revaluation / Photocopy / Scrutiny of Answer Scripts | 13 |
| VIII. Application for Grace Marks | 14 |
| IX. Concessions to differently abled candidates with special needs | 14 |
| X. Cancellation of examination registration | 14 |
| XI. Examination on Saturdays | 15 |
| XII. Migration Certificate | 15 |
| XIII. Double Valuation | 15 |
| XIV. Scheme Finalization | 15 |
| Notification (Malayalam) | 16 - 27 |
| List of Appendices | |
| 1. Time Table for the Second Year Higher Secondary Examination, March 2014 | 28 |
| 2. Time Table for the First Year Higher Secondary Examination, March 2014 | 29 |
| 3. List of subjects with Practical Evaluation | 30 |
| 4. Last Dates for submission of applications with prescribed fee by the students | 31 |
| 5. Important Dates | 32 |
| 6. The pattern of allotment of scores for Second Year Higher Secondary Examination, March 2014 - combined list – subjectwise (Scheme - 1) | 33 |
| 7. The pattern of conduct of Second Year Higher Secondary Examination, March 2014 (Scheme - 2) | 34 |
| 8. The pattern of conduct of First Year Higher Secondary Examination, March 2014 | 35 |
| 9. Distribution of scores for Second Year Higher Secondary Examination, March 2014– Scheme - 1 | 36 |
| 10. Distribution of scores for Second Year Higher Secondary Examination, March 2014 – Scheme - 1 (Combined list) | 36 |
| 11. Distribution of scores for Second Year Higher Secondary Examination, March 2014– Scheme – 2 | 36 |
| 12. Distribution of scores for First Year Higher Secondary Examination, March 2014 | 36 |
| 13. Nine Point Grading (Second Year Higher Secondary Examination March 2014, Scheme 1) | 37 |
| 14. Nine Point Grading (Second Year Higher Secondary Examination March 2014, Scheme 2) | 37 |
| 15. Award of Grace marks | 38 |

| | |
|--|----|
| 16. Rules for applying for condonation of shortage of Attendance | 40 |
| 17. Concessions to candidates with special needs | 41 |
| 18. Instructions for the conduct of Practical Evaluation | 43 |
| 19. Instructions to the candidates appearing for the Higher Secondary Examination | 44 |
| 20. Duties of Chief Superintendents | 45 |
| 21. Duties of Deputy Chief Superintendents | 46 |
| 22. Duties of Assistant Superintendents | 47 |
| 23. Instructions for packing Answer Scripts | 48 |
| 24. Instructions to Chief Superintendents regarding settlement of advance | 49 |
| 25. The Rate of Remuneration for the conduct of Theory and Practical Examination | 50 |
| 26. CV Camp - TA/DA/Remuneration & Contingent Expenditures | 51 |
| 27. CV Camp - Instructions to Camp Co-ordinators | 52 |
| 28. Uploading of candidate details | 53 |
| 29. Uploading of Examination fee remittance details | 54 |
| 30. Down loading of Admission Tickets | 54 |
| 31. Uploading of Continuous Evaluation (CE) Scores | 54 |
| 32. Higher Secondary Examination - Application Form | 55 |
| 33. Application for Condonation of shortage of Attendance | 57 |
| 34. Application for Concessions to differently abled candidates | 58 |
| 35. Application for Grace Marks | 59 |
| 36. Application to write Examinations on Saturdays after 6.00 PM | 60 |
| 37. Application for Cancellation of First / Second year Higher Secondary Examination | 62 |
| 38. Application for Duplicate Certificate/Marklist | 63 |
| 39. Application for Migration Certificate | 65 |
| 40. Application for Revaluation of answer scripts | 66 |
| 41. Application for Scrutiny of answer scripts | 67 |
| 42. Application for Photocopy of answer scripts | 68 |
| 43. Various fee rates related to Higher Secondary Examinations | 69 |
| 44. Important Telephone Numbers | 70 |

HIGHER SECONDARY EXAMINATIONS, 2014
NOTIFICATION

No. EX-II(1)/17331/HSE/13

Dated : 13/11/2013

Sub:- Higher Secondary Examinations, 2014 – reg.

- Ref:-
1. G.O.(MS) No.140/08 G.Edn. dated 18/08/2008
 2. G.O.(MS) No.180/08 G.Edn. dated 30/10/2008
 3. G.O.(MS) No.40/2011/G.Edn.dated 16/02/2011
 4. G.O.(Rt) No.5441/2012/G.Edn. dated, 15.11.2012
 5. G.O.(Rt) No. 5455/2012/G.Edn. dated, 16.11.2012

The Board of Higher Secondary Examinations, Kerala shall conduct the following Examinations in 2014.

- I. Second Year Higher Secondary Examination, March 2014
- II. First Year Higher Secondary Examination, March 2014
- III. Second Year Higher Secondary SAY/Improvement Examination, May/June 2014
- IV. First Year Higher Secondary Improvement/Supplementary Examination, Aug/Sept. 2014

I. SECOND YEAR HIGHER SECONDARY EXAMINATION, MARCH 2014

The Second year Higher Secondary Examination, March 2014 shall consist of:-

- 1) Continuous Evaluation (CE)
- 2) Practical Evaluation (PE)
- 3) Terminal Evaluation (TE)

1) CONTINUOUS EVALUATION (CE)

- (i) Continuous Evaluation is based on the learning activities undertaken by the candidate during the course of study.
- (ii) Candidates who have undergone Continuous Evaluation (CE) for all the six subjects of the Second year course **only** shall be eligible to appear for the Second Year Higher Secondary Examination.

2) PRACTICAL EVALUATION (PE)

- (i) The Practical Evaluation shall be based on the scheme and syllabus prescribed for the Higher Secondary Course during 2012 – 2014 and shall be conducted during February / March 2014.
- (ii) Candidates appearing for the Second Year Higher Secondary Examination for the first time shall attend the Practical Evaluation in all subjects for which there are practicals as per the curriculum.
- (iii) Compartmental candidates who have not attended Practical Evaluation during their earlier appearances shall attend the same now. Such candidates shall appear for both Practical and Terminal Evaluation.
- (iv) Candidates who absent themselves for the Practical Evaluation of a particular subject shall be treated as absent for that subject, even if they appear for Terminal Evaluation.
- (v) A candidate who has appeared for Practical Evaluation once shall not appear for the Practical Evaluation again. The scores once obtained for the Practical Evaluation shall be reckoned for all subsequent appearances.
- (vi) The time table for Practical Evaluation shall be made available by the Schools concerned.

3) **TERMINAL EVALUATION (TE)**

The Terminal Evaluation shall be conducted in the following *two Schemes*.

A) **SCHEME -1 (200 SCORES PER SUBJECT)**

- a) This Examination shall be based on the curriculum and the syllabus prescribed for the Second Year Higher Secondary course during 2013-2014.
- b) The total combined scores of First and Second Year Examinations of each subject shall be 200.
- c) The result of the Examination shall be determined by the combined scores of First and Second Year Examinations, taken together and grades obtained there upon by the candidate.
- d) To become eligible for higher studies a candidate should obtain D+ grade or above in all subjects. To attain D+ grade for a subject, a minimum of 30% of the aggregate score of CE, PE and TE should be obtained (ie., 60 scores should be obtained) with a separate minimum score of 30% of TE maximum for Terminal Evaluation. The minimum score required for Terminal Evaluation for subjects with Practical Evaluation is 36 and for subjects without Practical Evaluation is 48.
- e) For securing D+ grade for Music separate minimum of 30% score of T.E. as well as PE (24 scores each) should be obtained.
- f) D+ grade for Biology shall be decided by taking the scores of Botany and Zoology together and hence a separate minimum for Botany and Zoology is not required.
- g) Candidates who absent themselves for Second Year Higher Secondary Examination in any subject shall be treated as 'absent' for that subject even if they have appeared for that subject in the First Year Higher Secondary Examination. For determining the grade in a subject, appearance in the First Year and Second Year Examination of that subject is compulsory.

ELIGIBILITY

- a) Candidates admitted to the Higher Secondary Course through School / Open School during the academic year 2012 – 2013 and who have appeared for all subjects at the First Year Higher Secondary Examination March / September 2013.
- b) Candidates admitted to the Higher Secondary course through School / Open School and who had appeared for all subjects at any of the First Year Higher Secondary Examination conducted from March 2009 onwards, but were unable to register for the Second Year Higher Secondary Examination, can register for this Examination if they have obtained re-admission to the Second Year course through School / Open School in 2013 – 2014. The First Year scores obtained by these candidates at the First Year Higher Secondary Examination taken by them shall be carried forward.
- c) Candidates admitted to the Second Year Higher Secondary Course from other Boards / Institutions and who registered and appeared for all subjects as lateral entry candidates at the First Year Higher Secondary Improvement Examination, September 2013.
- d) Candidates who were readmitted to the Second Year Higher Secondary Course through Open School during 2013-2014 and who appeared for all subjects in the First Year Higher Secondary Improvement Examination September 2013 as lateral entry candidates.

- e) Candidates who have registered for the Second Year Higher Secondary Examination, March 2013 and completed the Second Year course but later cancelled their registration for the Second Year Higher Secondary Examination March 2013.
- f) Candidates admitted to the Higher Secondary Course from the academic year 2008-2009 onwards and who did not appear for all subjects at the First Year Higher Secondary Examinations, conducted from 2009 to 2012 but later appeared for the remaining subjects at the First Year Higher Secondary Examination September 2013, are eligible if they have obtained readmission to the Second Year Course in 2013- 2014.
- g) Candidates who had registered for the Second Year Higher Secondary Examination March 2013 but could not attend all / a few subjects at the March / SAY Examination 2013, can register for all / the non-appeared subjects, only if they have appeared for the First Year papers of those subjects at the First Year Improvement / Supplementary Examination, September 2013.
- h) Candidates who were not able to attain D+ Grade or above for (a) particular subject(s) in March or SAY Examination conducted from 2010 onwards can register for those subjects provided they have appeared for the First Year papers of those subjects at the First Year Improvement / Supplementary Examination, September 2013.

The eligibility for higher studies of candidates noted at (g) & (h) above shall be determined by combining the TE scores of First Year Higher Secondary Improvement Examination September 2013 and the Second Year Higher Secondary Examination March 2014, together with the CE and PE scores obtained by the candidate earlier. The TE scores obtained earlier for the ineligible subjects at the First and Second Year Examinations shall not be considered. Such candidates shall not be permitted to appear for the ineligible subjects at the Second Year Higher Secondary Examination March 2014 if they have not appeared for those subjects at the First Year Higher Secondary Improvement Examination, September 2013.

- i) Candidates coming under categories (a) – (f) above shall be treated as regular candidates - school going / open school and those coming under category (g) & (h) shall be treated as compartmental - school going / open school.
- j) School going candidates should have completed the Second Year Higher Secondary Course by securing not less than 75% attendance. Shortage of attendance below the prescribed minimum can be condoned in deserving cases based on existing rules. More details are provided in Appendix - 16
- k) Subject wise distribution of Scores and Grade range are available in Appendix - 6,9 & 13.

B) SCHEME – 2 (100 SCORES PER SUBJECT)

- a) The Examination shall be based on the curriculum & syllabus prescribed for the Second Year Higher Secondary course during 2008-2009.
- b) The question papers under this scheme shall be the same as that under Scheme – 1 except for Physics, Chemistry, Biology, Mathematics, Geography, Economics and Political Science. Separate question papers shall be provided for these subjects.
- c) The eligibility for higher studies of the candidates shall be determined by the scores and grades obtained thereupon at the Second Year Higher Secondary Examination only.

- d) The maximum score for each subject shall be 100.
- e) A candidate should obtain 30% of the maximum score (i.e., 30 scores) with a separate minimum of 30% score for Terminal Evaluation (TE) i.e., 24 scores for subjects without Practical Evaluation and 18 scores for subjects with Practical Evaluation, to become eligible for higher studies.
- f) For Biology, separate minimum of 30% score of the TE maximum shall be obtained for Botany and Zoology (9 scores each for Botany & Zoology).
- g) For Music, 30% score should be obtained for the Terminal Evaluation as well as the Practical Evaluation (12 scores each for TE and PE).
- h) Candidate belonging to the scheme who have undergone PE earlier shall not attend Practical Evaluation again. The score obtained previously for CE and PE shall be carried forward.
- i) If under any circumstances, a candidate was not able to attend Practical Evaluation previously, such candidates shall attend Practical Evaluation also. The question paper for Practical Evaluation for such candidates shall be the same as that for the candidates under Scheme – 1, but the maximum scores for evaluation shall be 20. If the candidates are absent for the Practical Evaluation, they will be treated as absent for the subject even if they attend the Terminal Evaluation.

ELIGIBILITY

- a) The Examination is conducted for candidates admitted to the First Year Higher Secondary Course prior to the academic year 2008-2009 in the Grading System.
- b) Candidates who have appeared for the Second Year Higher Secondary Examination in 2007, 2008, 2009, 2010, 2011, 2012 & 2013 under grading system (100 scores per paper scheme) but failed to become eligible for higher studies can register for the subjects for which they failed to attain D+ grade or above. Such candidates are termed as Compartmental Candidates under Scheme - 2.
- c) Subject wise distribution of Scores and Grade range are available in Appendix – 7.

C) SPECIAL CATEGORY CANDIDATES

Candidates who have completed the Higher Secondary Course and who have appeared for the First Year Higher Secondary Examination March 2013 with a different set of optionals as Special Category Candidates [G.O.(Ms) No.15/2009/G.Edn.dated 04.02.2009] can register for this Examination for the subjects for which they appeared for the First Year Examination, March 2013 if they have completed the Second Year Course with the new set of optionals and have undergone Continuous Evaluation (CE) in these subjects.

II. FIRST YEAR HIGHER SECONDARY EXAMINATION, MARCH 2014

The First year Higher Secondary Examination, March 2014 shall consist of

- 1) Continuous Evaluation (CE)
- 2) Terminal Evaluation (TE)

1) CONTINUOUS EVALUATION (CE)

- i) Continuous Evaluation is based on the learning activities undertaken by the candidate during the course of study.
- ii) Candidates who have undergone Continuous Evaluation (CE) for all the six subjects only shall be eligible to appear for Terminal Evaluation of the First Year Higher Secondary Examination.

2) A) TERMINAL EVALUATION (TE)

- a) The First Year Higher Secondary Terminal Evaluation (TE) shall be conducted along with the Second Year Higher Secondary Terminal Evaluation, March 2014.
- b) The scores obtained in the First Year Higher Secondary Examination shall be carried forward to the Second Year and the combined scores of First and Second Year Examinations and grades obtained thereupon shall determine the eligibility of the candidate for higher studies.
- c) There shall not be any grades or separate minimum scores for each subject at the First Year Higher Secondary Examination. A score sheet showing the scores obtained for each subject shall be issued.
- d) There shall not be any Practical Evaluation for the First Year Higher Secondary Examination.
- e) Candidates who have registered for the First Year Higher Secondary Examination during 2013-2014 only are eligible to be promoted to the Second Year Course during 2014-2015.
- f) Candidates who have attended all subjects in the First Year Higher Secondary Examination and completed the Second Year course only are eligible to register for the Second Year Higher Secondary Examination, March 2015.

ELIGIBILITY

- a) Candidates undergoing First Year Higher Secondary Course during the academic year 2013 – 2014 through Higher Secondary Schools and Open School (Regular & Private) and who have undergone continuous evaluation for all six subjects.
- b) School-going candidates should have completed the First Year Higher Secondary Course by securing not less than 75% attendance. Shortage of attendance below the prescribed minimum can be condoned in deserving cases based on existing rules. For details see Appendix – 16
- c) *Supplementary candidates cannot register for this Examination.*
Subject wise distribution of Scores are available in Appendix- 8 & 12

B) SPECIAL CATEGORY CANDIDATES

- a) Candidates who have completed the Higher Secondary Course in the Grading System are eligible to reappear for the Higher Secondary Examination with a different subject combination after two years of study. Such candidates shall not

appear for those subjects in the new combination for which they have already become eligible. They should register through Higher Secondary School / Open School subject to the relevant rules in this regard.

- b) If such candidates have registered through Higher Secondary School / Open School within the stipulated time and have undergone Continuous Evaluation (CE) in the subjects, they are eligible to register for First Year Higher Secondary Examination March 2014 in the concerned subjects.

III. SECOND YEAR HIGHER SECONDARY SAY / IMPROVEMENT EXAMINATION, MAY/JUNE 2014

- (i) Candidates who have registered for the Second Year Higher Secondary Examination March, 2014 ***under Scheme - I for the first time*** and who have failed to become eligible for higher studies can register for all the subjects for which they failed to attain D+ grade or above.
- (ii) Compartmental Candidates under Scheme – 1 and Scheme – 2 who have secured D+ or above for five subjects and appeared in the Second Year Higher Secondary Examination, March 2014 can register for the one subject for which he/she failed to attain D+ or above grade. ***If a candidate in this category has failed to secure D+ grade or above for more than one subject he / she will not be eligible to appear for this Examination.***
- (iii) Candidates who have appeared for the Second Year Higher Secondary Examination, March 2014 under Scheme - 1 for the first time and achieved D+ grade or above for all six subjects and thus became eligible for higher studies can register for the improvement of grade of any one of the subjects.
- (iv) A candidate cannot appear for SAY Examination and Improvement Examination at the same time.
- (v) For SAY / Improvement Examination a candidate shall appear only for Terminal Evaluation (TE) of the concerned subject. The CE scores and PE scores (in the case of subjects with Practicals) of the March Examination of such candidates shall be carried over. If a candidate had not undergone Practical Evaluation previously, he/she should attend the same along with this Examination. Otherwise he / she will be treated as absent for that subject.
- (vi) Consolidated certificates showing the Eligibility / Non Eligibility of a candidate for Higher Studies at the SAY Examination shall be issued. ***Consolidated certificate, combining the scores of March and Improvement Examination shall not be issued.***

IV. FIRST YEAR IMPROVEMENT / SUPPLEMENTARY EXAMINATION, AUG/SEPT. 2014

- (i) Candidates who desire to improve the scores of the First Year Higher Secondary Examination March 2014 can register for a maximum of three subjects.
- (ii) Candidates who have registered for the First Year Higher Secondary Examination March 2014 but could not appear for all or a few subjects due to various reasons can register for the subjects for which they were absent.
- (iii) Candidates who have registered for the First Year Higher Secondary Examination March 2014 but could not appear for all subjects are eligible to register for those subjects for which they were absent and also to improve upto three subjects for which they appeared in the March Examination.
- (iv) Candidates readmitted to the Second Year Higher Secondary course from other Boards / Institutions during 2014-2015 shall appear for all subjects in the

Examination as lateral entry candidates. They shall undergo Continuous Evaluation in all six subjects of First Year Higher Secondary course.

- (v) Candidates who have registered for the First Year Higher Secondary March Examinations, but did not appear for the same or subsequent First Year Higher Secondary Improvement Examinations can register for this Examination provided they have undergone Continuous Evaluation for all six subjects. In the case of school-going candidates, they should have also completed the First Year Course by securing not less than 75% attendance and must have obtained readmission to the Second Year course in 2014-2015.
- (vi) Candidates who have appeared for the Second Year Higher Secondary Examination March 2014 / SAY Examination June 2014 under Scheme -1 but failed to attain D+ grade or above for all the subjects, can register for the First Year papers of those subjects for which they failed to attain D+ grade or above, in this Examination. Such candidates shall appear for the Second Year papers of these subjects at the Second Year Higher Secondary Examination March 2015 and their eligibility for higher studies shall be determined by combining the scores obtained at this examination with the scores to be obtained by the candidates at the Second Year Higher Secondary Examination March 2015.
- (vii) Candidates who were not able to attain D+ Grade or above for a particular subject(s) in the Second Year Higher Secondary Examination March / SAY 2010/2011/ 2012/2013 in Scheme - I can register for the ineligible subjects.

NB: The eligibility in the concerned subject(s) of candidates coming under the above three categories will be determined by the TE scores attained by them at the First Year Higher Secondary Improvement Examination August/September 2014 and the Second Year Higher Secondary Examination March 2015 to which will be added the CE & PE scores obtained by them earlier in that subject(s). TE scores of First Year and Second Year Examination of the ineligible subjects obtained previously will not be carried forward for determining the eligibility in that subject(s). *A candidate who became ineligible for a particular subject will not be permitted to appear for the Second Year Higher Secondary Examination March 2015 of that subject if he has not appeared for the First Year Higher Secondary Improvement Examination August / September 2014 of that subject.*

V. GUIDELINES REGARDING SUBMISSION OF APPLICATION FOR REGISTRATION

- (i) School going regular candidates can register for the Higher Secondary Examination by remitting the prescribed fee at the school office before the last date prescribed for the same. School going regular candidates need not submit any specific application for registering for the Examination.
- (ii) Open School (Regular and Private) and Compartmental Candidates shall submit application for registering for the Higher Secondary Examination in the prescribed format before the last date prescribed for the same.
- (iii) Candidates who register for the Second Year SAY / Improvement Examination and First Year Improvement / Supplementary Examination shall submit application for registering for the Examination in the prescribed format before the last date prescribed for the same.
- (iv) Application forms can be had from the school office. The same can also be downloaded from the DHSE portal www.dhsekerala.gov.in. The format of the application form is provided in Appendix – 34

- (v) Open School candidates shall submit the application to the Principal of the centre allotted to them.
- (vi) Compartmental candidates shall submit the applications to the Principal of the Parent School.
- (vii) Candidates who appeared for Higher Secondary Examination previously in sub centers or in clubbed centers should submit application in the main centre.
- (viii) ***No change of centre shall be allowed.***
- (ix) ***Applications submitted after the last date shall be rejected.***
- (x) ***Candidates should not send applications directly to the Directorate.***
- (xi) A passportsize photograph shall be pasted in the space provided in the application form. The photograph shall be attested by the concerned school Principal.
- (xii) Open School candidates shall submit their applications for Higher Secondary Examinations in the prescribed form along with the Private Registration Memo / Attested copy of identity card issued by the Kerala State Open School, remitting the prescribed fees to the Principal of the School which is assigned as their Examination centre by the Open School authorities.
- (xiii) All Open School candidates registering for the Second Year Higher Secondary Examination shall submit self-attested copy of the scoresheet of the First Year Higher Secondary Examination.
- (xiv) Compartmental candidates shall submit self-attested copies of score sheets / Certificates, of all previous appearances in the First / Second Year Higher Secondary Examinations along with the application.
- (xv) School going candidates shall register for the Higher Secondary Examination only for the subjects sanctioned by the Higher Secondary Directorate, in the school.
- (xvi) Candidates registering for the Second Year Higher Secondary Examination shall register only for those subjects for which they appeared for the First Year Higher Secondary Examination. No change of the subject combination will be permitted during Second Year.
- (xvii) Open School candidates shall register for the Higher Secondary Examination only for the subjects recorded in the open school registration memo.
- (xviii) ***Candidates who have not undergone Continuous Evaluation / have not secured minimum percentage of attendance / have not been issued order sanctioning condonation of shortage of attendance will not be allowed to appear for the Higher Secondary Examination even if they register for the same.***
- (xix) The prescribed fee for the Examination shall be remitted to the School before the last date. The School Principal will remit the same to the treasury and obtain the remittance chalan. ***The amount once remitted as Examination fees will not be refunded or adjusted against the fee for a subsequent Examination on any account.***

VI. DUTIES OF THE PRINCIPAL

- (i) ***The Time limit prescribed for various examination related activities shall strictly be observed.***
- (ii) The Principal shall collect the prescribed fees from the regular school going candidates.
- (iii) The Principal shall also collect the duly filled in application forms along with prescribed fees from the compartmental candidates who had appeared for their Higher Secondary Examination previously from that centre and also from the Open School candidates allotted to the centre.
- (iv) ***The Principal shall ensure the eligibility of the candidate as per the eligibility criteria in the notification. In the case of candidates appearing for the Second Year Higher Secondary Examination the Principal shall ensure that the candidates have appeared for all subjects in the First Year Higher Secondary Examination as per rules.***
- (v) The Principals shall upload the candidate details through the web portal, www.dhsekerala.gov.in.
- (vi) The Principals shall upload the Continuous Evaluation scores through the web portal, www.dhsekerala.gov.in as per the instructions issued by the Secretary in this regard.
- (vii) The applications in respect of Special Category candidates (First / Second year) shall be submitted to the allotted centre. The Principals of the centre shall verify the same and prepare a consolidated list. This list of Special Category candidates along with a copy of their applications shall be forwarded to the Secretary.
- (viii) The corrections, if any in the case of School Going candidates details, ***should be effected first in the data base of the ICT Cell and the proof of the same produced*** to make similar corrections in the data base of the Examination wing of the Directorate.
- (ix) The corrections, if any, of details of Open School candidates, ***should be effected first in the data base of the Open School and proof of the same produced*** so as to make the same correction in the data base of the Examination wing of the Directorate.
- (x) The Demand Collection Balance (DCB) statement shall be uploaded by using the software provided.
- (xi) Examination fees shall be collected by the Principal by issuing proper receipt. The same shall be remitted to the Treasury following rules in this regard. The original chalan receipt shall be kept safely for future audit.
- (xii) The Examination fees of the Open School Candidates and the Compartmental Candidates shall be collected by the concerned School Principals, remitted to Treasury and the same shall be recorded in the DCB statement.
- (xiii) ***As candidates who have not submitted CE materials and does not have CE scores are not eligible to register for the examination, the Principal shall take steps to de-register such candidates. Admission Tickets shall not be issued to such candidates.***
- (xiv) The Principal shall see that all candidates registered for the Examination in the School are included in the nominal roll uploaded in the web portal www.dhsekerala.gov.in.
- (xv) The Principals shall download the admission tickets as and when it becomes available in the Portal and distribute the same to all eligible candidates at least three

days before the commencement of the Examination. **Before issuing the Hall Tickets the Principal / attesting authority shall put his hand written signature on the photograph in the place provided. The signature on the photograph shall be in such a way that part of the signature is on the photograph and the other part shall extend to the admission ticket.**

- (xvi) The Principals should ensure that there are no defects in the admission tickets and that each candidate is in possession of his / her Admission Ticket during the Examination. The Principal shall see that all candidates registered in the School are allotted admission tickets. Mistakes, if any in the Admission Ticket of a candidate shall be brought to the notice of the Examination wing of the Directorate in writing immediately and necessary corrections shall be made after written instructions issued by the Secretary.
- (xvii) **Admission Tickets shall not be issued to candidates who have not undergone Continuous Evaluation / secured minimum prescribed attendance / have not been issued order sanctioning condonation of shortage of attendance from the concerned authority, even if they have registered for the Examination.**
- (xviii) **For any post result correction or for releasing a withheld result, it is the duty of the concerned School Principal to contact the Examination branch of the Directorate and act accordingly.**
- (xix) **The Principals on receipt of certificates shall verify the same thoroughly, put his hand written signature, name seal and school seal in the place provided and issue the same to the candidates after receiving proper acknowledgement of the candidate in the counterfoil.**
- (xx) All grievances related to Examination, shall be made to the Principal of the concerned School only. The Principals shall initiate steps to redress the complaints, if any, of the candidate in accordance with the existing rules / norms. If need be the Principal alone shall contact the Directorate for further clarification.
- (xxi) In the case of SC/ST/OEC candidates, instructions given by the concerned authorities shall strictly be complied with. The Principal shall get the fee due from such candidates reimbursed from the concerned department in time, remit the same to the relevant head of account in the Government Treasury, there after include the names of such candidates in the DCB statement which has to be uploaded to the Department Portal.
- (xxii) ***The Principal shall be solely responsible for the errors that may occur while uploading CE and students' data.*** Each teacher shall verify the printouts of the CE scores to be uploaded and these shall be further verified by the Principals. A printout of the same shall be displayed on the Notice Board for the attention of candidates. Requests for correction of CE scores uploaded shall not be entertained on any account.
- (xxiii) The Principal shall ensure that all entries in the application for condonation of shortage of attendance are made and enclosures submitted properly. Each application for condonation should be recommended by the Principal. Applications of Std: XI and XII should be submitted separately with a list comprising the name of students who applied for condonation of shortage of attendance in each class. The last date for calculating the total attendance of a candidate is fixed as 31/01/2014. The total number of working days in an academic year stated in all the applications shall be the same for all candidates. Application for condonation which are complete in all respects alone shall be recommended and forwarded to the concerned authority. On no account a candidate with less than the minimum prescribed attendance or who is not in receipt of the order regarding condonation of shortage of

attendance shall be permitted to appear for the Higher Secondary Examination. Applications submitted after the last date prescribed for the same shall be rejected.

- (xxiv) All communications/circulars in connection with the Examination will be communicated through the dhseportal (www.dhsekerala.gov.in) only. No separate hard copy will be sent to the schools. **The Principals shall check the portal every day for departmental communications / circulars.** The Principals shall download the circulars in the Department Portal and shall strictly comply with the instructions given by the Secretary, from time to time. **They shall intimate the details of all circulars to the staff / students.**
- (xxv) Application for gracemarks shall be collected from all eligible candidates of the school. The same shall be arranged itemwise and then register number wise. The Principal shall verify the eligibility of the candidates and attest the copies of the certificates/Admission tickets produced. Consolidated list shall be prepared itemwise (ie., separate list for Youth Festival, NCC, NSS sports etc) and the same shall be forwarded to the Secretary before the last date prescribed (24.02.2014) with due recommendation. In the case of NCC, NSS & Sports, applications shall be forwarded to the NCC Directorate, NSS Co-ordinator Higher Secondary Education & DPI respectively. Individual applications and late applications will not be considered.
- (xxvi) The applications for concessions to candidates with special needs, with all necessary documents and the consolidated list shall be submitted to the respective Regional Deputy Directors before 06.02.2014. The order sanctioning eligible concessions to candidates with special needs shall be obtained from the respective Regional Deputy Directors before 28.02.2014.

VII. REVALUATION / SCRUTINY AND PHOTOCOPY OF ANSWER SCRIPTS

- (a) The Directorate of Higher Secondary Education provides the candidates the opportunity to get their answer scripts re-valued and scrutinized for those papers without double valuation. Photo copies of the valued answer scripts are also issued on request. This facility is available for all the examinations conducted by the Directorate.
- (b) Notification for Revaluation / Photocopy / Scrutiny shall be issued after the publication of the results of each examination.
- (c) Application in the prescribed format shall be **submitted to the Principals of the Examination centre where the candidate registered for the Examination before the last date.** Format of the application form is available in the web portal www.dhsekerala.gov.in
- (d) Details of Fee
- | | | |
|----------------|---|----------------------|
| a) Revaluation | - | ₹ 500.00/- per paper |
| b) Scrutiny | - | ₹ 100.00/- per paper |
| c) Photocopy | - | ₹ 300.00/- per paper |
- (e) **Belated applications for Revaluation and Scrutiny will not be considered.**
- (f) Fee for application for Photocopy of answer scripts of all examinations conducted in 2014, submitted after the last date prescribed and before 31st March 2015, shall be ₹ 1000.00/- per paper and for applications submitted from 1st April 2015 but before 31st March 2016 shall be ₹ 2000.00/- per paper. **Application for Photocopy of answer scripts received after 31st March 2016 will not be considered.**
- (g) Changes in scores after Revaluation / Scrutiny shall be effected and revised certificate / scoresheet issued to the candidate on surrendering the certificate / score

sheet already issued. This shall be done within one month from the publication of results of Revaluation / Scrutiny.

- (h) *The facility for Revaluation, Scrutiny and Photocopy shall not be available for Practical Evaluation.*

VIII. APPLICATION FOR GRACE MARKS

- (i) Plus One and Plus Two Candidates who have become eligible for grace marks shall submit their application through concerned authorities before 24.02.2014.
- (ii) Application for grace marks in Sports shall be submitted through DPI, and the applications for grace marks in NCC shall be submitted through NCC Directorate. One copy of the both the applications shall be forwarded to the Directorate.
- (iii) Application for Grace Marks in Youth Festival, Science, Mathematics, Social Science Work Experience Fair / I.T.Fair, National and State Level Childrens Science Congress, Union Territory Level School Kalolsav and State Level Quiz Competition conducted by the State Legal Services Authority shall be forwarded to the Secretary, through the concerned School Principals.
- (iv) Application for grace marks in NSS shall be submitted through the State Co-ordinator of NSS.
- (v) The benefit of grace marks for achievements in the First Year Higher Secondary Course will be awarded to eligible candidates for the First Year Higher Secondary Examination only and for achievements in the Second Year Course, for the Second Year Higher Secondary Examination only.
- (vi) Grace marks for NCC and NSS shall be awarded at the Second Year Higher Secondary Examination only.
- (vii) Grace Marks for Students Police Cadets are awarded as per G.O.No 214/12/Home, dated 04.08.2012.
- (viii) Those candidates who have been awarded the Bala Sree awards given away by the National Bal Bhavan which is a Central Government undertaking, are eligible for 5% grace marks as per G.O.(MS) No.151/2013/Gl.Edn. dated 02.05.2013.
- (ix) As per G.O (Ms) No. 179/2013/G.Edn. dated 31.05.2013 Government accorded sanction for awarding grace marks to the eligible students of Mahe region of Union Territory of Puduchery who have participated / winners in Union Territory level / National level Sports, Arts and Science festivals / fairs from the academic year 2012-2013 onwards.

For further details see appendix - 15

IX. CONCESSIONS TO DIFFERENTLY - ABLED CANDIDATES WITH SPECIAL NEEDS

Applications for concessions to eligible differently abled candidates under various categories shall be submitted with necessary documents as stipulated in the Higher Secondary Examination Notification to the respective Regional Deputy Director, Higher Secondary Education before 06.02.2014 .

For further details, see Appendix – 17

X. CANCELLATION OF EXAMINATION REGISTRATION

- (i) Normally a candidate who has registered for the First Year Higher Secondary Examination cannot cancel the registration. However, a candidate can cancel the same as a prelude to course cancellation if she / he submits the application for cancellation duly recommended by the Principal, along with the score sheet of First year Higher Secondary Examination.

- (ii) A candidate who has registered for the Second Year Higher Secondary Examination can cancel his / her Examination registration by submitting the duly filled in application in the prescribed format provided in Appendix -39, with supporting documents on or before 31.03.2014. The application should be recommended and forwarded by the concerned School Principal. *A candidate who cancels the Examination registration shall not be eligible to register for the SAY Examination.*

XI. EXAMINATION ON SATURDAYS

- (i) Arrangements will be made in the concerned Examination centres for those students who were granted permission to write SSLC Examination on Saturday evening.
- (ii) Such candidates shall report to the concerned Examination centre at 10.am on Saturday and strictly comply with the instructions given in this regard from time to time by the Secretary. (Detailed instructions will be intimated later).
- (iii) Prior sanction shall be obtained from the Secretary for writing the Higher Secondary Examination on Saturday after 6 pm.

XII. MIGRATION CERTIFICATE

All candidates appearing for the Plus Two Examination in March 2014 shall be issued Migration Certificates along with their Examination Certificates as and when they become eligible without submitting separate application for the same. The ineligible candidates, if desirous of obtaining Migration Certificate shall submit separate application for the same to the Joint Director (Examination).

XIII. DOUBLE VALUATION

In compliance with the Government Order (Rt.) No. 653/11/Gl.Edn.dated 17-02-2011, double valuation of answer scripts shall be conducted for the subjects Physics, Chemistry and Mathematics (Science and Technical stream) of Higher Secondary Examination, March 2014, as the scores of these subjects will be reckoned for preparing the rank list for Engineering Course admissions.

XIV. SCHEME FINALIZATION CAMP, 2014

Prior to the commencement of Centralised Valuation Camps, a camp is conducted to finalise the Scheme of Valuation and the valuation will be based on the finalized scheme of valuation prepared thus. For this, one Higher Secondary School Teacher in each subject will be invited from each district for the First Year and also Second Year Higher Secondary Examination. Teachers who are willing to participate in the Scheme finalization camp should forward their willingness in response to the circular in this regard which will be published in the Higher Secondary portal in due course. Teachers selected for scheme finalization camp are not permitted to decline (relinquish) the appointment. Such teachers will not be considered in future. Four scheme finalization camps are conducted in an academic year.

Sd/-
KESHVENDRA KUMAR I.A.S
CHAIRMAN,
BOARD OF HIGHER SECONDARY
EXAMINATIONS, KERALA
&
DIRECTOR
Directorate of Higher Secondary Education,
Housing Board Buildings, Santhi Nagar,
Thiruvananthapuram -1.

Sd/-
DR. K. MOHANA KUMAR
SECRETARY,
BOARD OF HIGHER SECONDARY
EXAMINATIONS, KERALA
&
JOINT DIRECTOR [EXAMINATIONS]

I bÀ sk ; âdn] co£ m hnÚ m] \w p 2014

I bÀ sk ; âdn] co£ m t_mÀUv2014pÂ Xmsg] dbp¶] co£ I Ä \S⁻ q¶ p.

- I. രണ്ടാം വർഷ ഹയർ സെക്കന്ററി പരീക്ഷ p amÀ⁻v2014
- II. H¶ mw hÀj I bÀ sk ; âdn] co£ p amÀ⁻v2014
- III. രണ്ടാം വർഷ I bÀ sk ; âdn tk /Cw(] qhsaâv] co£ p sab/Pq⁻ 2014
- IV. H¶ mw hÀj I bÀ sk ; âdn Cw(] qhsaâ/k¹nsaâdn] co£ p B KÌ vsk] äw_À 2014

I. രണ്ടാം hÀj I bÀ sk ; âdn] co£ p amÀ⁻v2014

2014 മാർച്ചിലെ രണ്ടാം hÀj I bÀ sk ; âdn] co£ bnise C \S Ä p

- 1) \nc⁻ c aqey\ nÀ@ bw (k n.C.)
- 2) [] mtbmKnl aqey\ nÀ@ bw (] n.C.)
- 3) hmÀj nl aqey\ nÀ@ bw (Sn.C.)

1) \nc⁻ c aqey\ nÀ@ bw (k n C)

- i) ap³ I q«n \nY bn; s_u«] T\ [] hÀ⁻ \S fpsS A SnØ m\⁻ nemVw \nc⁻ c aqey\ nÀ@ b k t l m d p l Ä \nÀW bn; s_u Sp¶ Xv
- ii) രണ്ടാം വർഷ⁻ nÀ F ãm hij b⁻ n\pw \nc⁻ c aqey\ nÀ@ bw⁻ n\p hnt [bcm b hnZymÀ^o nl Ä; v am{Xta രണ്ടാം വർഷത്തിൽ hmÀj nl aqey\ nÀ@ b⁻ n\p I mPcm I m³ t b m Ky X b p f f q.

2) [] mtbmKnl aqey\ nÀ@ bw (] n C)

- i) 2012p2014 hÀj s⁻] mTy]² Xn; \pk cn⁻v2014 s[^] { _ phcn / amÀ⁻v amk⁻ nÀ [] mtbmKnl aqey\ nÀ@ bw \S⁻ pw.
- ii) B Zyambn] co£ F gpXp¶ hnZymÀ^o nl Ä (sdKpeÀ) \nÀ_ Ô ambpw [] mtbmKnl] co£ - DÄ hij bS fpsS [] mtbmKnl aqey\ nÀ@ b⁻ n\ I mPcm I Ww.
- iii) ap³ hÀj S fnÀ] co£ F gpXp¶ bpw F ¶ mÀ [] mtbmKnl aqey\ nÀ@ b⁻ n\ v hnt [b- cm l mXnc; p l bpw sN b X n k p Ä hnZymÀ^o nl Ä; v 2014 s[^] { _ phcn / amÀ⁻v amk⁻ s⁻ [] mtbmKnl aqey\ nÀ@ b⁻ n\ I mPcm I mw. A⁻ cw hnZymÀ^o nl Ä [] mtbmKnl aqey\ nÀ@ b⁻ msSm_w hmÀj nl aqey\ nÀ@ b⁻ n\pw I mPcm I Ww.
- iv) Hcp hnZymÀ^o n GsX; nepw hij b⁻ nsâ [] mtbmKnl aqey\ nÀ@ b⁻ n\ I mPcm I mXncp¶ mÀ, B hnZymÀ^o n/hnZymÀ^o n\ n\ hmÀj nl aqey\ nÀ@ b⁻ n\ I mPcm bnrcp¶ ¶ nepw B hij b⁻ n\ 'B _ k âv' B bXmbn I W; m; s_u Spw.
- v) Hcp XhW [] mtbmKnl aqey\ nÀ@ b⁻ n\ I mPcm b hnZymÀ^o nകൾ വീണ്ടും പ്രായോ- Knl aqey\ nÀ@ b⁻ n\ v hnt [bcmകേണ്ടതില്ല. അവർ ഏറ്റവും ഒടുവിൽ [] mtbmKnl aqey\ nÀ@ b⁻ n\ I mPcm b t_u mÀ e⁻ n⁻ k p Ä k t l mÀ, I W; nseSp⁻ v t b m Ky X \nY- bn; p¶ X m Wv
- vi) [] mtbmKnl aqey\ nÀ@ b⁻ nsâ hni Zamb ssSwT S_ nÀ A X X v k v q f n À \n¶ p w e⁻ n⁻ i p w.

3) hmÀj nl aqey\ nÀ@ bw (Sn C)

hmÀj nl aqey\ nÀ@ bw Xmsg] dbp¶ രണ്ടെ k v o a p l f n À \S⁻ p¶ p.

A) k l ow p 1 (Hmtcm hij b⁻ n\pw 200 k t l mÀ hoXw)

- a) 2013p2014 se രണ്ടാം വർഷ ഹയർസെ; âdn hnZymÀ^o nl Ä; pÄ] mTy]² Xn b p t S b p w] mT] p k X l S f p t S b p w A SnØ m\⁻ nemVw Cu] co£ .
- b) Hmtcm hij b⁻ n\pw H¶ mw hÀj⁻ nഭയം രണ്ടെ hÀj⁻ ntebpw tNÀ⁻ v] camh [n k t l mÀ 200 B Wv
- c) ഒന്നും രണ്ടും വർഷത്തെ മൊത്തം k t l mÀ I W; nseSp⁻ m b n c n; p w hnZymÀ^o n; v Cu Hmtcm hij b⁻ n\pw e⁻ n⁻ കേണ്ട ഭഗ U v nÀ@ bn; s_u Sp l .

- d) D¶ X] T\ n\ v t b m Ky X t \ S m³ F Ā m h i j b⁻ n \ p w D+ t { K t U m A X n \ p a p l f i n t e m e`n`n c i j \ W w. H m t c m h i j b⁻ n \ p w D+ t { K U v e`n`i m³ രണ്ടു വരച്ചു S f p t S b p w s a m⁻ w k i t l m d h s ā 30% (60 k i t l m Ā) t \ S n b i c i j \ W w. C X n \ p] p d s a X n b d i j p a m { X - മാതി രണ്ടു h Ā j S f p t S b p w l q S n 30% k i t l m d p w t \ S n b i c i j \ W w. A X m b X v {] m t b m K n l a q e y \ n Ā @ b a p Ā h i j b S Ā i v 36 k i t l m d p w {] m t b m K n l a q e y \ n Ā @ b a n Ā m⁻ h i j b S Ā i v 48 k i t l m d p w X n b d i j p a m { X a m b i t \ S n b i c i j \ W w.
- e) a y q k i j n \ v D+ t { K U v e`n`i p ¶ X n \ v X n b d i j p w {] m t b m K n l a q e y \ n Ā @ b⁻ n \ p w {] t X y l a m b i 30% k i t l m Ā (24 k i t l m Ā h o X w) e`n`n c i j \ W w.
- f) C u k i l o a n Ā _ t b m f P n b i j v D+ t { K U v e`n`i p ¶ X n \ v k p t h m f P n, t _ m < W n F ¶ i h b i j v {] t X y l a n \ n a w k i t l m Ā B h i y a n Ā.
- g) രണ്ടാം h Ā j] c o E b n Ā G s X : i n e p w h i j b⁻ n \ v h n Z y m Ā ° n l m P c m l m X n c p ¶ m Ā B h i j b⁻ n \ v ' B _ k ā i B b n l W i m i p ¶ X m \ v രണ്ടാം വരച്ചു പരീ E b n Ā H c p h i j b⁻ n s ā t b m K y X \ n Ā @ b i j p ¶ X n \ v H ¶ m w h Ā j] c o E യിലും രണ്ടാം വ Ā j] c o E b n e p w l m P Ā \ n Ā _ Ō a m \ v

t b m K y X

- a) 2012 p 2013 A ² y b \ h Ā j - n Ā l b Ā s k i j ā d n k i l q Ā a p t J \ t b m H m _ - k i l q Ā a p t J \ t b m l b Ā s k i j ā d n t l m g k n \ v A U a n j ³ e`n`v h c p w 2013 a m Ā v / s k] i w _ d n s e H ¶ m w h Ā j l b Ā s k i j ā d n] c o E b n Ā F Ā m h i j b⁻ n \ p w l m P c m b h c p w B b h n Z y m Ā ° n l Ā.
- b) l b Ā s k i j ā d n k i l q Ā a p t J \ t b m H m _ - k i l q Ā a p t J \ t b m l b Ā s k i j ā d n t l m g k n \ v A U a n j ³ e`n`v 2009 a p X Ā \ S - n b G s X : i n e p w H ¶ m w h Ā j l b Ā s k i j ā d n] c o E b n Ā F Ā m h i j b S f p w F g p X p കയ്യും രണ്ടാം വരച്ചു c o E b i j v c P n Ā s n Ć m⁻ X p a m b h n Z y m Ā ° n l Ā i v C u] c o E b i j v c P n Ā s n Ć m w. F ¶ m Ā A h Ā 2013 p 2014 A ² y b \ h Ā j - n Ā l b Ā s k i j ā d n k i l q f i n t e m H m _ - k i l q Ā a p t J \ t b m രണ്ടാം h Ā j - n \ v] p \ : {] t h i \ w t \ S n] T \ w X p S c p ¶ h Ā B b i c i j \ W w. A h Ā j v e`n` H ¶ m w h Ā j k i t l m Ā l q S n l W i j m i n b m b i c i j p w t b m K y X \ n Ā @ b i j p l .
- c) a ā p Ø m] \ S f i n Ā \ n t ¶ m t _ m Ā U p l f i n Ā \ n t ¶ m (S m³ k v Ā a p t J \ രണ്ടാം h Ā j l b Ā s k i j ā d n t l m g k n \ v A U a n j ³ e`n`v 2013 B K l v / s k] i w _ d n Ā H ¶ m w h Ā j C w {] q h s a ā v] c o E e m ā d Ā F ³ { S n b m b n F Ā m h i j b⁻ n \ p w l m P c m b h Ā.
- d) 2013 p 2014 h Ā j - n Ā H m _ - k i l q Ā a p t J \ രണ്ടാം h Ā j t l m g k n \ v] p \ : {] t h i \ w t \ S n 2013 s k] i w _ d n s e H ¶ m w h Ā j] c o E b i j v e m ā d Ā F ³ { S n h n m K - n Ā F Ā m h i j b⁻ n \ p w l m P c m b h Ā.
- e) 2013 മാർച്ചിലെ രണ്ടാം വരച്ചു ഹയർസെ; ā d n] c o E b i j v c P n Ā s n b i X n k v l y m³ k Ā s n b i X h Ā. അവർ രണ്ടാം വരച്ചു കോഴ്സ് പുരത്തീകരീ് n c i j \ W w.
- f) 2008 p 2009 / 2009 p 2010 A ² y b \ h Ā j w a p X Ā l b Ā s k i j ā d n t l m g k n \ v A U a n j ³ e`n`v 2009 a p X Ā 2012 h s c \ S ¶ H ¶ m w h Ā j] c o E b n Ā F Ā m h i j b⁻ n \ p w l m P c m l m X n c i j p l b p w] n ¶ o S v t i j n i h i j b S Ā 2013 s k] i w _ d n Ā H ¶ m w h Ā j] c o E F g p X p l b p w A h Ā 2013 p 2014 h Ā j - n Ā രണ്ടാം വരച്ചു] p \ : {] t h i \ w t \ S i യിലും രണ്ടാം 2014 p s e] c o E b i j v c P n Ā s n Ć m w.
- g) 2013 മാർച്ചിലെ രണ്ടാം h Ā j l b Ā s k i j ā d n] c o E b i j v A t] E n i n k v a m Ā v / t k] c o E l f i n Ā F Ā m / G s X : i n e p w h i j b S Ā F g p X m⁻ h Ā 2013 s k] i w _ d n s e H ¶ m w h Ā j] c o E b n Ā F g p X m⁻ h i j b S f p s S H ¶ m w h Ā j t] d p l Ā F g p X n b i c p രണ്ടാം n Ā A - c w h i j b S ജൂടെ രണ്ടാം വരച്ചു പരീ E b i j v C t _ m Ā A t] E n i j m w.
- h) 2010 a p X Ā \ s m രണ്ടാം വരച്ചു മാർച്ച് / സേ പരീ E l f i n Ā H t ¶ m A X n e - [n l t a m h i j b S Ā i v D+ t { K t U m A X n \ p a p l f i n t e m e`n`i m⁻ h Ā, B h i j b S f p s S H ¶ m w h Ā j t] d p l Ā 2013 s k] i w _ d n Ā \ S ¶ H ¶ m w h Ā j C w {] q h s a ā v] c o E b n Ā F g p X n b i c p രണ്ടാം n Ā, അവയുടെ രണ്ടാം വരച്ചു t] d p l Ā i v C t _ m Ā A t] E n i j m h p ¶ X m \ v

taÄ d^a (g), (h) hn`mK- nÄs, « hnZymÄ° nÄ Äj v 2013 sk]äv_dnÄ \S¶ H¶ mw hÄj Cw(] qhsaäv] co-E bptSbpw amÄ v 2014pse Xnbdn] co-E bpsS kvtl mdp- l fpw AhÄj v t\ct- e`n` (] mtbmKnl] co-E bptSbpw \nc- aqey\Ä@b- n- sâbpbw kvtl mdp l fpw DÄs Sp- nbmVv AXxp hij bS fpsS tbnKyX \ÄWbnj p- ¶ Xv ChÄ Un + t(KtUm AXn\p apl fitem e`nj m- hij bS Äj v 2013 sk]äv_dnÄ H¶ mw hÄj] co-E FgpXm-] E w 2014 amÄ nÄ Sn hij bS Äj v രണ്ടാം വർഷ പരീക്ഷ എഴുതാൻ യോഗ്യത ഉണ്ടാകുന്നില്ല. പഴയ.

- i) apl firÄ (] kXmhn` (a) apXÄ (f) hsc h`mK- nse hnZymÄ° nÄ sf dKpeÄhnZymÄ° nÄ - fmbpw (kvl qÄ tKmbmwKv / Hm, - kvl qÄ) g, h hn`mK- nse hnZymÄ° nÄ sf l ¼mÄ«saâÄ (kvl qÄ tKmbmwKv / Hm, - kvl qÄ) hn`mKambpw l Wj mj p¶ p.
- j) kvl qÄ tKmbmwKv hnZymÄ° nÄ Ä 75% pÄ l pdbm- l mPtcmspl qSn രണ്ടാമതായി തി. mgk v] qÄ- nbmj nbncnj Vw. aXnbmb l mcWŠ fmÄ l mPÄl pdhpരണ്ടി nÄ \nbaS Äj v hnt[bambn CfhuA \phZnj p¶ XmwVv l qSpXÄ hnhcS Äj v A, änl kvp 16 l mWpl .
- k) kvtl mdp l fptSbpw t(KUp l fptSbpw hni Zmwi S Äj v A \p_ Ö w p 6, 9 & 13 l mWpl .

B) kvl ow p 2 (Hmtcm hij b- n\pw 100 kvtl mÄ hoXw)

- a) 2008p2009 A [yb\ hÄj അതിൽ രണ്ടാം വർഷ ഹയർസെക്ടറി ädn t l mgk n\p] Tr` hÄj p വേണ്ടിയുള്ള] mTy] 2 Xnbj \pk ch` mbncnj pw Cu] co-E .
- b) ^nk nÄ kv sl ank (Sn, _tbmfPn, am- amÄnl kv tPm{K^Ä, Cj tWmanl kv s] mfnÄn- j Ä kb³ kv F ¶ o hij bS Ä Hgnsl bpÄ hij bS Äj v kvl owpl hn`mK- nsâ tNmZyt]-, dpw Cu kvl oanse tNmZyt]-, dpw H¶ pXs¶ bmbncnj pw.
- c) Cu kvl oanÄ ^e\Ä@bw \S- p¶ ത് രണ്ടാമതായി - nÄ e`nj p¶ kvtl mds\ A Sn Ø m\amj n am(Xambncnj pw.
- d) Hmtcm hij b- n\pw sam- w kvtl mÄ 100 B Wv
- e) Hmtcm hij b- n\pw tbnKyXt\Sm³ 30% kvtl mdpw (30 kvtl mÄ) Xnbdnj pam(Xambn 30% kvtl mdpw (] ml 6nj Ä DÄ hij bS Äj v 18 kvtl mdpw (] ml 6nj Ä CÄm- hij bS Äj v 24 kvtl mdpw) t\Sbncnj Vw.
- f) _tbmfPnbÄ kpthmfPnj pw, t_m«Vnj pw XnbdnbÄ (] tXyl w (] tXyl w 30% kvtl mÄ (9 kvtl mÄ) hoXw t\Sbncnj Vw.
- g) ayqk nj n\Xnbdnj pw (] mtbmKnl aqey\Ä@b- n\pw (] tXyl ambn 30% kvtl mÄ hoXw (12 kvtl mÄ hoXw) t\Sbncnj Vw.
- h) Cu kvl oanÄ Hcnj Ä (] mtbmKnl aqey\Ä@b- n\ hnt[bcbn] co-E FgpXp¶ hnZymÄ° nÄ Äj v വീണ്ടും (] mtbmKnl aqey\Ä@bw ഉണ്ടാകുന്നില്ല. പഴയ. AhÄ t\cs- t\Snb \nc- c aqey\ÄWb kvtl mdpw (] mtbmKnl aqey\Ä@b- nsâ kvtl mdpw \ne- \Äj p¶ Xmbncnj pw.
- i) Fs`-; nepw l mcWhi mÄ (] mtbmKnl aqey\Ä@b- n\ CXphsc l mPcmhm³ km[n- j m- hnZymÄ° nÄ Ä (] mtbmKnl aqey\Ä@b- n\ l mPcmhpl bpw \nehnepÄ kvl oanÄ (] mtbmKnl] co-E FgpXp bpw thWw. C- cw hnZymÄ° nÄ Ä (] mtbmKnl aqey\Ä@b- n\ l mPcm mXncp¶ mÄ AhÄ B hij b- n\p “B _k äi” B bXmbn l Wj mj s Spw. kvl owpl hn`mK- nsâ (] mtbmKnl] co-E m kvl ow Xs¶ bmvVv Cu (] mtbmKnl] co-E bptSbpw kvl ow. F ¶ mÄ aqey\Ä@bw 20 kvtl mdnmbncnj pw.

tbnKyX

- a) Cu kvl oanÄ] co-E FgpXp¶ hnZymÄ° nÄ Ä 2008p2009 A [yb\ hÄj - n\pap¼v t(KUmwKv k{¼Zmb- nÄ H¶ mw hÄj l bÄskj ädn t l mgk n\ tNÄ¶ hcmncnj - Vw.
- b) 2007, 2008, 2009, 2010, 2011, 2012, 2013 hÄj S firÄ t(KUmwKv k{¼Zmb- nÄ (Hmtcm hij b- n\ 100 സ്കോർ വീതം) രണ്ടാം വർഷ ഹയർസെക്ടറി ädn] co-E FgpXn D¶ X] T\ - n\ tbnKyXt\Sm³ l gnbm- hnZymÄ° nÄ Äj v D+ t(KtUm AXn\papl fitem t\Sm³ l gnbm- hij bS Äj v Ct, mÄ At] - E nj mw. A- cw hnZymÄ° nÄ sf l w¼mÄ«psaâÄ hn`mKambn l Wj mj pw.
- c) **kvtl mdp l fptSbpw t(KUp l fptSbpw hni Zmwi S Äj v A \p_ Ö w p 7 l mWpl .**

C) **[] tXyl hñmKw hñZymA° ñl Ä**

t{KUmwKv k whñ[m-\- ñÄ Hçñ; Ä l bÅsk; âdn tI mgk v] qÄ- ñbm; ñb hñZymA° ñ- l Ä thsd hij btl m¼ñt\j ³ F Sp- v kvl qÄ apJm- ñctam (G.O.(Ms) No.15/2009 Gl.Edn. dated 04.02.2009) Hm - kvl qÄ apJm- ñരമോ വീണ്ടും പഠിച്ച് ഒന്നാം വർഷ പരീക്ഷ 2013 amÄ- ñÄ F gp- XñbhÄj v B hij bS õwes രണ്ടാം വർഷ]co-E bñ v At] - ñ; mhpñ XñmVv AhÄ രണ്ടാം വർഷ- ñÄ \ñc- caqey-ñÄ@b- ñ\ñhit[bcmbhçmçñ; VVw.

II. **Hñmw hÄj l bÅ sk; âdn]co-E p amÄ- v2014**

2014 amÄ- ñse Hñmw hÄj l bÅsk; âdn]co-E bñse C\ S Ä p

- 1) \ñc- c aqey-ñÄ@bw (k ñ.C.)
- 2) hmÄj ñl aqey-ñÄ@bw (Sn.C.)

1) **\ñc- c aqey-ñÄWbw (k ñ C)**

- i) ap³ l qçñ \ñÝ bñ; s, «] T-\] hÄ- \S fpsS A SnØ m-\- ñemVv \ñc- caqey- ñÄ@bk tI mçpI Ä \ñÄWbñ; s, Spñ Xv
- ii) F Äm hij bS Äj pw \ñc- c aqey-ñÄWb- ñ\p hit[bcmb hñZymA° ñl Äj v am(Xta hmÄj ñl aqey-ñÄ@b- ñ\pI mPçñl m³ tçmKyXbpf-fq.

2) A) **hmÄj ñl aqey-ñÄ@bw (Sn C)**

- (a) Hñmw hÄj l bÅsk; âdn hmÄj ñl aqey-ñÄ@b]co-E രണ്ടാമ്കÄj l bÅsk- j âdn hmÄj ñl aqey-ñÄ@b-]co-E tçmSm, w amÄ- v2014pÄ \S- pñ p.
- (b) Cu]co-E bpsS k tI mçpççര രണ്ടാമ്കÄj]co-E bpsS k tI mçñt\mSv tNÄ- v e`ñ; pñ t{KUsä A SnØ m-\- ñemçñ; pw Dñ XñhñZym-ymk- ñ\pÄ tçmKyX \ñÄ@bñ; s, Spñ Xv
- (c) Hñmw hÄj l bÅsk; âdn]co-E bpsS Hmtçm hij b- ñ\pw {] tXyl amçñ t{KtUm \ñÝ ñXk tI mçm t\Snçñ; Wsañ ñÄ. Hmtçm hij b- ñ\pw k tI mçpI Ä k qñr, ñ; pñ k tI mÄj çäv \ÄI pñ Xmçñ; pw.
- (d) Hñmw hÄj w {] mçmKñl aqey-ñÄ@bw ഉണ്ടാചñ; pñ XÄ.
- (e) 2013p2014 se Hñmw hÄj]co-E bñ v At] - ñ; pñ hÄj p am(Xta 2014p2015 se രണ്ടാം hÄj]T\w XpScm\ÄI Xbçണ്ടാചñ; pl bçpÄ q.
- (f) F Äm hij bS Äj pw Hñmw hÄj]co-E F gpXpçയം രണ്ടാമ്കÄj]T\w]qÄ- ñbm; pl bçp sNçpñ hñZymA° ñl Äj p am(Xta 2015 മാർച്ചിലെ രണ്ടാമ്കÄj]co-E bñ v CPlçറ്റം ചെയാൻ അർഹത ഉണ്ടാചñ; pl bçpÄ q.

tçmKyX

- a) 2013p2014 A [yb\ hÄj - ñÄ l bÅsk; âdn kvl qfpl Ä aptJ-\tçm Hm - kvl qÄ (dKpçÄ / ss(] hä) aptJ-\tçm Hñmw hÄj]T\w]qÄ- ñbm; pl bçp F Äm hij b- S Äj pw \ñc- caqey-ñÄ@b- ñ\ñ hit[bcmhpl bçp sNçX hñZymA° ñl Äj v Hñmw hÄj l bÅsk; âdn]co-E F gpXpçവാൻ അർഹത ഉണ്ടാചñ; pw.
- b) kvl qÄ tKmbñKv hñmK- ñÄs, «hÄj v 75% - ñÄ l pççm- l mPÄ \ç ഉണ്ടായിçñ; Vv. aXñbçb l mçWS fmÄ l mPÄ l pççpçണ്ട; ñÄ \ñbaS Äj v hit[çambñ Cfhv A \pçñ; pñ XñmVv l qSpXÄ hñçS Äj v A \p- Ö w p 16 l mVpI .
- c) k ¹ñsaâdn hñZymA° ñl Ä Cu]co-E bñ cPñl Ä sNçm³]mSnÄ. k tI mçpI fpsS hñ Zmç S Äj v A \p- Ö w p 8 & 12 l mVpI .

B) **[] tXyl hñmKw hñZymA° ñl Ä**

- a) t{KUmwKv k whñ[m-\- ñÄ Hçñ; Ä l bÅsk; âdn tI mgk v] qÄ- ñbm; ñb hñZymA° ñ- l Äj v thsd hij btl m¼ñt\j s\Sp- v kvl qÄ apJm- ñctam, Hm - kvl qÄ apJm- ñ- രമോ വീണ്ടും രണ്ടുഹÄj w]Tñ v l bÅsk; âdn]co-E F gpXmhpñ XñmVv]pXñb tI m¼ñt\j s\Sp; p¼mÄ ap³]v hñPçñ- hij bçççർക്ക് വീണ്ടും പരീക്ഷ എഴുതXണ്ടXñ-

Ā.]pXnb tlm^{1/4}nt\j³ FSp⁻ v l bĀsk കണ്ടുവെക്കാനു വേണ്ടി വീണ്ടും പഠിച്ച് പഠിപ്പിക്കുന്നതിനായി
 hnZymĀ^o ന്നു Āi; v AhĀ]Tn^oncp^o kvl qfitem, aāv kvl qfitem, Hm^o - kvl qfitem {} th-
 i \w kw_ Ōn^o aāvhyhØ i Āi; v hnt[bambn tNĀ^onci; \Ww.

- b) Cu hn^omK⁻ nĀs^o « hnZymĀ^o ന്നു Ā taĀ[]k\Xmhn^o {} l mcw AUan^oj³ t\Sp^ol bpw
 AhĀ sXcs^a Sp^o hjj bS Āi; v aqey\NĀ^o@b⁻ n\vhnt[bcmhpl bpw sNbiXncp^oncē-
 i nĀ AhĀ; pw B hjj bS Āi; v 2014 amĀ^onse H^oq^o mwhĀj i bĀsk; ādn]coE
 FgpXmw.

III. രണ്ടാം വർഷം I bĀsk; ādn tk/Cw[]qhsaāv]coE sabv/ Pq- 2014

- i) 2014 amĀ^onĀ kvl owpl {} l mcw BZyambn രണ്ടാം hĀj]coE by vcPnĀ sNbiXvD^oq^o-
 X-]T^o- n\vtbmKyX t\Sm³ km[n^oi m⁻ hĀi; vtbmKyX t\Sm\mhm⁻ hjj bS Āi; v
 sabvPq- pĀ \S^oi p^oq^o tk]coE by vAt] -ē n^oi mw.
- ii) 2014 amĀ^onĀ kvl ow pl epw kvl ow p 2 epw l 1/4mĀsaāĀ hn^omK⁻ nĀ]coE FgpXn
 A ©v hjj bS Āi; v Un+ t{KtUm AXn\papl fitem e⁻n^oi pl bpw Hcp hjj b⁻ n\p-
 am(Xw tlmKyX t\Sm³ _m^oi n\bp^oncē^ov^ol bpw sNbiXmĀ B Hcp hjj b⁻ n\vam(Xw Cu
]coE by vAt] -ē n^oi mw. Cu hn^omK⁻ nĀ H^oq^onĀ l qSpXĀ hjj bS finĀ tlmKyX
 t\Sm³ _m^oi n\bp^oncē^o; nĀ AhĀ; v tk]coE by t] -ē n^oi phm³ A\p^oncē^ov^oncē^o
 cn^oi p^oq^oXĀ.
- iii) 2014 amĀ^onĀ kvl ow p 1 {} l mcw BZyambn]coE FgpXn FĀm hjj bS Āi; pw D+
 t{KtUm AXn\p apl fitem t\SnbhĀ; v GsX^o; nepw Hcp hjj b⁻ n\p am(Xw XS fpsS
 t{KUvsa^os^oSp⁻ m³ Cw[]qhsaāv]coE by vAt] -ē n^oi m\hp^oq^oXm\Wv
- iv) Hcp hnZymĀ^o n^oi v tk]coE by pw Cw[]qhsaāv]coE by pw Htck abw At] -ē n^oi
 m³ അർഹത ഉണ്ടാകുന്നതിന് പഠിപ്പിക്കും.
- v) t\cs⁻ {} mtbmKnl aqey\NĀ^o@b⁻ n\vl mPcmhm³ km[n^oi m⁻ hĀi; p am(Xta tk /
 Cw[]qhsaāv]coE by v {} mtbmKnl aqey\NĀ^o@bw ഉണ്ടാകും. GsX^o; nepw l mcWhi mĀ
 {} mtbmKnl aqey\NĀ^o@b⁻ n\ CXphsc l mPcmhm³ km[n^oi m⁻ hnZymĀ^o ന്നു Ā
 {} mtbmKnl aqey\NĀ^o@b⁻ n\vl mPcmhpl bpw \neh^oncp^o kvl oanĀ]coE FgpXp-
 l bpw thWw. C⁻ cw hnZymĀ^o ന്നു Ā {} mtbmKnl aqey\NĀ^o@b⁻ n\vl mPcm^omXncp-
 q^omĀ AhĀ B hjj b⁻ n\p “B_k āv” B bXmbn l W^oi n^oi s^oSpw. aāp hnZymĀ^o n-
 l Āi; v t\cs⁻ e⁻n^oi {} mtbmKnl aqey\NĀ^o@b⁻ nsābpw \nc^o caqey\NĀWb⁻ n-
 tābpw kvtl mdp^ol fmbnci; pw]cnK\W^oi pl .
- vi) tk]coE bnĀ hnZymĀ^o n\bpsS tlmKyX/AtlmKyX tcJs^oSp⁻ nb t{l mUol cn^o
 kĀ^on^o n^oi āmbnci; pw \Āl pl. amĀ^onse]coE by ve⁻n^oi kvtl mdp^ol fpw Cw[]qhsaāv
]coE by ve⁻n^oi p^oq^o kvtl mdp^ol fpw kwtbmPn^o, n^oi psl m^oncē^oഉള്ളതുകൊണ്ട് n^oi āv \Āl p^oq^oXĀ.

IV. H^oq^o mwhĀj Cw[]qhsaāv/ k^onsaādn]coE BKl vsk]vāw- Ā 2014

- i) 2014 amĀ^onĀ H^oq^o mwhĀj i bĀsk; ādn]coE FgpXnb hnZymĀ^o ന്നു Āi; v GsX^o-
 i nepw aq^oq^ol p hjj bS Āi; v hsc XS fpsS kvtl mdp^ol Ā sa^os^oSp⁻ p^oq^o Xn\p^oncē^ov^oncē^o ഇ
]coE by t] -ē n^oi mw.
- ii) 2014 amĀ^onĀ H^oq^o mwhĀj]coE by v cPnĀ sNbiXncv GsX^o; nepw l mcWhi mĀ
]coE FgpXm³ km[n^oi m⁻ hnZymĀ^o ന്നു Āi; v FgpXm³ km[n^oi m⁻ hjj bS Āi; v
 Cu]coE by t] -ē n^oi mw.
- iii) 2014 amĀ^onĀ H^oq^o mwhĀj]coE by t] -ē n^oi v GsX^o; nepw l mcWhi mĀ GsX^o; nepw
 hjj bS Āi; v]coE FgpXm³ km[n^oi m⁻ hĀi; v B hjj bS Āi; pw]coE
 FgpXnb hjj bS fpsS kvtl mĀ sa^os^oSp⁻ Wsa^onĀ aq^oq^ol v hjj bS Āi; phscbpw
 Cu]coE by t] -ē n^oi mw.
- iv) aāp Ø m]\S finĀ \nt^oq^ol m t_mĀUp^ol finĀ \ncē^o രണ്ടാം വർഷം ഹയർസെക്കണ്ടിൽ
 t^ol mgk nte; v 2014p2015 AUan^oj³ e⁻n^oi v T\w XpScp^oq^o hnZymĀ^o ന്നു Ā emādĀ F³ {S-
 bambn Cu]coE by v FĀm^oh^o hjj bhpw Fgp^oncē^ov^oncē^o. Cu hnZymĀ^o n H^oq^o mwhĀj
 t^ol mgk n\pĀ FĀm^o hjj b⁻ n\pw XpSAaqey\NĀ^o@b⁻ n\vhnt[bcm^onci; \Ww.
- v) amĀ^ov 2013 psetbm AXn\ ap^o1/4pĀ tXm B b H^oq^o mwhĀj i bĀsk; ādn]coE by v
 cPnĀ sN^opl bpw F^oq^o mĀ B]coE tlm H^oq^o mwhĀj Cw[]qhsaāv]coE l tfm Fgp-

Xp^hm³ k m [n_i mXncp[¶] hnZym[°] n^l Ä_i v A h^Ä F^Äm^hn^j b^S Ä_i pw \nc⁻ cagey⁻ \nÄ[@]b⁻ n\ v hnt [bcmhgl bpw k v q^Ä t^km^bm^wK^v hⁿm^k- nÄs₃ «hÄ_i v 75% - nÄ l pdbm⁻ l mPÄ \nebpÄ hcpamsW₁ nÄ Cu] co⁻ b_y t] ⁻ n_i mw. C^S s\bpÄ hnZym[°] n^l Ä 2014p2015 വർഷത്തിൽ രണ്ടാം വർഷ ഹതരക_k i ädn t l mgk n\ v] p\] thi \ w t \ Snbcn_i Ww.

vi) 2014 amÄ^v / 2014 sabvPq⁻ (tk)] co⁻ bⁿÄ k v ow p l hⁿm^kത്തിൽ രണ്ടാം വർഷ l bÄsk_i ädn] co⁻ FgpXn GsX_i nepw hⁿj b⁻ n\ v D+ t{KtUm AXn\papl fntem e⁻ n_i m⁻ hnZym[°] n^l Ä_i v B hⁿj b^S fpsS H[¶]mw hÄ_j t] ₃ dpl Ä_i v Cu] co⁻ bⁿÄ cPn^l Ä sN₂mw. F[¶] mÄ Cu] co⁻ bⁿÄ e⁻ n_i p[¶] k v t l mdpw 2015 amÄ^v nse രണ്ടാം വർഷ പരീ⁻ b_y v e⁻ n_i p[¶] k v t l mdpw tNÄ⁻ mWv ^ ew l W_i m_j p^l.

vii) 2010 apXepÄ amÄ^v / tk] co⁻ t fⁿÄ k v ow p l hⁿm^kത്തിൽ രണ്ടാം വർഷ l bÄsk_i ädn] co⁻ FgpXn GsX_i nepw hⁿj b⁻ n\ v D+ t{KtUm AXn\papl fntem e⁻ n_i m⁻ hnZym[°] n^l Ä_i v B hⁿj b^S fpsS H[¶]mw hÄ_j t] ₃ dpl Ä_i v Cu] co⁻ bⁿÄ At] ⁻ n_i mw.

NB: taÄ [] k v^hm^hnⁱ aq[¶] v hⁿm^k- n\ pw 2014 B K^l nÄ \ S_i p[¶] H[¶]mw hÄ_j Cw [] qhsaäv] co⁻ b^pt^Sbpw 2015 amÄ^v രണ്ടാം വർഷ] co⁻ b^pt^Sbpw k v t l mdp^l fpw A hÄ_i v t\ct⁻ e⁻ nⁱ [] m^tb^mKⁿl] co⁻ b^pt^Sbpw \nc⁻ cagey\ nÄ[@]b⁻ nsâbpw k v t l mdp^l l fpw DÄs₃ Sp⁻ n^bm^vv AXXp hⁿj b^S fpsS t^bm^KyX \nÄW^bn_i p[¶] X^v hnZym[°] n^l Ä_i v A hÄ t^bm^KyX t\Sm⁻ hⁿj b^S Ä_i v t\cs⁻ e⁻ nⁱ H[¶]mw hÄ_j s⁻ bpw രണ്ടാം വർഷ^S bpw Xⁿb^cn] co⁻ b^pss k v t l mdp^l Ä \ne\neq⁻ p[¶] XÄ. **ChÄ Un + t{KtUm AXn\p apl fntem e⁻ n_i m⁻ hⁿj b^S Ä_i v 2014 sk] äw⁻ dnÄ H[¶]mw hÄ_j] co⁻ FgpXm⁻] ⁻ n_i w 2015 amÄ^v nÄ Sn hⁿj b** അൾക്ക് രണ്ടാം വർഷ പരീക്ഷ എഴു³Xm³ യോഗ്യത ഉണ്ടാ^bicn_i p[¶] XÄ.

V.] co⁻ b_y t] ⁻ n_i എ^hn [w

i) Ct₃ mÄ l bÄsk_i ädn k v q[¶] p^l fⁿÄ] T_i p[¶] hnZym[°] n^l Ä \n^Y nX XobXⁿb_y l w k v q^Ä Hm[^]ok nÄ] co⁻ m[^]ok S^v] co⁻ b_y v cPn^l Ä sN₂mw. A hÄ [] tXyl At] ⁻ n_i m[^]mdw] q^cn₃ nⁱ v \Ä^tl എ^XnÄ. \n^Y nX XobXⁿb_y l w] co⁻ b_y t] ⁻ n_i എ^Xm^v Wv

ii) Hm₃ k v q^Ä (dKpedpw, ss [] häpw) hnZym[°] n^l fpw l w] mÄ«saâÄ hnZym[°] n^l fpw \n^Y nX At] ⁻ n_i m[^]manÄ \n^Y nX XobXⁿ l w] co⁻ b_y t] ⁻ n_i എ^Xm^v Wv

iii) രണ്ടാം വർഷ സേ / ഇം^lh^hsaäv] co⁻ b_y pw H[¶]mw hÄ_j Cw [] qhsaäv / k¹ isaâdn] co⁻ b_y pw At] ⁻ n_i p[¶] hnZym[°] n^l Ä \n^Y nX At] ⁻ n_i m[^]manÄ \n^Y nX XobXⁿ l w At] ⁻ n_i എ^Xm^v Wv

iv) At] ⁻ n_i m[^]mansâ amXr^l l bÄsk_i ädn t] mÄ«enÄ (www.dhsekerala.gov.in) e⁻ yam⁻ Wv CX^v Uu⁻ temU^v sN^bw^v D] t^bm^Kn_i p^l t^bm AsÄ_i nÄ k v q^Ä Hm[^]ok nÄ \n[¶] v e⁻ yam^l p[¶] ^mdw D] t^bm^Kn_i p^l t^bm sN₂mw.

v) Hm₃ k v q^Ä hnZym[°] n^l Ä XS Ä_i \phZ_i s₃ «] co⁻ m^tl t^rs fⁿse [] n³ k n₃ en⁻ \mWv At] ⁻ n_i k aÄ₃ n_i എ^Xv

vi) l ¼mÄ«saâÄ hnZym[°] n^l Ä XS Ä t\cs⁻] co⁻ b_y ncp[¶] k v q^Ä [] n³ k n₃ en⁻ \mWv At] ⁻ n_i k aÄ₃ n_i എ^Xv

vii) k₃ sk ädp^l fⁿÄ / [¶]U^v sk ädp^l fⁿÄ] co⁻ FgpXⁿb hnZym[°] n^l Ä sabn³ sk ädnemWv At] ⁻ n_i k aÄ₃ n_i എ^Xv

viii) **bmsXncp l mcWhi mepw] co⁻ m കേ^lത്തിൽ amäv A\phZ_i p[¶] XÄ.**

ix) \n^Y nX XobXⁿ l gn^² At] ⁻ n_i Ä k^zol c_n p[¶] XÄ.

x) l bÄsk_i ädn Ubd^l ⁶t^dänÄ bmsXncp l mcWhi mepw t\cn^v At] ⁻ n_i k^zol c_n p[¶] XÄ.

xi)] q^cn₃ nⁱ At] ⁻ n_i bⁿÄ XS fpsS] m^k t] mÄ«v ssk k v t[^] m[^]] X_n n_i എ³ ത്തം അത് k v q^Ä [] n³ k n₃ m^fns\ക്കൊണ്ടു അറ്റു³ ചെ³ n_i എ^Xpam^v Wv

- xii) Hm₃ → k v qÄ hnZymÄ° nÄ Ä Hm₃ → k v qfñÄ \n¶ pw e`n` ss[] häv cPñk t(Sj³ sat½m, sF Uânän I mAUV F¶ nñbpsS] I Ä₃ pl qSn Hm₃ → k v qÄ A [n mcñÄ Ä AhÄj v A \phZñ`ñk pÄ] coE m sk ädnse {] n³ k n₃ en\ v k aÄ₃ n₃ ; ñeXmWv
- xiii) Hm₃ → k v qÄ hn`mK` nse hnZymÄ° ñkõõ ñeñõõ vÄj] coE b₃ t] E n₃ pt¼mÄ H¶ mw hÄj] coE bpsS amÄj venl nsâ] I Ä₃ pl qSn k aÄ₃ n₃ ; ñeXmWv
- xiv) I ¼mÄ«saâÄ hn`mKw hnZymÄ° nÄ Ä] coE b₃ t] E n₃ pt¼mÄ AhÄ t\cs` F gpXnb] coE t fpsS amÄj venl nsâ k zbw k mE ys₃ Sp` nb] I Ä₃ pl Ä I qSn A t] E . tbmsSm₃ w k aÄ₃ n₃ ; ñeXmWv
- xv) k v qÄ tKmbmwKv hnZymÄ° nÄ Ä, k v qfñÄ A \phZñ`ñk; p¶ (AwKol rX) hnj bS Äj p am(Xta] coE b₃ t] E n₃ m³] mSpÄ q.
- xvi) H¶ mw hÄj - nÄ] coE F gpXnb hnj bñeñkõõ mçõõ ñeñõõ vñeñ` nÄ cPñk t(Sj³ A \phZñ₃ pl bpÄ q. ñeñõõ vñeñkõõ amäv bmsXmcp I mc\Whi mepw A \phZñ₃ p¶ XÄ.
- xvii) Hm₃ → k v qÄ hnZymÄ° nÄ Ä AhcpsS cPñk t(Sj³ sat½mbñepÄ hnj bS Äj p am(Xta A t] E n₃ m³] mSpÄ q.
- xviii)] coE b₃ t] E n`ñcp¶ mepw \ñc` c aqey\ñÄWb` n\p hnt[bcñhm` htcbpw Bhi yamb I mPA \ñhmcw CÄm` hscbpw / I mPcñfñ\ñ` Os « A [n mcñbñÄ \n¶ pw D` chve` n₃ m` hscbpw] coE b₃ n₃ m³ A \phZñ₃ p¶ XÄ.
- xix)] coE m^ok v AXxp k v qfñÄ \nY nX XobXñ₃ paps¼ ASb₃ Ww, k v qÄ {] n³ k n₃ Ä AXv {Sj dñbñÄ HSp₃ n sNÄm³ hmS n k qE n₃ Ww. Hcñ₃ Ä AS`] coE m^ok v Xñcñs I \el pl tñm XpSA¶ phcp¶] coE F gpXp¶ Xñ\pÄ ^okmbñ I W₃ n₃ p I tñm CÄ.

VI. [] n³ k n₃ ensâ NpaXel Ä

- i)] coE mkw. Öab F Äm [] hÄ` \S Äj pw \nY bñ`ñk pÄ kab] cñ[n I Äi \ambñ] merit; ñeXmWv
- ii) [] n³ k n₃ Ä XS fpsS k v qfñse dKpeÄ hnZymÄ° nÄ fpsS] coE m^ok v \nY nX XobXñ₃ I w k zol cñ₃ ; ñeXmWv
- iii) Hm₃ → k v qÄ hnZymÄ° nÄ fptSbpw ap³ hÄj S fñÄ AhñsS] coE F gpXñ Ct₃ mÄ I ¼mÄ«saâembñ F gpXp¶ hnZymÄ° nÄ fptSbpw A t] E t Ä \nY nX XobXñ₃ I w] coE m^ok n\msSm₃ w k zol cñ₃ ; ñeXmWv
- iv) [] n³ k n₃ Ä] coE mÄ° nÄ Äj v] coE mññÜ m] \` nÄ] dñp¶ tñmKyXt Ä õñeñkõõ õõ phcpt` ñeXmWv ñeñõõ vñeñkõõ coE b₃ v cPñÄ sNÄp¶ hnZymÄ° nÄ I Ä H¶ mw hÄj] coE bpsS F Äm hnj bS Äj pw I mPcñbñk pñeñkõõ õõ m₃ ; ñeXmWv
- v) [] n³ k n₃ ÄamÄ sh` t] mÄ«Ä hgn www.dhsekerala.gov.in \nY nX XobXñ₃ I w A t] E t fpsS hñhcS Ä ('I mâñtUäv UosäbnÄk v) A] ñemUv sNt₃ ñeXmWv
- vi) [] n³ k n₃ ÄamÄ \nY nX XobXñ₃ I w sh` t] mÄ«Ä hgn www.dhsekerala.gov.in, sk { I - «dn \Ä I p¶ \ñÄt±i m\pk cWw \ñc` c aqey\ñÄWb k v l mdpÄ Ä A] ñemUv sNt₃ ñeXmWv
- vii) õñõõ vñeñkõõ / ñeñõõ hÄj kñs] j yÄ I mäKdn hnZymÄ° nÄ fpsS A t] E t Ä k zol cñ` I - tk mññtUäv enl v hnZymÄ° nÄ fpsS A t] E t fpsS] I Ä₃ v k I nXw \nY nX XobXñ₃ I w Ubd I ñdñÄ F` n₃ ; ñeXmWv
- viii) k v qÄ tKmbmwKv hnZymÄ° nÄ fpsS t] cñem aäv hñhcS fñtem Xñcp` epÄ] E w AXv BZyw sF.kñän skÄñÄ Xñcp` nbXñ\pti j w sXfñv k I nXw \Ä I ñmÄ am(Xta Cu Xñcp` epÄ I bÄsk₃ ädn] coE mññmK` nÄ sNÄpl bpÄ q.

- ix) Hm \rightarrow kvl qÄ hñZymÄ° nñ fpsS t]citem aäv hñhcS fñtem Xñcp- epÄ]É w AXv BZYw Hm \rightarrow kvl qñÄ Xñcp- nñXñ\pti j w sXfñhvkl nXw \ÄI nñmÄ am(Xta Cu Xñcp- epÄ ÄI bÄsk; ädn]coÉ mhñ mK- nÄ sNçpl bpÄ q.
- x) \ñY nX XobXñ; I w 'Un kn __n' tñ äsaäv]coÉ m sk {I «dn \eñ pñ tk m^ñshbÄ D]tbmKn v A]itemUvsnTç ññXmWv
- xi) hñZymÄ° nñ fñÄ \ññ pw hmS pñ ^ok v __ Ös, « ck oXv __pi nÄ tcJs, Sp- n ck oXv \eñl ññXmWv Sn Xpl {]n³ kn, Ä \ñbaS Ä; \pk rXambn {Sj dnbnÄ ASbit; ññXpw sNÄm³ HmUnñ\mbn kvl qñÄ k qÉ nñ; ññXpamWv
- xii) Hm \rightarrow kvl qÄ hñZymÄ° nñ fptSbpw I w]mÄ«saâÄ hñZymÄ° nñ fptSbpw ^ok pñ Ä kvl qÄ A [ñ rXÄ hmtS ññXpamWv } UñHm^v A; uñññ \ñtÉ .]n' tij w 'Un kn __n' tñ äsaâñÄ tcJs, Spt- ññXpamWv
- xiii) \ñc' caqey\ñÄ®b- nñpÄ saöcnbÄkv kaÄ, n; m- Xñ\mÄ \ñc' caqey\ñÄ®b kv tñ mÄ e`ñ`ññÄm- hñZymÄ° nñ Ä; v]coÉ by v cPñÄ sNçm³ tñmKyX ഉണ്ടായിരിക്കുന്നതല്ല. അങ്ങനെയല്ല. hñZymÄ° nñ fpsS cPñÄ {Sj³, UnpcPñÄ sNçpñ Xñ\pÄ \sപടികൾ പ്രിൻസിപ്പൽ കൈക്കൊള്ളേണ്ടതും അവർക്ക് AUñj³ Sn; äv \ÄI n; qSm XpamWv
- xiv) I bÄsk; ädn t]mÄ«enÄ \ññ pw e`ñ; pñ t\man\Ä tdmfñÄ B kvl qñÄ \ññ pw]coÉ by v cPñÄ sNbnXñcpÄ FÄm hñZymÄ° nñ fpsSbpw t]cçകൾ ഉണ്ടെന്ന് ഉറപ്പു hcpt- ññXmWv
- xv) AUñj³ Sn; äpl Ä t]mÄ«enÄ e`yamñ pt¼mÄ AXñÄ \ññ pw Uu- temUvsnbñX- Sp- v hñZymÄ° nñ Ä; v]coÉ B cw`ñ; pñ Xñ\ñ aqñ pZñhk w aps¼; ññpw \eñl ññXmWv AUñj³ Sn; äv hñXcWw sNçpñ Xñ\pap¼v {]n³ kn, Ä / kmÉ ys, Sp- pñ DtZymKØ³ At±l - nsâ sñl H, vt^mt`mbnÄ]Xñ, nñ; ññXmWv H, v]Xñ, nñ; p- t¼mÄ Hcp`mkw t^mt`mbñpw __m; ñ`mkw AUñj³ Sn; äñepw]Xñ; ññXmWv
- xvi) AUñj³ Sn; äñÄ sXäpl fñÄ Fñ v Dd, phcpt- ññXpamWv } UñHm^v A; uñññ \ñtÉ .]n' tij w 'Un kn __n' tñ äsaâñÄ tcJs, Spt- ññXpamWv Xs fpsS kvl qñÄ cPñÄ sNbnX apgph³ hñZymÄ° nñ fpsSbpw AUñj³ Sn; äpl Ä e`ñ`ññXpamWv } UñHm^v A; uñññ \ñtÉ .]n' tij w 'Un kn __n' tñ äsaâñÄ tcJs, Spt- ññXpamWv AUñj³ Sn; äñse sXäpl Ä DS³ Xsñ Ubdñ ññdñnsâ {i² . bnÄs, Sp- n Xñcp- nñ; ññXmWv
- xvii) \ñc' c aqey\ñÄWb- nñp hñt[bcñhm- hÄ; pw aXñbmb I mPÄ CÄm- hñZymÄ° nñ Ä; pw I mPÄ Cfññv __Ös, « A[ñl mcnbnÄ \ññ pw D- chvñmS m- hÄ; pw AUñj³ Sn; äpl Ä \eñ cpXv
- xviii) Xs fpsS kvl qñÄ]coÉ FgpXpñ hñZymÄ° nñ fpsS]coÉ m^e- ññse A]mñ X- I Ä]cnñ cñ; pñ Xñ\ñ {]n³ kn, ÄamÄ Ubdñ ññdñpambn __Ös, tSññXmWv
- xix)]coÉ m^e kÄ«ñ`ñ; äpl Ä e`ñ`mepS³ AXv]qÄ®amb]cñti m[\by v tij w Hmtcm kÄ«ñ`ñ; äñepw \ñY nX Ø m\ - v {]n³ kn, ensâ H, v t]cy kvl qÄ koÄ Fññh]Xñ`Xñ\pççç കൗണ്ടർ ഫോയിൻÄ hñZymÄ° nñ fpsS sñl H, v hmS n hñX- cWw sNtç ññXmWv
- xx) hñZymÄ° nñ Ä]coÉ mk w __Öamb]cmXññ fpw kwi bS fpw {]n³ kn, ÄamcpsS {i² . bnÄs, Spt- ññXpamWv } UñHm^v A; uñññ \ñtÉ .]n' tij w 'Un kn __n' tñ äsaâñÄ tcJs, Spt- ññXpamWv
- xxi) Fk kñ / Fk ññ / HC kñ hñZymÄ° nñ fpsS I mcy- nÄ]«ñl PmXñ]«ñl hÄK Dñ a\hñ p, nsâ \ñÄt±i a\pk cñ`v {]hÄ- nñ; ññXmWv } UñHm^v A; uñññ \ñtÉ .]n' tij w 'Un kn __n' tñ äsaâñÄ tcJs, Spt- ññXpamWv AUñj³ Sn; äñse sXäpl Ä DS³ Xsñ Ubdñ ññdñnsâ {i² . bnÄs, Sp- n Xñcp- nñ; ññXmWv
- xxii) \ñc' c aqey\ñÄWb kv tñ mÄ, hñZymÄ° nñ fpsS UmÄ Fññh bymk abw A]itemUv sNçmXñcpñ mepñññhñpñ {]iñs fpsS apgph³ D- çhmZñXñpw AXñ {]n³ kn, ÄamÄ; mñññ; pw. അപ്ലോഡ് ചെയ്യേണ്ട \ñc' caqey\ñÄ®b- nsâ kv tñ mÄ fpsS പ്രിൻസിപ്പൽ ഓരോ അധ്യായവും പരിശോധിക്കേണ്ടതും അത് വീണ്ടും പ്രിൻസിപ്പൽമാർ പരിശോധിക്കേണ്ടതുമാണ്. AXñsâ {]ñäuv hñZymÄ° nñ fpsS {i² bnÄs, Sp- j h®w t\ñññ ഘോരമായി പ്രദർശിപ്പിക്കേണ്ടതാണ്. A]itemUv sNbnX I gn² tij w

\nc' cagey\A@bktl mdpI fA Xncp- epl A Bhi ys, «പ്രകാശങ്ങളെ അപേക്ഷിച്ച്
bmsXmcpI mcWhi mepw]cniKWni p] XA.

xxiii) I mPA \nebnepA I pdhpl A]cni cni p] Xn\pthebpa At] E I A kaA ni p-
t4m A FAm tI mFS fnepw i cnbmb hnhcS A tcJs, Spt- ഞതും, Bhi yamb A \p-
_ OtCJ I A DAs, Spt- ഞതും amWv { } n3 kn, A, Hmtcm At] E bpw]cni m[n' v
A] mI XI fnsA] v Dd- phcp- nb ti j wi p] mAi sNbXv tae[mI mci; v Abby Wv.
H] mw hAj hnzYmA° mI fpeeyo രണ്ടാം വർഷ വിദ്യാർത്ഥി fptSbpw At] E I A
thAXnci' v HmtcmhAj - n\pw { } tXyl eni v kI nXw \nY nX XobXni pA nA Ab-
bit; ഞXmWv 31.01.2014 hscbpA A [yb\ Zn\ S A I W; nseSp- v I mPA i Xam\w
I mtW ഞXmWv FAm At] E bnepw Cu I W; v tcJs, Sp- n hnzYmA° nbps I mPA
i Xam\w I rXyambn tcJs, Spt- ഞXmWv Hcp hAj s- A [yb\ Zn\ k S fpsS
I W; v Hmtcm At] E bnepw hyXyk Xambn ni cpXv I mPA Cfhn\ v tbnKyXbpA
hnzYmA° mI fpsS At] E I A hni Zambn]cni m[n' v A] mI XI A H] panA F] v Dd- m-
j nbkpani Xta Ah i p] mAi sNbXv tae[mI mci; v \A I mhq, \nY nX XobXni pti j -
apA At] E I A bmsXmcp I mcWhi mepw tae[mI mci; vi p] mAi sNbXv Abby cp-
Xv aXnbmb I mPA \ne CA m- hnzYmA° mI sfbpw I mPA Cfhd- chve ni m-
hnzYmA° mI sfbpw] co-E by nci; phm3 A\phZi cpXv hnzYmA° mI sf Cu hnhc-
S A ap3 I qn [cti, nti; ഞXmWv

xxiv)] co-E sb kw_ O ni p] FAm I pdh. pl fpw, \nAt±i S fpw kAj pedpl fpw Un, mA«p-
saav t] mA«A hgn am(Xw \veI p] XmWv CXn\mbn aav I - nS] mSpksh ഉണ്ടാകുന്ന XA.
BbXn\mA FAm kI qA { } n3 kn, Aamcpw FAm Znhkhpw I bAsk; adn Un, mA«p-
saav t] mA«A പരിശോധിക്കേണ്ടതാണ്. { } n3 kn, AamA] co-E bpambn _ Os, « kAj p-
eA t] mA«enA \n] pw Uu - temUv sNbsXSpt; ഞതും അതിലെ \nAt±i S A bYmk-
abw] merit; ഞXpamWv FAm \nAt±i S fpw hni ZnhcS fpw bYmkabw hnzYmA° n-
I sfbpw A [ym] I scbpw Adnbit; ഞXpamWv

xxv) t(Kk v mA; nApA At] E I A t(Kk v mA; n\ v tbnKycmb hnzYmA° mI fA \n] pw
kzol cni; ഞXmWv At] E I A]cni m[n' v C\w Xnci' v cPnI A \1/4A (I a- nA
(I aol cni; ഞXmWv At] E I A]cni m[n' v hnzYmA° mI fpsS t(Kk v mA; nApA
tbnKyX Dd- ni nbXn\pti j w kA«n ni apl fpw AUonj 3 Sn; apw kmE ys -
Spt- ഞXmWv C\w Xnci' v I - tkmfntUaUv eni v Xz mdm; n] co-E msk(I «dn; v
24.02.2014 \vap 1/4 v p] mAi tbnSpl qSn Abbt; ഞXmWv bq- vs^ I rhen\pw F3.kn-
kn by pw F3.FkvFEn\pw kt] mA«kn\pw { } tXyl ambn eni pl A Xz mdmt; ഞ-
XmWv F3.knkn by pw F3.FkvFEn\pw kt] mA«kn\papA t(Kk v mA; nApA
At] E I A F3.knkn UbdI Stdante; pw I bAsk; adn UbdI Stdase F3.-
FkvFkvtI mpHmA Unt\adn\pw Un.] nsF by pw BbnkmWv \AtI ഞXv { } tXyl amb
At] E tbn \nY nX XobXni pti j apA At] E tbn bmsXncp I mcWhi mepw
kzol cni p] XA.

xxvi) hnhn[Xcw Ahi Xb\p- hni p] hnzYmA° mI A; v B\pl qeyS A; pA At] E -
I A C\w Xnci' v I - tkmfntUaUv eni v Xz mdm; n Bhi yamb tcJ I A kI nXw
06.02.2014 \vap 1/4 v _ Os, « BA.Un.Unby v kaA ni; ഞXmWv _ Os, « BA.Un-
Uramcni \n] pw 28.02.2014p \vap 1/4 v Ahi Xb\p- hni p] hnzYmA° mI A; v B\pl qey-
S A A\phZi psl mne; ഉള്ള ഉത്തരവ് hmtS ഞXmWv

**VII.] p\Aaqey\A@bw / t^mt<mtI m, n / kqj v-] cni m[**

- a) hnzYmA° mI A; v A hcpsS D- ci Semk pl A Cc«aqey\A@bw \S- m-
hij bS A; v] p\Aaqey\A@bw \S- p] Xn\pw k qE v]cni m[\by v hnt[bam-
j p] Xn\pw Ahk capneabn ni pw. aqey\A@bw \S- nb D- ci Semk pl fpsS
t^mt<mtI m, ni pw At] E ni mh p] XmWv I bAsk; adn UbdI Stdav \S- p] FAm]
co-E കൾക്കും ഈ സൗകര്യം ഉണ്ടാകുന്നിട്ടുണ്ട്. pw.
- b)] co-E m^ ew { } k n^2 ol cni p] tXmshoapam ഇവയ്ക്കു വേണ്ടി bpa hniU m] \w Cdi p] X-
mWv
- c)] qcn, n' At] E m^ mdw \nY bni s, «nqA Ahkm\XobXni pap 1/4 ambn hnzYmA° n-
I A] co-E by v cPnI A sNbK kI qfni \AtI ഞXmWv At] E m^ md- ns a
amXrl I bAsk; adn t] mA«enA e yamWv

- d) **^okvhhcw**
 - a.] p\Aaqey\A@ bw cq] 500.00/- t] ,sdm¶ n\
 - b. k qE va] chti m[\ cq] 100.00/- ”
 - c. t^mt<mtl m, n cq] 300.00/p ”
- e) \nY nX XobXn l gn^a v k aA, n] p¶ At] E i Ä] crKWn] s, Sp¶ XÄ.
- f) t^mt<mtl m, n b] v At] E n] p¶ Xn\pA k ab:] cr[n] gn^a v t^mt<mtl m, n B hi y apA hA 2015 amA`phsc t] ,sdm¶ n\ 1000 cq] bpw 2015 G[nA 1 apXA 2016 amA`v 31 hsc 2000 cq] bpw At] E m^ok mbn \A t] snXmVv **2016 amA`v 31\vti j w e`n] p¶ At] E i Ä] crKWn] p¶ XÄ.**
- g)] p\Aaqey\AWb \n_ Ö\ i Ä; v hrt[bambn amA; nA hyXymk apA hnZymA° n l Ä sat½m e`n`v Hcp amk - n\ l w] gbamA; v enl v k aA, n`v] pXnbXv ssl ,täsnXmVv Hcp amk w l gn^a phcp¶ At] E i Ä k zol cr] p¶ XÄ.
- h) [] mtbmKnl] coE b] v] p\Aaqey\A@ bw, k qE va] chti m[\, t^mt<mtl m, n F ¶ o kul cyS Ä snobn] p¶ XÄ.

VIII. t{KkvamA; n\pA At] E i Ä

- i) t{KkvamA; n\AÄl X t\Snb H¶ mwhAj / രണ്ടാം വർഷ വിദ്യാർത്ഥി 24.02.2014 \ l w _ Ö s, « A [n] rXA aptJ \ At] E \ eil Vw.
- ii) l mbnl taf l Ä; pA t{KkvamA; n\pA At] E i Ä Un.] n.s.F. aptJ \ bpw F³.k.n.k.n p t{KkvamA; n\pA At] E i Ä F³.k.n.k.n. Ubd l Stäv aptJ \ bpw k aA, n] - snXmVv
- iii) bq⁻ v s^l nhA, i mk (X KWnX i mk (X k maql y i mk (X [] hr⁻ n] crNbtaf, sF.än.taf, kwØ m\ tzi obXe i mk (X t l m - {Kkv കേന്ദ്രം cW [] tzi S fise kv qA l temAk hw, t l äv eoKÄ k ÄEok kv AtXmchn k wL Sn, n] p¶ k wØ m\ - Xe l zikvaAk cw, _ me(i o AhmA Uv e`n`v, കേന്ദ്രം cW [] tzi amb] pZpt` crbnise aml n [] tzi - pA t{KkvamA; n\AÄl XbpA hA F¶ nhb] pA t{KkvamA; n\pA At] E i Ä [] n³ k n, A aptJ \ l bAsk j ädn] coE msk (l <dn; v സമർപ്പിക്കേണ്ടതാണ്.
- iv) F³.FkvFkv p t{KkvamA; n\pA At] E i Ä F³.FkvFkv t l mpHmA Unt\ äA aptJ \ k aA, n] snXmVv
- v) H¶ mw hAj] T\ l mebfhnA t{KkvamA; n\AÄl X t\Sp¶ hAj v t{KkvamA; n\AÄl X t\Sp¶ hAj] C0ക്ഷയ്ക്കും രണ്ടാം വർഷ കാലbfhnA t{KkvamA; n\AÄl X t\Sp¶ hAj v ഗ്രേസ് മാർക്ക് രണ്ടാം വർഷ പരീE b] pw e`n] p¶ XmVv
- vi) F³.FkvFÊ n\pw F³.k.n.k.n.b] pw t{KkvamA; v e`n] p¶ hnZymA° n l Ä; v ഗ്രേസ് മാർക്ക് രണ്ടാം വർഷ പരീE tbmsSm, amVv \Ä l p¶ Xv
- vii) l pU³ kv t] meok v t l Uäpl Ä; pA t{Kkv amA; v 04.08.2012 pse Pn.H. \¼Ä 214/12/B `y` c` n\phrt [bambn A \phZn; p¶ XmVv
- viii) 02.05.2013pse kÄ; mA D⁻ chv (ssl) \w.151/2013/s] m.h.n.h. [] കാരം കേന്ദ്രk Ä; mA Ø m] \amb \mj WÄ _ me`h³ k ½m\ n] p¶ _ me(i o AhmA Uv t\Sp¶ l bAsk - j ädn hnZymA° n l Ä; v 5% t{KkvamA; v A \phZn`v D⁻ chmbn. Sn D⁻ chn\ 2009 hAj w apXA ap³ l me [] ബലം ഉണ്ടാബന] p¶ XmVv

ix) 31.05.2013 pse k.D.(ssl) \w.179/2013/s] m.h.n. D⁻ chv {} l mcw കേന്ദ്രം cW {} tzi amb] qZpt⁻ cnbise aml n {} tzi⁻ n^Á കേന്ദ്രം cW {} tzi Xe⁻ ntem tzi ob Xe⁻ ntem k^{vt}] m^Áv B^Á«k^v i mk (Xl tem^Ö hw/s[^] bdp^l A F[¶]o C[\]- n^Á] s^l Sp⁻ htcm hnPbn^l fmbhtcm B b A^Ál Xs[»] hⁿZym^Á° n^l Ä_j v t{Kk^v am^Á_j v A[\]phZn⁻ p⁻ കൊണ്ട് സർക്കാർ ഉത്തരമിടുന്നു.

hni ZhnhcS Ä_j v A[\]p⁻ Ö w p 15 t[\]m_j p^l.

IX. {} tXyl B[\]pl qeyS Ä A^Ál n_j p[¶] hⁿZym^Á° n^l Ä_j p^Á B[\]pl qeyS Ä

hnhn[Xcw Ahⁱ Xb[\]p⁻ hⁿj p[¶] hⁿZym^Á° n^l Ä_j v B[\]pl qeyS Ä_j p^Á At] ⁻ Ä 2014 s[^][_phcn 6p\l w _ Ö s[»] B^Á.Un.Un.am^Á_j p[\]Ä^l Ww. hni ZhnhcS Ä_j v A[\]p⁻ Ö w p 17 l mWp^l.

X.]co[£] mcPnk^{vt}(Sj³ d[±]m_j p[¶] Xvk^w Ö n⁻v

- i) km[mcWKXnbn^Á H[¶]mw h^Áj l b^Ásk_j âdn]co[£] m cPnk^{vt}(Sj³ d[±]m_j m³ hⁿZym^Á° n_j v A[\]phmZan^Á. F[¶]l m^Á Hcp hⁿZym^Á° n_j v l b^Ásk_j âdn t^lmgk^v Xs[¶]l d[±]m_j Wsa[¶]l p^Á] [£] w H[¶]mw h^Áj]co[£] cPnk^{vt}(Sj³ d[±]m_j mhp[¶]l X^mWv CXn[\]mbn H[¶]mw h^Áj w eⁿ A[£]Ä k^{vt}l m^Áj oäv kl nXw {} n³ kⁿ ens^á i p] m^Ái t^bmSp^l qSn At] [£] ka^Á_j n_j [£] X^mWv
- ii) രണ്ടാംവർഷ ഹയർസെക്കന്ററി പരീക്ഷാ രജിസ്ട്രേഷൻ റൺമി mhp[¶]l X^mWv]co[£] m cPnk^{vt}(Sj³ d[±]m_j p[¶]l Xn[\]p^Á At] [£] A[\]p⁻ Ö w 39 p^Á \Ä^l nbn[«]p^Á \n^Án_j v amXrl bn^Á] qcn[»] n⁻ v B hi yamb tcJ l Ä kl nXw {} n³ kⁿ ens^á i p] m^Ái t^bmSp^l l qSn 31p03p2014 [\] മൂന്ന് സമർപ്പിക്കേണ്ടതാണ്. **Cu hⁿZym^Á° n^l Ä_j v tk]co[£] b^y v At] [£] n_j phm³ t^bmKyXb^p രണ്ടാമിടുന്നിടേ പ^l bn^Á.**

XI. i \n^lbmgn^brise]co[£] ⁻ Ä

- i) F k^vF k^vF Ä.k n.]co[£] b^y v i \n^lbmgn^b cm(Xn^l]co[£] FgpX^{ph}m³ A[\]phmZw ഉണ്ടാകുന്നിടേ hⁿ mK⁻ n^Ás[»] hⁿZym^Á° n^l Ä_j v B hi ysa^l n^Á i \n^lbmgn^bbn^Á sshl p^t¶ cw AXXp sk âdp^l fⁿÄ]co[£] FgpX^{ph}l Xn[\]v {} tXyl {} l aol cWw G^Ás_j Sp⁻ p[¶]l X^mWv
- ii) Ch^Á At[¶]l Zh^hk w cmhise 10 aWn^bq^v v k^ll qfⁿÄ l mPcm^ll [£] തുറന്നു മറ്റു \n^lÄt[±]i - S Ä]merit_j [£] X^pam^Wv l qSp^XÄ \n^lÄt[±]i S Ä bYmk abw \e^ll p[¶]l X^mWv
- iii) Ch^Á {} tXyl B[\]pl qey⁻ n\p^h [£] b^pÄ At] ⁻ Ä Ubd^l [£] dän^Á k a^Á_j n_j [£] X^pw A[\]paXn hmt^S [£] X^pam^Wv

XII. ssat{Kj³ k^Á«n[^]n_j äv

2014 am^Á⁻ n^Á രണ്ടാം വർഷ പരീ[£] sbgpX^p¶ F^Ám hⁿZym^Á° n^l Ä_j pw Ah^Á D] cr^l T[\] n[\] A^Ál X t\Sp[¶] apdb^y v ssat{Kj³ k^Á«n[^]n_j äv hⁿXcWw sN^z p[¶]l X^mWv CXn^{te}b^y mbn Ah^Á {} tXyl w At] [£] ka^Á_j n_j [£] XⁿÄ. D] cr^l T[\] n[\] A^ÁX t\Sn^b«n^Ám⁻ hⁿZym^Á° n^l Ä_j v ssat{K⁻ j³ k^Á«n[^]n_j äv B hi yambn hcn^l bmsW^l n^Á, At] [£] {} n³ kⁿ Ä aptJ \ Ubd^l [£] dän^Á k a^Á_j n_j [£] X^mWv

XIII. Cc«aqey\ n^Á® bw

17/2/2011pse Pn.H.(B Ä.än)\w.653/11/s] m.h.n.h. D⁻ ch\pk cn⁻v F³ Pn\obdmwKv t^lmgk^{pl} fnteb^y pff {} thi \⁻ n[\] dm^l v en^l v X^zmdm_j p[¶]l Xn[\]mbn രണ്ടാം വർഷ ഹയർസെക്കന്ററി പരീക്ഷയുടെ സ്കോർ l qSn]cnKWn_j m³ k^Á_j m^Á Xocpam[\]n⁻ Xn[\]m^Á am^Á⁻v 2014 se l b^Ásk_j âdn]co[£] bn^Á ^nk^lkl^v sl ank (Sn, am⁻ amän^lkl^v hⁿj bS fise (k b³kv sSl \n_j Ä k(Soapl Ä_j) D⁻ cl Semk^{pl} Ä Cc«aqey\ n^Á® b⁻ n[\]hnt[bam_j p[¶]l X^mWv

XIV. kvl ow ss^ \ssetkj 3 I ym1/4y 2014

aqey\A® b I ym1/4n\p apt¶ mSnbmbn, Hmtcm hjj b- nsâbpw aqey\A® b
 k qNnt I Ä NÄ''sNbXv A´ na aqey\A® b k qNnt I Ä Xçmdmj n aqey
 \A® b I ym1/4pt fise- nj pw. H¶ mw hÄj ๑๑๑๑๑๑ ๑๑๑๑๑๑ ๑๑๑๑๑๑ bpw
 Hmtcm hjj b- n\pw Hcp PnÄbnÄ \n¶ pw Hcp I bÄsk j âdn A² ym.] I 3
 F¶ I Wj nemWv CXn\pÅ I ym1/4nÄ]s; Spj p¶ Xn\pÅ A² ym.] I sc
 sXcsª Spj p¶ Xv kvl ow ss^ \ssetkj 3]cn; mSnbmÄ]s; Spj m³
 Xmev] cyapÅ A² ym.] I Ä AhcpsS k 1/2Xw ap³ I q«n Adnbtj ๑๑๑XmWv
 CXn\pth๑๑๑, ๑๑๑๑Zmwi § fSS nb kÄ; peÄ I bÄsk j âdn t] mÄ«enÄ {]-
 kn² ol cn; p¶ XmWv k 1/2X.] {Xw \ÄI n, kvl ow ss^ \ssetkj 3
 I ym1/4nÄ]s; Spj m³ sXcsª Spj s, Sp¶ hÄ, A XnÄ\n¶ pamdn
 \nÄ; mt\m] I c; msc \ntbmKn; phmt\m] mSpÅ XÄ. C- c- nÄ Hgnhm-
 I p¶ hsc] n¶ oSv] cnKWn; p¶ XpaÄ. Hcp hÄj w Bsl \mev kvl ow ss^ \-
 ssetkj 3 I ym1/4pt fmWv \S- p¶ Xv

H vpb
tl i th_(๑) pamÄ sF.F.Fkv
 sNbÄam³
t_mÄUvHm^vI bÄsk j âdn
F I k mant \j ³ ky tl cfw
 &
UbdI šÄ

H vpb
tUmsI .tamI \I pamÄ
 sk{I «dn
t_mÄUvHm^vI bÄsk j âdn
F I k mant \j ³ ky tl cfw
 &
tPmbrävUbdI šÄ (F I k mant \j ³)

I bÄ sk j âdn hnZym`ymk
 UbdI šdpsS I mcymebw,
 I uk mwKv t_mÄUv_nÄUmwKikv i m´ n \KÄ,
 Xncph\´]pcw 1.

APPENDIX – 1

**TIME TABLE FOR THE SECOND YEAR HIGHER SECONDARY
EXAMINATION, MARCH 2014**

| <u>DATE</u> | <u>DAY</u> | <u>SUBJECT</u> |
|-------------|------------|--|
| 03-03-2014 | MONDAY | POLITICAL SCIENCE, COMMUNICATIVE ENGLISH, SANSKRIT SASTRA |
| 04-03-2014 | TUESDAY | BIOLOGY |
| 05-03-2014 | WEDNESDAY | ECONOMICS |
| 06-03-2014 | THURSDAY | CHEMISTRY, JOURNALISM |
| 10-03-2014 | MONDAY | PSYCHOLOGY, HOMESCIENCE, ACCOUNTANCY, GEOGRAPHY, PHILOSOPHY, ANTHROPOLOGY |
| 11-03-2014 | TUESDAY | PART – II LANGUAGES, COMPUTER INFORMATION TECHNOLOGY |
| 13-03-2014 | THURSDAY | COMPUTER SCIENCE, COMPUTER APPLICATION, ELECTRONICS , HISTORY , ISLAMIC HISTORY AND CULTURE |
| 15-03-2014 | SATURDAY | MATHEMATICS, SOCIOLOGY, ENGLISH LITERATURE |
| 17-03-2014 | MONDAY | PHYSICS, PART III – LANGUAGES, SOCIAL WORK, MUSIC |
| 18-03-2014 | TUESDAY | BUSINESS STUDIES |
| 19-03-2014 | WEDNESDAY | GEOLOGY, SANSKRIT SAHITYA, ELECTRONIC SERVICE TECHNOLOGY |
| 20-03-2014 | THURSDAY | PART – I ENGLISH |
| 22 -03-2014 | SATURDAY | GANDHIAN STUDIES, STATISTICS |

SECOND YEAR ART HIGHER SECONDARY EXAMINATION

| <u>DATE</u> | <u>DAY</u> | <u>SUBJECT</u> |
|-------------|------------|------------------------------|
| 03-03-2014 | MONDAY | LITERATURE |
| 05-03-2014 | WEDNESDAY | SANSKRIT |
| 06-03-2014 | THURSDAY | AESTHETICS |
| 11-03-2014 | TUESDAY | PART – II : LANGUAGES |
| 15-03-2014 | SATURDAY | SUBSIDIARY |
| 19-03-2014 | WEDNESDAY | MAIN |
| 20-03-2014 | THURSDAY | PART – I : ENGLISH |

TIME OF EXAMINATION

Subjects without Practicals 10.00 A.M TO 12.45 P.M [IST] including Cool Off Time of 15 minutes

Subjects with Practicals except Biology & Music 10.00 A.M TO 12.15 P.M [IST] including Cool Off Time (15minutes)

Biology 10.00 A.M TO 12.25 P.M [IST] including Cool Off Time (20 minutes i.e., 10 minutes each for Botany & Zoology and 5 minutes preparatory time for Zoology)

Music 10.00 A.M TO 11.45 A.M [IST] including Cool Off Time (15 minutes)

NB: The Practical Evaluation will be conducted from 10-02-2014 to 25-02-2014.

APPENDIX – 2

**TIME TABLE FOR THE FIRST YEAR HIGHER SECONDARY
EXAMINATION, MARCH 2014**

| <u>DATE</u> | <u>DAY</u> | <u>SUBJECT</u> |
|--------------------|-------------------|---|
| 03-03-2014 | MONDAY | POLITICAL SCIENCE |
| 04-03-2014 | TUESDAY | CHEMISTRY, COMMUNICATIVE ENGLISH, SANSKRIT SASTRA |
| 05-03-2014 | WEDNESDAY | ACCOUNTANCY, GEOGRAPHY, PHILOSOPHY, ANTHROPOLOGY |
| 06-03-2014 | THURSDAY | PHYSICS, PART – III LANGUAGES, SOCIAL WORK, MUSIC |
| 10-03-2014 | MONDAY | MATHEMATICS, SOCIOLOGY, ENGLISH LITERATURE |
| 12-03-2014 | WEDNESDAY | COMPUTER SCIENCE, COMPUTER APPLICATION, ELECTRONICS, HISTORY , ISLAMIC HISTORY AND CULTURE |
| 13-03-2014 | THURSDAY | PART II LANGUAGES COMPUTER INFORMATION TECHNOLOGY |
| 15-03-2014 | SATURDAY | BUSINESS STUDIES, PSYCHOLOGY, HOME SCIENCE |
| 17-03-2014 | MONDAY | ECONOMICS |
| 18-03-2014 | TUESDAY | BIOLOGY, JOURNALISM |
| 19-03-2014 | WEDNESDAY | STATISTICS, GANDHIAN STUDIES |
| 20-03-2014 | THURSDAY | GEOLOGY, SANSKRIT SAHITYA, ELECTRONIC SERVICE TECHNOLOGY |
| 22-03-2014 | SATURDAY | PART I - ENGLISH |

FIRST YEAR ART HIGHER SECONDARY EXAMINATION

| <u>DATE</u> | <u>DAY</u> | <u>SUBJECT</u> |
|--------------------|-------------------|------------------------------|
| 03-03-2014 | MONDAY | LITERATURE |
| 05-03-2014 | WEDNESDAY | SANSKRIT |
| 06-03-2014 | THURSDAY | AESTHETICS |
| 11-03-2014 | TUESDAY | MAIN |
| 13-03-2014 | THURSDAY | PART – II : LANGUAGES |
| 15-03-2014 | SATURDAY | SUBSIDIARY |
| 22-03-2014 | THURSDAY | PART – I : ENGLISH |

TIME OF EXAMINATION

Subjects without Practicals 10.00 A.M TO 12.45 P.M [IST] including Cool Off Time (15 minutes)

Subjects with Practicals except Biology & Music 10.00 A.M TO 12.15 P.M [IST] including Cool Off Time (15minutes)

Biology 10.00 A.M TO 12.25 P.M [IST] including Cool Off Time (20 minutes ie., 10 minutes each for
Botany & Zoology and 5 minutes preparatory time for Zoology)

Music 10.00 A.M TO 11.45 A.M [IST] including Cool Off Time (15 minutes)

LIST OF SUBJECTS WITH PRACTICAL EVALUATION

1. Physics
2. Chemistry
3. Botany
4. Zoology
5. Geography
6. Computer Science
7. Computer Applications
8. Accountancy with Computer Accounting
9. Communicative English
10. Electronics
11. Home Science
12. Geology
13. Psychology
14. Social Work
15. Statistics
16. Gandhian Studies
17. Journalism
18. Electronic Service Technology
19. Computer Information Technology
20. Music

APPENDIX-4

Last Dates for submission of applications with prescribed fee by the students

| | | |
|-----|--|------------|
| 1. | Last date for receiving application for XIIth Examination without fine | 30.11.2013 |
| 2. | Last date for receiving application for XIth Examination without fine | 05.12.2013 |
| 3. | Last date for receiving application for XIIth with a fine of ` 20/- | 11.12.2013 |
| 4. | Last date for receiving application for XIth with a fine of ` 20/- | 16.12.2013 |
| 5. | Last date for receiving application for XIIth with an additional fine of ` 5/- per day | 17.12.2013 |
| 6. | Last date for receiving application for XIth with an additional fine of ` 5/- per day | 19.12.2013 |
| 7. | Last date for receiving application for XIIIth with a Super fine of ` 600/- | 31.12.2013 |
| 8. | Last date for receiving application for XIth with a Super fine of ` 600/- | 31.12.2013 |
| 9. | Last date for submission of CE related items by Open School candidates (XIIth) | 10.01.2014 |
| 10. | Last date for submission of CE related items by Open School candidates (XIth) | 18.01.2014 |
| 11. | Last date for receipt of application for condonation of shortage of attendance in the Regional Deputy Director Offices as on 31.01.2014. | 06.02.2014 |
| 12. | Last date for submission of application for special concessions for differently abled / mentally challenged students in the Regional Deputy Director Offices.. | 06.02.2014 |
| 13. | Last date for receipt of application for award of Grace Mark for class (XI & XIIth) | 24.02.2014 |
| 14. | Last date of application for cancellation (Std: XII) | 31.03.2014 |

APPENDIX-5

IMPORTANT DATES

| | | |
|-----|--|--------------------------|
| 1. | Date of Publication of Second Year candidate details through DHSE Portal | 21.11.2013 |
| 2. | Last date for receiving application for Second Year Examination without fine | 30.11.2013 |
| 3. | Last date for receiving application for Second Year Examination with a fine of ` 20/- | 11.12.2013 |
| 4. | Last date for receiving application for Second Year Examination with an additional fine of ` 5/- per day. | 17.12.2013 |
| 5. | Last date for receiving application for Second Year Examination with a Super fine of ` 600/- | 31.12.2013 |
| 6. | Date of Publication of First Year candidate details through DHSE Portal | 26.11.2013 |
| 7. | Last date for receiving application for First Year Examination without fine | 05.12.2013 |
| 8. | Last date for receiving application for First Year Examination with a fine of ` 20/- | 16.12.2013 |
| 9. | Last date for receiving application for First Year Examination with an additional fine of ` 5/- per day. | 19.12.2013 |
| 10. | Last date for receiving application for First Year Examination with a Super fine of ` 600/- | 31.12.2013 |
| 11. | Last date for uploading teacher details for exam related duties | 19.11.2013 to 30.11.2013 |
| 12. | Uploading of CE details to DHSE portal | 01.02.2014 to 13.02.2014 |
| 13. | Downloading of Admission Tickets for Second Year | 04.02.2014 |
| 14. | Downloading of Admission Tickets for First Year | 11.02.2014 |
| 15. | Last date for receipt of application for condonation of shortage of attendance in the Regional Deputy Director Offices / Directorate of Higher Secondary Education | 06.02.2014 |
| 16. | Last date for submission of application for special concessions for differently abled students | 06.02.2014 |
| 17. | Practical Evaluation | 10.02.2014 to 25.02.2014 |
| 18. | Terminal Evaluation | 03.03.2014 to 20.03.2014 |
| 19. | Last date for receipt of application for award of grace marks | 24.02.2014 |
| 20. | Last date for application for cancellation | 31.03.2014 |

APPENDIX-6

**THE PATTERN OF ALLOTMENT OF SCORES FOR SECOND YEAR HIGHER SECONDARY EXAMINATION, MARCH, 2014
SCHEME – 1 (COMBINED LIST)**

| Subject & Paper | First year | | | | Second year | | | | Combined Total (First & Second Year) | | | | Separate Minimum for TE (30%) | Total Score for Eligibility for Higher Studies (60 out of 200 – Grade D+) |
|--------------------------------------|------------|----|----|-------|-------------|----|----|-------|--------------------------------------|----|----|-------|-------------------------------|---|
| | TE | CE | PE | Total | TE | CE | PE | Total | TE | CE | PE | Total | | |
| Part I ENGLISH | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Part II Languages | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Comp.Inf. Technology | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Physics | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Chemistry | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Computer Science | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Home Science | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Electronics | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Geology | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Ele.Service Technology | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| BIOLOGY | | | | | | | | | | | | | | |
| Botany | 30 | 10 | -- | 40 | 30 | 10 | 20 | 60 | 60 | 20 | 20 | 100 | | |
| Zoology | 30 | 10 | -- | 40 | 30 | 10 | 20 | 60 | 60 | 20 | 20 | 100 | | |
| Botany & Zoology (Total) | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Mathematics (S) | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| History | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Economics | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Political Science | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Sociology | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Gandhian Studies | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Philosophy | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Social Work | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Part III Languages | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Sanskrit Sahitya | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Sanskrit Sasthra | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Islamic History & Culture | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Psychology | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Communicative English | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Journalism | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| English Literature | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Anthropology | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Computer Application (H) | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Geography | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Music | 40 | 20 | -- | 60 | 40 | 20 | 80 | 140 | 80 | 40 | 80 | 200 | 24 | 60 |
| Statistics | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Business Studies | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Accountancy with AFS | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | -- | 200 | 48 | 60 |
| Accountancy with Computer Accounting | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |
| Mathematics © | 80 | 20 | -- | 100 | 80 | 20 | -- | 100 | 160 | 40 | 40 | 200 | 48 | 60 |
| Computer Application © | 60 | 20 | -- | 80 | 60 | 20 | 40 | 120 | 120 | 40 | 40 | 200 | 36 | 60 |

TE – Terminal Evaluation ; CE – Continuous Evaluation ; PE – Practical Evaluation. For subjects except Music, no separate minimum for CE & PE. No separate minimum for TE in Botany or Zoology. Separate minimum for Biology is 36 scores. For Music separate minimum of 24 score required for PE.

APPENDIX - 7

**THE PATTERN OF CONDUCT OF SECOND YEAR HIGHER SECONDARY EXAMINATION, MARCH 2014
(SCHEME - 2)**

| Subject & Paper | Hours of Exam | Maximum Score | | | | Separate Minimum for TE (30%) | Total Score for Eligibility for Higher Studies (30-39 out of 100 - Grade D+) |
|--------------------------------------|---------------|---------------|----|----|-------|-------------------------------|--|
| | | TE | CE | PE | Total | | |
| Part I ENGLISH | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Part II Languages | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Comp.Inf. Technology | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| * Physics | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| * Chemistry | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Computer Science | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Home Science | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Electronics | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Geology | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Ele.Service Technology | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| * BIOLOGY | | 30 | 10 | 10 | 50 | 9 | 15 |
| Botany | | 30 | 10 | 10 | 50 | 9 | 15 |
| Zoology | | 30 | 10 | 10 | 50 | 9 | 15 |
| Botany & Zoology (Total) | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| * Mathematics (S) | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| History | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| * Economics | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| * Political Science | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Sociology | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Gandhian Studies | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Philosophy | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Social Work | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Part III Languages | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Sanskrit Sahitya | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Sanskrit Sasthra | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Islamic History & Culture | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Psychology | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Communicative English | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Journalism | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| English Literature | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Anthropology | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Computer Application (H) | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Geology | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| * Geography | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Music | 1.30 | 40 | 20 | 40 | 100 | 12 | 30 |
| Statistics | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Business Studies | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Accountancy with AFS | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Accountancy with Computer Accounting | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| * Mathematics © | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Economics | 2.30 | 80 | 20 | | 100 | 24 | 30 |
| Computer Application © | 2 | 60 | 20 | 20 | 100 | 18 | 30 |
| Statistics | 2 | 60 | 20 | 20 | 100 | 18 | 30 |

TE – Terminal Evaluation ; CE – Continuous Evaluation ; PE – Practical Evaluation. No separate minimum for CE & PE. For Music separate minimum of 12 score required for PE.

* Separate questions. All other questions are same as that for Scheme - 1.

APPENDIX-8

THE PATTERN OF CONDUCT OF FIRST YEAR HIGHER SECONDARY EXAMINATION, MARCH, 2014

| Subject & Paper | Hours of Exam | Maximum Score | | Total |
|---|---------------|---------------|----|-------|
| | | TE | CE | |
| Part I ENGLISH | 2.30 | 80 | 20 | 100 |
| Part II Languages | 2.30 | 80 | 20 | 100 |
| Comp.Inf. Technology | 2 | 60 | 20 | 80 |
| PART – III (OPTIONAL SUBJECTS) (a) SCIENCE & TECHNICAL GROUP | | | | |
| Physics | 2 | 60 | 20 | 80 |
| Chemistry | 2 | 60 | 20 | 80 |
| Computer Science | 2 | 60 | 20 | 80 |
| Home Science | 2 | 60 | 20 | 80 |
| Electronics | 2 | 60 | 20 | 80 |
| Geology | 2 | 60 | 20 | 80 |
| Ele.Service Technology | 2 | 60 | 20 | 80 |
| BIOLOGY | | | | |
| Botany | | 30 | 10 | 40 |
| Zoology | | 30 | 10 | 40 |
| Botany & Zoology (Total) | 2 | 60 | 20 | 80 |
| Mathematics | 2.30 | 80 | 20 | 100 |
| (b) HUMANITIES GROUP | | | | |
| History | 2.30 | 80 | 20 | 100 |
| Economics | 2.30 | 80 | 20 | 100 |
| Political Science | 2.30 | 80 | 20 | 100 |
| Sociology | 2.30 | 80 | 20 | 100 |
| Gandhian Studies | 2 | 60 | 20 | 80 |
| Philosophy | 2.30 | 80 | 20 | 100 |
| Social Work | 2 | 60 | 20 | 80 |
| Part III Languages | 2.30 | 80 | 20 | 100 |
| Sanskrit Sahitya | 2.30 | 80 | 20 | 100 |
| Sanskrit Sasthra | 2.30 | 80 | 20 | 100 |
| Islamic History & Culture | 2.30 | 80 | 20 | 100 |
| Psychology | 2 | 60 | 20 | 80 |
| Communicative English | 2 | 60 | 20 | 80 |
| Journalism | 2 | 60 | 20 | 80 |
| English Literature | 2.30 | 80 | 20 | 100 |
| Anthropology | 2.30 | 80 | 20 | 100 |
| Computer Application | 2 | 60 | 20 | 80 |
| Geology | 2 | 60 | 20 | 80 |
| Geography | 2 | 60 | 20 | 80 |
| Music | 1.30 | 40 | 20 | 60 |
| Statistics | 2 | 60 | 20 | 80 |
| (c) COMMERCE GROUP | | | | |
| Business Studies | 2.30 | 80 | 20 | 100 |
| Accountancy with AFS | 2.30 | 80 | 20 | 100 |
| Accountancy with Computerised Accounting | 2 | 60 | 20 | 80 |
| Mathematics | 2.30 | 80 | 20 | 100 |
| Political Science | 2.30 | 80 | 20 | 100 |
| Economics | 2.30 | 80 | 20 | 100 |
| Computer Application | 2 | 60 | 20 | 80 |
| Statistics | 2 | 60 | 20 | 80 |

TE – Terminal Evaluation ; CE – Continuous Evaluation ;

APPENDIX – 9

Distribution of scores for Second Year Higher Secondary Examination, March, 2014 – Scheme - 1

| Item | Continuous Evaluation (C.E) | Practical Evaluation (P.E) | Terminal Evaluation (T.E) | Total | Time of Terminal Evaluation |
|------------------------------------|-----------------------------|----------------------------|---------------------------|-------|-----------------------------|
| Subjects without Practicals | 20 | - | 80 | 100 | 2 ½ hrs |
| For Music | 20 | 80 | 40 | 140 | 1 ½ hrs |
| Biology | 20 | 40 | 60 | 120 | 2 hrs |
| For other Subjects with Practicals | 20 | 40 | 60 | 120 | 2 hrs |

APPENDIX – 10

Distribution of scores for Higher Secondary Examination, March, 2014 – Scheme - 1 (Combined list)

| Item | FIRST YEAR | | | | SECOND YEAR | | | | |
|------------------------------------|------------|-----|-------|-----------|-------------|-----|-----|-------|--------------|
| | C.E | T.E | TOTAL | TIME | C.E | P.E | T.E | Total | Time of T.E. |
| Subjects without Practicals | 20 | 80 | 100 | 2 ½ hours | 20 | - | 80 | 100 | 2 ½ hrs |
| For Music | 20 | 40 | 60 | 1 ½ hours | 20 | 80 | 40 | 140 | 1 ½ hrs |
| Biology | 20 | 60 | 80 | 2 hours | 20 | 40 | 60 | 120 | 2 hrs |
| For other Subjects with Practicals | 20 | 60 | 80 | 2 hours | 20 | 40 | 60 | 120 | 2 hrs |

APPENDIX –11

Distribution of scores for Second Year Higher Secondary Examination, March, 2014 – Scheme - 2

| Item | Continuous Evaluation (C.E) | Practical Evaluation (P.E) | Terminal Evaluation (T.E) | Total | Time of Terminal Evaluation |
|------------------------------------|-----------------------------|----------------------------|---------------------------|-------|-----------------------------|
| Subjects without Practicals | 20 | - | 80 | 100 | 2 ½ hrs |
| For Music | 20 | 40 | 40 | 100 | 1 ½ hrs |
| Biology Botany | 10 | 10 | 30 | 50 | 1 hr |
| Zoology | 10 | 10 | 30 | 50 | 1 hr |
| For other Subjects with Practicals | 20 | 20 | 60 | 100 | 2 hrs |

NB: For subjects having Practicals the maximum score for Practical Evaluation is bifurcated as follows:- Laboratory work : 18 scores, Practical records : 2 scores ; For Botany and Zoology these shall be in the order 9 and 1 respectively.

APPENDIX – 12

Distribution of scores for First Year Higher Secondary Examination, March, 2014

| ITEM | Continuous Evaluation (CE) | Terminal Evaluation (TE) | Total | Time |
|----------------------------|----------------------------|--------------------------|-------|-----------|
| Subjects with Practicals | 20 | 60 | 80 | 2 hours |
| Subject without Practicals | 20 | 80 | 100 | 2 ½ hours |
| For Music | 20 | 40 | 60 | 1 ½ hours |

APPENDIX- 13

Nine Point Grading (Second Year Higher Secondary Examination, March, 2014, Scheme - 1)
Combined scores obtained by a candidate in the First & Second Year Higher Secondary Examinations taken together

| Grade | Grade Range |
|--------------|---|
| A+ | Total Score 180 -200 |
| A | Total Score 160 - 179 |
| B+ | Total Score 140 - 159 |
| B | Total Score 120 - 139 |
| C+ | Total Score 100– 119 with TE Score greater than or equal to 30% of TE Maximum |
| C | Total Score 80 - 99 with TE Score greater than or equal to 30% of TE Maximum |
| D+ | Total Score 60 - 79 with TE Score greater than or equal to 30% of TE Maximum |
| D | Total Score 40 - 59 or TE Score less than 30% of TE Maximum |
| E | Total Score below - 40 |

- For Music, 30% each of the maximum score of PE & TE is necessary for D+ Grade or above.
- There will be no separate minimum for CE and PE whereas a minimum of 48 scores for subjects without practicals and 36 scores for subjects with practicals for TE is compulsory.
- To become eligible for higher studies a candidate should attain D+ Grade in all subjects.
- For securing D+ grade for Biology separate minimum for Botany or Zoology is not necessary.
- The combined scores obtained by a candidate in the First & Second Year Higher Secondary Examinations taken together and grades there upon will determine the eligibility of the candidate for higher studies.

APPENDIX- 14

Nine Point Grading (Second Year Higher Secondary Examination, March, 2014 , Scheme - 2)

| Grade | Grade Range |
|--------------|---|
| A+ | Total Score 90-100 |
| A | Total Score 80-89 |
| B+ | Total Score 70-79 |
| B | Total Score 60 – 69 |
| C+ | Total Score 50– 59 with TE Score greater than or equal to 30% of TE Maximum |
| C | Total Score 40– 49 with TE Score greater than or equal to 30% of TE Maximum |
| D+ | Total Score 30– 39 with TE Score greater than or equal to 30% of TE Maximum |
| D | Total Score 20 - 29 or TE Score less than 30% of TE Maximum |
| E | Total Score below 20 |

- For Music, 30% each of the maximum score of PE & TE is necessary for D+ Grade or above].
- There will be no separate minimum for CE and PE whereas a minimum of 24 scores for subjects without practicals and 18 scores for subjects with practicals for TE is compulsory.
- To become eligible for higher studies a candidate should attain D+ Grade in all subjects.
- For securing D+ grade for Biology separate minimum of 9 scores or above should be attained each for Botany as well as Zoology.
- The scores obtained by a candidate will also be recorded in the Second year Higher Secondary Examination Certificate along with Grades.

AWARD OF GRACE MARKS

Grace marks are given to the winners in the State Level Higher Secondary School Youth Festival as given below.

- 1) A Grade - 5% of the aggregate score
- 2) B Grade - 4% of the aggregate score
- 3) C Grade - 3% of the aggregate score

Grace Marks are awarded to the eligible students who have participated / are winners in Island and U.T. level Kalolsav with effect from 2011-2012 academic year based on the guidelines issued as per G.O.(Rt) No. 40/2011/Gl.Edn. dated, 16.02.2011.

Grace Marks are given to school going regular candidates for their achievements in State / National level competitions during their First and Second Year separately in the respective First / Second Year Higher Secondary Examination. Grace Marks are awarded for the achievements in the following items also as recorded below:

| <u>ITEM</u> | <u>GRACE MARKS</u> <u>(STATE LEVEL)</u> |
|--|--|
| Sasthra - Ganitha | |
| Sasthra - Samuhya | |
| Sasthra Pravarti Parijaya Mela / I.T. Mela | |
| A Grade | 5% of the aggregate score |
| B Grade | 4% of the aggregate score |
| C Grade | 3% of the aggregate score |
| | |
| <u>BALA SASTHRA CONGRESS (W.E.F. 2013 MARCH ONLY) (State Level)</u> | |
| A Grade | 5% of the aggregate score |
| B Grade | 4% of the aggregate score |
| C Grade | 3% of the aggregate score |
| | |
| <u>(SOUTHERN REGIONAL LEVEL)</u> | |
| A Grade | 15 % of the aggregate score |
| B Grade | 13 % of the aggregate score |
| C Grade | 11 % of the aggregate score |
| | |
| <u>(NATIONAL LEVEL)</u> | |
| Participation | 15 % of the aggregate score |
| | |
| <u>SPECIAL SCHOOL YOUTH FESTIVAL</u> | |
| A Grade | 5 % of the aggregate score |
| B Grade | 4 % of the aggregate score |
| C Grade | 3 % of the aggregate score |

Grace marks are given to candidates for their achievements in the sports and games as detailed below.

i. **STATE LEVEL**

- | | | |
|--------------|---|----------------------------|
| First Place | - | 5% of the aggregate score |
| Second Place | - | 4% of the aggregate score |
| Third Place | - | 3 % of the aggregate score |

ii. **NATIONAL LEVEL**

- | | | |
|-------------------------------------|---|----------------------------|
| First Place/Winner (Gold Medallist) | - | 15% of the aggregate score |
| Second Place/Runner Up | - | 13% of the aggregate score |
| Third Place | - | 11% of the aggregate score |

Participation - 10% of the aggregate score

Maximum grace marks awarded in this category will be 50% of the aggregate score.

iii. INTERNATIONAL LEVEL

Participation only - 20% of the aggregate score

Director, Higher Secondary Education, will decide percentage of grace marks for Winners, Runner up and Third place holders in International participations.

GRACE MARKS FOR NCC CADETS

10% scores will be awarded to NCC Cadets as grace marks during Second Year only on satisfying the following four conditions.

- i. The candidate should be in the rank of Corporal or above.
- ii. The candidates are holders of A, B or C certificates.
- iii. The candidate must have represented any one centrally organised camp.
- iv. The benefit of 5% grace marks is awarded to NCC cadets who attended the following camps also;
 1. Naval Attachment Camp
 2. Army Attachment Camp
 3. Pre Republic Day Camp (RDC)
 4. Pre-Nau Sainik Camp (NSC)
- v. 5% Grace Marks is awarded to NCC cadets who have attained 75% attendance [(G.O.(Ms) No. 125/12/Gl.Edn., dated 20.04.2012)]
- vi. Application for grace marks for NCC shall be submitted in duplicate, one copy to the Secretary, Board of Higher secondary Education and the other to Deputy Director General, NCC. Marks are awarded on the basis of the recommendation of the Director General, NCC.

GRACE MARKS FOR NSS

Marks are awarded on the basis of the recommendation of the State Co-ordinator NSS. Grace Marks in Higher Secondary Examination to NSS Volunteers is awarded as detailed below;

- i. NSS Volunteers having NSS Certificates - 2%
- ii. NSS Volunteers attended National Camps - 3%
- iii. NSS Volunteers attended Republic Day Camps - 5%

GRACE MARKS FOR STUDENTS POLICE CADET

Grace Marks for Students Police Cadet are awarded as per G.O.No 214/12/Home, dated 04.08.2012.

GRACE MARKS FOR QUIZ COMPETITION BY STATE LEGAL SERVICES AUTHORITY

- i. First winning team (3 students) - 5 Marks
- ii. Second winning team (3 students) - 3 Marks

GRACE MARKS FOR WINNERS OF BALA SREE AWARDS

Those candidates who have been awarded the Bala Sree awards given away by the National Bal Bhavan which is a Central Government undertaking, are eligible for 5% grace marks as per G.O.(MS) No.151/2013/Gl.Edn. dated 02.05.2013.

GRACE MARKS TO THE ELIGIBLE STUDENTS OF MAHE REGION OF UNION TERRITORY OF PUDUCHERY

As per G.O(Ms) No. 179/2013/G.Edn. dated 31.05.2013 Government accorded sanction for awarding grace marks to the eligible students of Mahe region of Union Territory of Puduchery who have participated / winners in Union Territory level / National level Sports, Arts and Science festivals / fairs from the academic year 2012-2013 onwards. The criteria for awarding such grace marks will be based on the guidelines issued as per G.O.(Ms) No.40/2011/G.Edn. dated 16.02.2011.

RULES FOR APPLYING FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1. A minimum of 75% attendance is compulsory for regular school going students for appearing for +1 and +2 Examinations. Those who fail to get minimum attendance shall apply for Condonation of attendance in the prescribed form (Appendix – 34). Condonation will not be granted as a matter of right. The Regional Deputy Director concerned, Higher Secondary Education is delegated with powers to grant Condonation for students with at least 65% attendance.
2. For students who could not obtain 65% attendance the Government is the authority to grant Condonation on the recommendation of the Director of Higher Secondary Education. Applications of such candidates shall be forwarded to the Joint Director (Exams) directly by the Principal. **A candidate who secures less than 50% of attendance is not eligible for condonation of attendance. Such candidates shall get readmitted and complete the course as per rules.**
3. Exemptions may ordinarily be granted to a student who has failed to keep 75% of the attendance prescribed if the following conditions are satisfied.
 - a) Treasury Chalan Receipt for the prescribed fee remitted under the Head of account 0202-01-102-97-03 other receipts)
 - b) **The exemption sought for is duly recommended by the Principal concerned.**
 - c) **The reasons given for failure to attain the minimum prescribed attendance are satisfactory and supported by documentary evidence.**
 - d) **Applications for condonation in the prescribed form is to be forwarded fully documented on or before 06.02.2014.**
 - e) **Entries in each column of the application shall be correct and documents proper.**
4. Application for condonation should be accompanied by Medical Certificate signed by a Registered Medical Practitioner, if the absence due to ill – health exceeds five working days at a stretch. The Principal should verify the Medical Certificates and also certify against each period of absence whether applications for leave are submitted and granted in time.
5. Applications of Std: XI and std XII should be submitted separately with a list comprising the names of students who applied for condonation of shortage of attendance in each class.
6. The last date for calculating the total attendance of the candidate shall be fixed as 31.01.2014. The total number of working days in an academic year stated in the application should not vary with different candidates.
7. Only if the entries in each column of the application are correct, documents are proper and the candidate is eligible for condonation, the application need be recommended and forwarded to the superior authority.
8. A candidate who has applied for condonation of shortage of attendance and is eligible for the same, should be allowed to appear for the Examination only if he / she is in receipt of the order sanctioning condonation of shortage of attendance from the concerned authority. Disciplinary action will be initiated against those authorities who violate the direction.
9. Condonation of shortage of attendance will be granted to a candidate only once during the course of study. i.e.either during First or Second year. **Hence a candidate who is in receipt of an order granting condonation of shortage of attendance in Std: XI will not be eligible to apply for condonation of shortage of attendance in Std: XII.**

CONCESSIONS TO CANDIDATES WITH SPECIAL NEEDS

- (a) Physically challenged candidates will be given 10 minutes grace time per hour of examination, according to the gravity of the handicap/disorder, if the following conditions are satisfied.
- i) Application for concession should be submitted in the prescribed format provided in Appendix - 34, supported by medical certificate issued by a Medical Board, which include a specialist in physical medicine and rehabilitation or orthopaedics.
 - ii) Physically challenged candidates who are unable to write with their hands will be provided with the services of a scribe and extra time of 15 minutes per hour, if the Medical Board specifically states that the candidate is unable to write on his own. In the medical certificate from the medical board it should be clearly stated that the candidate examined deserves extra time and service of scribe.
 - iii) Physically challenged candidates who cannot move their hand freely will be exempted from drawing diagrams and geometrical figures, provided, it is so certified by the Medical Board in the medical certificate. Marks for diagrams will be given proportionately based on the marks secured by them.
 - iv) Mentally challenged candidates and candidates having neurological disorders shall be given 25% marks secured by them, additionally on producing medical certificate from medical board that includes a psychiatrist in the case of mentally retarded candidates and a neurologist in the case of candidates with neurological disorders.
 - v) For candidates having physical or orthopaedic handicap plus visual and or hearing problems, mental retardation etc the respective specialist must be present in the medical board, which certifies the handicap.
 - vi) Applications for the above concessions should reach the concerned Regional Deputy Director, Higher Secondary Education before the last date prescribed for the same. Original medical certificate from the medical board and attested photocopy of the same must be submitted along with the application. Original medical certificate will be returned after verification, to the candidate.
- (b) Hearing impaired candidates will be given 25% of marks secured by them additionally subject to their producing a medical certificate in original from a medical board comprising an ENT specialist. An attested copy of the medical certificate should also be attached with the application. Candidates will be exempted from appearing for the Second language.
- (c) Visually impaired candidates are eligible for extra time/service of a scribe subject to the following conditions.

- i. Medical certificate in original from the head of the department of Ophthalmology or from a person not below the rank of an associate professor of Ophthalmology of a medical college in the state or from the district ophthalmic surgeon, detailing the visual handicap should be enclosed along with the application. An attested photocopy of the medical certificate should also be attached with the application. Candidates with visual handicap of 20 – 49% will be given 10 minutes extra time per hour of examination. Candidates with visual disability of 50 – 79 % will be given extra time of 15 minutes for every one hour of examination. Candidates with 80% or more visual disability will be permitted to avail the services of a scribe in addition to the extra time of 15 minutes per hour of examination. Candidates with visual disability upto 19% will be treated as normal.

- ii. The service of an interpreter can be availed in the case of hearing impaired / mentally challenged candidates. The service of Resource teachers (coming under IEDC, General Education Department) can be availed for the purpose. In the absence of the above, the service of HSST in the concerned school can be utilized. Visually impaired candidates will be allowed to use recognition facility and IED candidates will be provided opportunity to use Computer / Laptop provided they submit request in the prescribed application form and obtain order regarding the same.

- iii. Applications for concession, in the prescribed format provided in Appendix - 36, should be submitted before the last date prescribed for the same to the concerned Regional Deputy Director, Higher Secondary Education. Educational qualification of the scribe whose service is hired in all the above cases should be below Plus Two level, ie, the scribe should not have passed Higher Secondary or equivalent examinations. In the absence of the service of such candidates as scribes, the service of candidates who have completed Plus Two course with a different combination of subjects than that of the applicant can be availed. The details of the proposed scribe should be forwarded to the Regional Deputy Director, along with the application for the services of scribe. The Principal shall appoint scribe after verifying his identity and qualification.

The Principals of the Higher Secondary Schools shall ensure that differently abled / mentally challenged candidate are not admitted to batches with subject combination involving Practicals, which the student concerned are unable to cope with due to her/his disability.

**The Chief Superintendent should write the order number granting concessions and also the nature of concession granted clearly on top of the answer scripts and such answer scripts shall be forwarded to the valuation camps in separate CV covers with the inscription “Answer Script of (nature of handicap) candidate, Order No.
 nature of concession (25% grace mark, exemption from drawings etc.)**

INSTRUCTIONS FOR THE CONDUCT OF PRACTICAL EVALUATION

- i. On receipt of the appointment letter, the external examiner shall confidentially intimate the Chief Superintendents of the centres assigned to them, the date and time of examination in that centre and shall conduct the examination on the specified date.
- ii. Chief Superintendent shall make all necessary arrangements and make available all necessary materials for the conduct of Practical Evaluation in consultation with the External Examiner. The Principal shall appoint an Internal Examiner and Lab Assistant to assist the External Examiner, if required.
- iii. Practical Evaluation having 3 hour duration should be conducted in two sessions (Forenoon and After noon) and Practical Evaluation having 1½ hour duration shall be conducted in 3 sessions in a day
- iv. Question papers and blank mark sheets for entering marks shall be supplied to the Chief Examiner by the Examination Secretary. The Chief Examiner shall issue the same to the External Examiners. The External Examiner shall conduct the Practical Evaluation as per the instructions given by the Chairman/Chief Examiner and the sole responsibility of correctness of the evaluation of the performance shall rest with the External Examiner.
- v. The mark sheets shall be prepared in duplicate as soon as the Practical Evaluation is over and put in a cover and sealed. Marks shall be entered in figures and words in black ink. In the case of single digit mark, a hyphen shall be put on both sides of the digit. Register Number of absentees should be marked in red ink as ABSENT.
- vi. The cover containing original mark sheets shall be put in a cover and sealed. The cover shall be superscribed as CONFIDENTIAL and sent by speed post on the same day or at the latest by the next working day without fail in the name address of the Secretary. The Expenditure in this regard may be met from the fund allotted for the conduct of Examination in the parent school of the examiner.
- vii. An Examiner should keep the duplicate copy of the mark sheets under his/her safe custody in sealed covers, which shall be destroyed only after one year from the date of publication of results or otherwise instructed.
- viii. As soon as the practical examinations are over the External Examiner shall hand over all the answer scripts in a sealed cover to the concerned Chief Examiner under proper receipt. The Principal shall keep the answer scripts under safe custody for one year from the date of publications of results and produce the same before the authorities if directed.
- ix. Examiners should keep the scores awarded to the candidates strictly confidential.
- x. Admissible TA/DA and other remuneration as per rules shall be disbursed by the Principal of the centre. Examiners are eligible for duty leave for the days of Practical Evaluation. Duty leave shall be sanctioned by the Principal of the parent school on production of duty certificates from the Chief Superintendent/Principal of the Examination Centre.
- xi. If an Examiner is not in a position to attend the work due to any unavoidable circumstances, such as serious illness, death of close relative etc. he/she should immediately intimate the fact to the Chief Superintendent of the centre to which he/she is posted as well as to the Chief Examiner for making substitute arrangements.

**INSTRUCTIONS TO THE CANDIDATES APPEARING FOR THE HIGHER
SECONDARY EXAMINATION**

- i. Candidates shall take their allotted seats in the examination hall at least fifteen minutes before the commencement of the examination. Candidates presenting themselves more than half an hour after the appointed time will not be admitted to the examination hall. Candidates who are undoubtedly suffering from infectious disease of any kind will not be admitted. Candidates shall bring their admission tickets on all days of examinations.
- ii. Candidates are prohibited from writing upon their admission tickets or question papers. They are also prohibited from writing their name on any part of the answer books.
- iii. Candidates are permitted to write the examination, in English, Malayalam, Tamil or Kannada.
- iv. Candidates shall write their register numbers in words as well as in figures in the space provided for the purpose on the facing sheet of the answer books. They shall also write the name of Examination, name of the subject and the code number of the question paper in the space provided. They are strictly prohibited from writing their Register Numbers on any other page of their answer book and additional sheets.
- v. Candidates are prohibited from bringing in the examination hall any book or portion of the book, manuscripts or paper of any description, mobile phones, electronic gadgets and any other devices that can be used to breach the confidentiality of the examination. Candidates are prohibited from communicating with one another, or persons outside the examination hall during the examination. They are also prohibited from copying from the answer script of other candidates.
- vi. Candidates are permitted to use Scientific Calculators with single line display and Standard Clarke's Table for subjects having calculation. They are not permitted to use calculators with multiple line facility, programmable calculators (graphic calculators) & Personal Digital Assistants (PDA) in the Examination Hall.
- vii. Candidates will be allowed to leave the examination hall only after 30 minutes of commencement of examination and 30 minutes before the completion of the examination. Candidate who leaves the examination hall before the expiry of the examination time will not be permitted to return till the end of the examination.
- viii. When a candidate has finished writing, his/her answer books should be handed over to the invigilator present in the hall. He/she should not leave the hall leaving the answer book in his/her seat.
- ix. On completion of the Examination the candidates shall tie up the main and additional sheets, number the pages in order and write the number of additional sheets used in the column provided in the main sheet.
- x. Disciplinary action shall be taken against those candidates found violating the instructions issued.

DUTIES OF CHIEF SUPERINTENDENTS

- i. The Chief Superintendent shall be responsible for the smooth conduct of examination and he/she shall see that all instructions issued in this regard are strictly followed.
- ii. Chief Superintendents shall supervise and control the Deputy Chief Superintendents, Assistant Superintendents and other staff appointed for the conduct of examinations in a centre and shall make all necessary arrangements for the conduct of the examination.
- iii. Chief Superintendent is responsible for the maintenance of all the registers prescribed in connection with the examination.
- iv. Chief Superintendent is responsible for the maintenance of accounts of all examination materials.
- v. The monogram of the Chief Superintendent should be affixed on all pages of examination answer books and additional sheets. The monogram shall be so prepared in such that it shall not reveal the identity of the school. Monograms should not be affixed on the Bar coded answer scripts and additional sheets of Plus Two examination in Physics, Chemistry & Mathematics.
- vi. Before opening the question paper packets the Chief Superintendent, Deputy Chief Superintendent and Assistant Superintendents shall ensure that the correct question papers for the day as per the time table is being opened. Chief Superintendent shall open the question paper packets in time in the presence of the Deputy Chief and two Assistant Superintendents. Chief Superintendent shall distribute the right question papers to the candidates as per instructions in this regard.
- vii. Chief Superintendent shall ensure that laptop / computer, if any, provided to candidates with special needs contains neither any information related to that examination nor any manipulation is made in the same. The printout of the answerscripts of such candidates should be obtained from the Assistant Superintendent, authorize the same and sent it to the concerned C.V. Camp.
- viii. The written answer scripts shall be under his/her custody and he/she shall send it to the name address of the Camp Co-ordinator concerned by Registered Parcel as per instructions in this regard, on the same day itself. The Plus One & Plus Two answer scripts shall be bundled seperately and in each bundle the answer scripts shall be packed subjectwise. He should send the consolidated absentee statement to the Secretary and subject wise absentee statement to the CV camp concerned. The consolidated absentee statement shall also be uploaded to the Higher Secondary Portal on the last day of the examinations.
- ix. Chief Superintendent shall be responsible for the timely disbursement of TA/DA and remuneration for the persons engaged for examination duty as per rules.
- x. Chief Superintendent shall maintain all accounts of expenditure in connection with the examination and forward the bills to the Directorate immediately after the examinations are over.
- xi. The provision in the ‘HSE Manager’ software shall be compulsorily used for preparing the seating arrangement of candidates in the examination hall.

DUTIES OF DEPUTY CHIEF SUPERINTENDENTS

- i. Deputy Chief Superintendent shall act under the control and supervision of the Chief Superintendent and render all assistance for the conduct of examination as per rules.
- ii. Deputy Chief Superintendent shall act as the Chief Superintendent in the temporary absence of the Chief Superintendent.
- iii. Deputy Chief Superintendent is competent to report directly to the Secretary, on any relevant matters for preserving the sanctity of the examination.

Explanation:

- a) Violation of examination rules by the chief superintendent /invigilators/any other person in the Examination centre
- b) Opening of question papers not meant for that days examination
- c) Issue of wrong question papers to the candidates
- d) Any other relevant matters

In the above cases the Deputy Chief Superintendent should send a report directly to the Secretary on the same day the event occurred, by fax/speed post/telephone.

- iv. Deputy Chief Superintendent shall check the seating arrangement in the examination halls and ensure that the arrangements are as per that generated through the HSE Manager.
- v. Deputy Chief Superintendent should verify all the question paper packets before the commencement of the examination each day. He/She should see that question papers of the Higher Secondary Examinations are kept in a separate safe with locker facility.
- vi. Deputy Chief Superintendent shall be present at the time of closing and opening of the locker containing question papers and shall sign in the register for entering the date, day and time of opening/closing the safe containing question papers.
- vii. Deputy Chief Superintendent shall be present at the time of opening the question paper packets and follow the rules in this regard.
- viii. Deputy Chief Superintendent shall visit all rooms when the examination is in progress and ensure that the Assistant Superintendents are performing their duties as per rules.

DUTIES OF ASSISTANT SUPERINTENDENTS

- i. Assistant Superintendents shall discharge their duties as per instructions from the Chief and Deputy Chief Superintendent
- ii. They shall be responsible for maintaining discipline and decorum in the examination hall.
- iii. They shall put their initials in the additional sheets issued to the candidates and also on the last page of the answer script.
- iv. They shall identify the candidate as per hall tickets and see that the candidates have written the correct Register Number in the main sheet of the answer script. They shall ensure that no malpractice is indulged by the candidates during the examination.
- v. They shall see that no candidate is admitted to the examination hall after 30 minutes from the commencement of examination and no candidate leaves the examination hall before 30 minutes from the completion of the examination.
- vi. They shall see that the right question paper is distributed to the candidates. While distributing question papers they shall verify the scheme to which a candidate belongs and also see that the different versions of question papers like Accountancy with AFS & Accountancy with CA, Mathematics - Science and Commerce and Computer Application - Humanities and Commerce are issued to the right candidates. As separate question papers are issued to Scheme 1 & 2 students in subjects like Physics, Chemistry, Biology, Maths, Geography, Economics & Political Science, the Assistant Superintendents shall ensure that the correct question papers are distributed to the Scheme 1 & Scheme 2 students.
- vii. They shall see that the candidates are writing their Register numbers correctly in figures and words, the name of the Examination, subject, question paper code number etc. in the space provided for the purpose in the facing sheet of the answer book. The Register Number written by the candidate should be verified with the Register Number in the Admission ticket and shall see that the register number is written in no other place in the answer script.
- viii. They shall maintain the accounts of the main answer books and additional sheets issued to the candidates in the room. The acknowledgement of the candidates should be obtained while issuing the additional sheets. They should ensure that the sheets already issued are completely used before issuing additional sheets
- ix. They shall see that all the supporting documents as per rules prescribed for the examination are maintained.
- x. They shall ensure that the candidates are seated in such away that there is no chance for copying or other malpractices. Seating arrangement should be noted in the seating arrangement register. They shall ensure that the seating arrangements made in the Examination hall has not been manipulated by the candidates for their benefit and that each candidate occupies the seat allotted to him by the Chief Superintendent as per the seating arrangement generated through 'HSE Manager'.
- xi. They shall ensure that the candidates receive no external help and candidates are not indulging in any kind of malpractices. Any such incident should be reported to the Chief Superintendent/ Deputy Chief Superintendent and steps as prescribed in these rules should be initiated.
- xii. They shall ensure that the candidate fills the column earmarked for filling the total number of pages in the main answer book.
- xiii. They shall ensure that the Computer / Laptop, if any, provided for the candidate with special needs, does not contain any information related to the concerned Examination. They should also get the printout of the answer scripts in the presence of Chief Superintendent.
- xiv. The Assistant Superintendents authorized by the Chief Superintendent to sign the certificate on top of the question papers packet shall verify whether the correct question papers packet for the day as per the time table is being opened.
- xv. On the first day of the Examination all Assistant Superintendents shall reach the Examination centre allotted to them atleast one hour before the commencement of the Examination to become a part of the initial arrangements and also to attend the meeting to be convened by the Chief Superintendent.

NB: All duties assigned in connection with the Examination are part of the official duties and the act of abstaining from such duties can be considered as an act of gross negligence and irresponsibility that invites disciplinary action.

INSTRUCTIONS FOR PACKING ANSWER SCRIPTS

- i. Before packing the answer scripts the Chief Superintendent should ensure that the candidates have written their correct Register number in the column allotted for the purpose.
- ii. The answer scripts should be arranged register number wise and packed 13 numbers in each C.V cover in the case of the subjects except Botany and Zoology. Botany and Zoology papers should be packed in 20 numbers in separate C.V.covers.
- iii. The packing slip generated using the software ‘HSE Manager’ after entering the absentee details shall be pasted on the CV cover The blank marklist with register number generated shall be kept inside the CV cover, except for Plus Two Physics, Chemistry and Mathematics. The answer scripts should be packed and sent by Registered post to the name address of the Camp Co-ordinator in the respective C.V. camp as per the instruction from the Secretary on the day itself if possible or on the next day. Retention of answer scripts in the centre for more than the minimum time required for despatch will invite punishment to the person responsible
- iv. The answer scripts of candidates with special needs should be sent in separate covers superscribed “Physically challenged / visually impaired / hearing impaired /neurological disorders” as the case may be and the order granting concession to the above category of candidates and the nature of the concession given to the candidate should be noted on the answer script as well as on the C.V cover by the Chief/Deputy Chief Superintendent and attested by them.
- v. The consolidated absentees’ statements should be sent in the prescribed proforma to the Secretary and subject wise absentees’ statement to the Centralised Valuation Camps concerned. This should be prepared with utmost care.
- vi. The answer scripts shall be packed subjectwise first. The Plus One & Plus Two answer scripts thus packed subject wise shall be packed in separate bundles and sent to the CV Camps.

INSTRUCTIONS TO CHIEF SUPERINTENDENTS

Regarding Settlement of Advance

1. 'HSE Manager' software should invariably be used for payments of Examination expenses including Theory and Practical Examinations.
2. The upload file attached along with 'HSE Manager' should be uploaded within two weeks on completion of Examinations.
3. Chief Superintendent shall be responsible for the timely disbursement of TA/DA and remuneration for the persons engaged for Examination duty as per rules in Appendix – 27. No further claims will be entertained in this regard.
4. Chief Superintendent shall maintain all accounts of expenditure in connection with the Examination and upload the file attached along with the 'HSE Manager'.
5. The bills and vouchers should be countersigned by the Principal / Chief Superintendent and forwarded to the Directorate for verification and audit purpose, after keeping a copy of the same in the school.
6. Any delay in settlement of the advance bill due to non submission of the bill in the prescribed form and method will be the sole responsibility of the Chief Superintendent / Principal concerned.

APPENDIX –25
THE RATE OF REMUNERATION FOR THE CONDUCT OF THEORY AND PRACTICAL
EXAMINATION MARCH 2014

A. Conduct of theory examination:

| | | |
|--------------------------------|---|-----------------|
| 1. Chief Superintendent | : | ₹ 84.50 per day |
| 2. Deputy Chief Superintendent | : | ₹ 65.00 – do – |
| 3. Assistant Superintendent | : | ₹ 52.00-do- |
| 4. Clerk | : | ₹ 39.00-do- |
| 5. Peon | : | ₹ 29.9-do- |

B. Preliminary Arrangements

| | | |
|---|---|---|
| a. Seating Arrangements | : | ₹ 26/- for every 40 candidates or part thereof. |
| b. Head load charges (including packing) | : | ₹ 10.4/- for every 200 answer books or part thereof |
| c. Telephone Charges | : | Actual amount on the strength of bills |
| d. For Hall ticket generating | : | ₹ 2.6/- per candidate |
| e. Postage | : | Actual amount on the strength of receipt/vouchers |
| f. The Practical Examiners should claim the postage expenses from their parent institutions for the duties in Government and Aided schools. For Un-Aided schools, they should claim postage expenses from the concerned institutions. Towards the claims they should submit the original postal receipts. | | |
| g. Watchman allowance (From the date of receipt of Question Paper to the previous day of the completion of exam) | : | ₹ 150/- per day |
| h. Stationary | : | ₹ 2.6/- per candidate |

C. Conduct of Practical Examination

| | | |
|--------------------------|---|------------------|
| 1. Chief Superintendents | : | ₹ 32.5 per day |
| 2. Clerk | : | ₹ 19.5 per day |
| 3. Lab Attender | : | ₹ 32.5 per batch |

(Candidates consisting of 15 numbers shall be treated as one batch & part thereof shall be treated as a batch if the number of candidates is above four ie; 25% of 15)

I. Practical Examinations in three hour subjects:

| | | |
|--|---|-----------------------------------|
| a. External Examiner (prescribing the work, conducting the practical, supervising and judging the merit of candidates) | : | ₹ 65 per batch |
| b. External Examiner (preparing for the examination) | : | 52 Paise per candidate registered |
| c. External Examiner (Valuing Lab Records) | : | ₹ 1.30 per candidate |
| d. Internal Examiner | : | ₹ 39/- per batch |

II. Practical Examination in Botany and Zoology (2 hours):

| | | |
|--|---|-----------------------------------|
| a. External Examiner (prescribing the work, conducting the practical, supervising and judging the merit of candidates) | : | ₹ 32.50 per batch |
| b. External Examiner (preparing for the examination) | : | Paise 26 per candidate registered |
| c. External Examiner (Valuing Lab Records) | : | ₹ 1.30 per candidate |
| d. Internal Examiner | : | ₹ 31.20 per batch |

III. Cost of Materials for Practical Examinations:

| | | |
|---------------------|---|------------------------|
| 1. Physics / Botany | : | ₹ 1.63 per candidate |
| 2. Chemistry | : | ₹ 3.90/- per candidate |
| 3. Zoology | : | ₹ 3.25 per candidate |
| 4. Geography | : | ₹ 1.17 per candidate |

D. TA for Invigilators and External Examiners:

| | | |
|------------------------------------|---|--------------|
| Up to 8 KMs | : | No TA |
| Above 8 KMs and Up to 32 KMs | : | ½ DA |
| Above 32 KMs with in the Districts | : | 1 DA |
| Inter District TA | : | As per Rules |

The practical examiners can claim TA for attending the district wise meeting from the contingent expenses for their schools as above.

| | | |
|------------------------------------|---|-------|
| up to 8 KMs | : | No TA |
| Above 8 KMs and up to 32 KMs | : | ½ DA |
| Above 32 KMs with in the Districts | : | 1 DA |

Mode of seating arrangement for theory examinations

| | | |
|-----------------------------------|---|------------------------------------|
| Std: XI & XII candidates together | : | One Invigilator for 30 candidates |
| Std: XII candidates only | : | One Invigilator for 20 candidates |
| Std: XI candidates only | : | One Invigilator for 20 candidates. |

APPENDIX –26
CV CAMP TA/DA/REMUNERATION & CONTINGENT EXPENDITURES

I. TA/DA/REMUNERATION TO EXAMINERS

1. **Travelling Allowance**
(Shortest route from the place of duty to the station is to be preferred while claiming TA)

| | | |
|---------------------------------------|---|-------|
| Upto 8 Kilometers | : | No TA |
| Above 8 Kilometers upto 32 Kilometers | : | ½ DA |
| Above 32 Kilometers | : | 1 DA |
2. **DA** : Existing rate prescribed on the basis of basic pay
3. **Remuneration** :

| | | |
|--------------------------------|---|----------------------------|
| For valuation of Answerscripts | : | ₹ 8/- per script |
| Other than Botany and Zoology | | |
| For Botany and Zoology | : | ₹ 6/ script |
| For Scrutiny | : | ₹ 10.4 for every 25 script |

II. DA/REMUNERATION TO CAMP OFFICIALS

- DA : From the first day of exam to the last day of valuation +3 continuous days
- Remuneration** : (For the working days in between the starting day of exam to the last date of valuation + 3 continuous days)
- | | | |
|-------------------|---|---|
| Camp Co-ordinator | : | ₹ 117/day for actual days of valuation |
| Camp Officer | : | ₹ 110.50/day for actual days of valuation |
| Camp A.O. | : | ₹ 104/day for actual days of valuation |
| Camp Clerk | : | ₹ 84.50/day for actual days of valuation |
| Camp Peon | : | ₹ 65/day for actual days of valuation |

Allowances

- | | | |
|---------------------|---|--|
| Data Entry Operator | : | ₹ 170/day for actual no.of valuation days + 2 days |
| Sweeper | : | ₹ 100/day for actual no.of valuation days + 2 days |
| Night Watchman | : | ₹ 150/day from last day of exam to the last day of valuation |

Contingency (Supported by proper vouchers)

Upto 50,000/- scripts – 25 paise per script, then
20 paise per script for the next 50,000 and then
15 paise per script for the balance.

CENTRALISED VALUATION CAMP INSTRUCTIONS
INSTRUCTIONS TO CAMP CO-ORDINATORS

1. 'C.V Camp Manager' software should invariably be used in the camp for script distribution, payments, attendance certificate etc.
2. The upload file attached along with the C.V.camp manager should be uploaded within two weeks on completion of the camp (Click 'Make Upload File' in 'Basic Settings')
3. Time schedule should be strictly maintained in the camp
4. The mark sheets should be sent on the same day of valuation in the name of Dr.K.Mohana Kumar, Joint Director (Examination), Directorate of Higher Secondary Education, Housing Board Buildings, Santhi Nagar P.O., Thiruvananthapuram – 695001
5. The Camp Co-ordinator should verify the basic pay of the examiners and the distance to the camp from their parent school. Camp Co-ordinator will be responsible for any excess payments found later.
6. Camp expenses should be grouped under the following categories
 - (1) TA / DA / Remuneration to Camp Staff & Examiners
 - (2) TA / DA / Remuneration to Examiners engaged in Scheme finalization.
 - (3) TA / DA / Vehicle fare relating to shifting of answer scripts and collection of cash from other CV camps, if needed.
 - (4) Allowance to a data entry operator
 - (5) Allowance to a night watchman.
 - (6) Allowance to a sweeper.
7. Postage : Actual amount on the strength of receipt/vouchers
8. Contingent expenses : Expenses which may be included under contingencies are as follows:
 - a) Telephone
 - b) Water Charges
 - c) Electricity Charges including hiring of fans/tube lights/generator etc.
 - d) Arrangement of storage room before & after valuation
 - e) Sanitation expenses
 - f) Stationery & Paper Charges
 - g) Catridge
 - h) Photostat
 - i) Audio System Charges
 - j) Projector Charges
 - k) Loading & Unloading Charges
 - l) Transportation Charges to despatch marksheets
 - m) Room Arrangement
 - n) Miscellaneous, if any.
8. The proper vouchers for the above said expenditures should be kept in the camp for further verification and audit. Each & every voucher or bill should be admitted and passed for payment by the camp co-ordinator. The camp co-ordinator will solely be responsible for fraud and fake bills or vouchers if any, found later.
9. The Camp Co-ordinator should submit the bill in TR59 with a copy of 'Summary Report' (Software generated) to the Directorate with in a week on completion of CV Camp. Supporting vouchers need not be sent to the Directorate. If the vouchers are to be verified, further directions to this effect will be issued separately. The genuineness and correctness of vouchers and invoices should be ensured by Camp Co-ordinator. Any delay in settlement of the advance bill due to non-submission of the bill in time will be the sole responsibility of the co-ordinator concerned.

UPLOADING OF CANDIDATE DETAILS

Second Year Examination

a. Regular School going Open School candidates

The centre wise list of Second Year Regular candidates will be published through the web portal www.dhsekerala.gov.in

All the Higher Secondary School Principals should download the list and publish the same in the school notice board. Before publishing the list, the names of all candidates not eligible to appear for the Second Year Higher Secondary Examination, March 2014, due to various reasons should be deleted. In the case of lateral entry candidates, the Principal shall ensure that the candidates have appeared for all subjects in the improvement examination. Those candidates who are absent for any subject in the examination shall be removed from the list.

After the last date for receiving the application form at the Examination centre, those candidates who were not eligible/ not applied for registration shall be UNREGISTERED in the list through the web portal (Detailed instructions in this regard shall be issued separately).

b. Compartmental candidates

The list of all eligible compartmental candidates for online registration shall be made available through the web portal and online registration shall be made by selecting those candidates who had submitted application at the school for examination registration(Detailed instructions in this regard shall be issued separately). In the case of Scheme – 1 Compartmental candidates the Principal shall see that they have appeared for all the registered subjects in the First Year Improvement Examination, September 2013.

c. Special Category candidates

The photocopy of the application for examination registration submitted by such candidates (XI & XII) should be forwarded to the Joint Director (Examination) immediately after the last date prescribed for receiving the applications at the school. The registration of such candidates will be done at the Directorate.

First Year Examination

The centre wise list of all First Year Regular candidates admitted to the First Year Higher Secondary course (School Going and Open School) for the academic year 2013 – 2014 will be published through the web portal www.dhsekerala.gov.in.

All the Higher Secondary School Principals (Government, Aided and Un-aided) should download the list and publish the same in the school notice board. Before publishing the list, the names of all candidates not eligible to appear for the Examination, due to various reasons should be deleted.

Those candidates who are not eligible/ not applied for registration shall be UNREGISTERED in the list through the web portal (Detailed instructions in this regard shall be issued separately).

APPENDIX - 29

UPLOADING OF EXAMINATION FEE REMITTANCE DETAILS

Centre wise Examination fee demand statement will be made available through the dhse web portal along with a program for uploading the examination fee remittance details. The details of the examination Demand Collection Balance (DCB) Statement should be uploaded using this program.

APPENDIX - 30

DOWN LOADING OF ADMISSION TICKETS

Centre wise **admission tickets** of the registered candidates will be made available through the web portal www.dhsekerala.gov.in. The Principals of the Examination centres can down load the admission tickets from the portal. However the admission tickets of the candidates whose CE marks were not uploaded through the portal shall be blocked by the Principal and such candidates should not be allowed to attend the Examination.

APPENDIX - 31

UPLOADING OF CONTINUOUS EVALUATION (CE) SCORES

The software, 'EVALPRO', for the preparation of the CE scores shall be made available through the web portal www.dhsekerala.gov.in. The data base of the candidates registered for the Examination from each centre shall be included in the software. The Principals of the Examination centres shall down load the software , make the required entries in time and prepare the CE scores. The CE scores shall be uploaded through the portal within the stipulated time following the instructions issued in this regard. If the CE scores are not uploaded from a centre within the stipulated time the results of the candidates will be withheld and Principal shall be held responsible for the consequences.

APPENDIX-32



GOVERNMENT OF KERALA

DIRECTORATE OF HIGHER SECONDARY EDUCATION

**FIRST/SECOND YEAR HIGHER SECONDARY /ART HIGHER SECONDARY
EXAMINATION MARCH/SAY/IMPROVEMENT 20....**

APPLICATION FORM

| | | | | | | | | |
|---|------|--------------|--------------|----------------------|------------|------------|-----------|-----|
| 1. Centre Name: | | | | 2. Centre Code: | | | | |
| 3. Group of Examination (Tick for the correct) | | | | Science | Humanities | Commerce | Technical | Art |
| 4. Type of study: | | School going | Open school | Compartmental | | Old Scheme | | |
| 5. Admission/ open school registration * No. No | | | | 6. Year of Admission | | | | |
| 7. Details of last Higher Secondary Examination Appeared (For supplementary candidates only) | | | | Register No | Year | Month | | |
| | | | | | | | | |
| 8. Register No, Month and Year of passing SSLC | | | | | | | | |
| 9. Name of the Candidate (Block letters as in SSLC) | | English | | | | | | |
| | | Malayalam | | | | | | |
| 10. Sex | Male | Female | 11. Religion | | 12. Caste | | | |
| 13. Whether belongs to | | SC | ST | OBC | OEC | Others | | |
| 14. Date of Birth ** | | In figures | | | | | | |
| | | In words | | | | | | |
| 15. Subjects appearing now (Specify the subjects) | | | | | | | | |
| Part I | | | | Part II *** | | | | |
| Part III Optional 1 | | | | Part III Optional 2 | | | | |
| Part III Optional 3 | | | | Part III Optional 4 | | | | |

Affix a recently taken
passport size photo
(attested by the School
Principal)

| 16. Details of previous appearance (Class XII) **** | | | | | |
|---|-----------------|--------------|----------|--|-----------------------|
| | Register number | Month & Year | Subjects | Eligible/not eligible for Higher studies | Grade/Scores obtained |
| Part I | | | | | |
| Part II | | | | | |
| Part III | 1. | | | | |
| | 2. | | | | |
| | 3. | | | | |
| | 4. | | | | |

*Attach copy of open school registration memo

** Attach copy of SSLC or equivalent certificate

*** Specify language/subjects

**** All the previous register numbers must be

noted. Attach copies of all previous score/mark sheets

17. Details of Examination fee Remitted

| | Date of remittance | If remitted in Treasury | | If remitted in School Office |
|---------------------|--------------------|-------------------------|------------------|------------------------------|
| | | Chalan No&Date | Name of Treasury | Receipt No.& Date |
| Examination Fee Rs. | | | | |
| Certificate Fee Rs. | | | | |

| | |
|--|--|
| 18. Have you been granted Educational Concession from SC/ST Department(Yes/No) | |
| 19. In the case of SC/ST and OBC/OEC students , state whether their present appearance is 1 st or 2 nd | |
| 20. If second, state whether it is within a continuous period of two years(Yes/No) | |

DECLARATION

Certified that the details furnished are correct

Name and signature of Candidate :

Name and signature of Father/ Guardian :

CERTIFICATE

Certified that the details furnished by the candidates were verified with this office records and found correct.

Name and signature of Class Teacher :

Name and signature of Principal :

Place :

Date :

(Office seal)

(Attach copies of SSLC or equivalent certificates, mark sheets of previous appearances, private registration memo)

APPLICATION FORM FOR CONDONATION OF SHORTAGE OF ATTENDANCE

| |
|------|
| Std: |
|------|

1. Name of the Higher Secondary School with district :
2. Name of the candidate as per the admission Register [in block letters] and postal address :
3. Total No. of working days during the academic year (as on 31.01.2014) :
4. No. of days present :
5. No. of days absent :
6. Shortage of attendance from the minimum prescribed :
7. No. of days for which condonation is required :

8. Dates of absence, reason and whether Medical certificate is enclosed or not

| DATES | | REASON FOR ABSENCE | WHETHER LEAVE APPLICATION SUBMITTED IN TIME | WHETHER LEAVE SANCTIONED BY THE PRINCIPAL | WHETHER MEDICAL CERTIFICATE ENCLOSED FOR THE DAYS OF ABSENCE |
|-------|----|--------------------|---|---|--|
| FROM | TO | | | | |
| | | | | | |

9. Particulars of condonation fee remitted

- No. and Date of Chalan :
Name of Treasury :
Amount remitted :

Head of account.0202-01-102-97-[03] other receipts.

10. Signature of the student :
11. Recommendation of the Principal of the school :

Certified that timely application for leave was made and leave has been granted.
Condonation was granted/not granted to the student previously.

Place

Date

(School seal) Signature of the Principal

APPENDIX -34
GOVERNMENT OF KERALA
DEPARTMENT OF HIGHER SECONDARY EDUCATION
APPLICATION FOR CONCESSIONS TO DIFFERENTLY - ABLED / MENTALLY CHALLENGED
CANDIDATE IN THE FIRST / SECOND YEAR HIGHER SECONDARY EXAMINATION,
MARCH – 20.....

| | | | | | | | | | | | | | | |
|--------------------------------------|-------------|--|---------------|-------------|--------------------------|----------------------|--|--------------------------|------------------------------------|--|--------------------------|------------|--|--------------------------|
| 1. Name of Examination | : | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid black; text-align: center;">First Year</td> <td style="width: 33%; border: 1px solid black; text-align: center;">Second Year</td> <td style="width: 33%; border: 1px solid black; text-align: center;">March 20.....</td> </tr> </table> | First Year | Second Year | March 20..... | | | | | | | | | |
| First Year | Second Year | March 20..... | | | | | | | | | | | | |
| 2. Examination centre code No | : | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> </tr> </table> | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 3. Name of the Examination centre | : | | | | | | | | | | | | | |
| 4. Name of the candidate | : | | | | | | | | | | | | | |
| 5. Address for Communication | : | | | | | | | | | | | | | |
| 6. Register No. of the candidate | : | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> </tr> </table> | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 7. Nature and percentage of handicap | : | | | | | | | | | | | | | |
| 8. Nature of concessions eligible | : | | | | | | | | | | | | | |
| [Tick mark the boxes] | : | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Extra time</td> <td style="width: 5%;"></td> <td style="width: 45%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Service of scribe</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Exemption from Drawing diagrams</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Grace Mark</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | 1. Extra time | | <input type="checkbox"/> | 2. Service of scribe | | <input type="checkbox"/> | 3. Exemption from Drawing diagrams | | <input type="checkbox"/> | Grace Mark | | <input type="checkbox"/> |
| 1. Extra time | | <input type="checkbox"/> | | | | | | | | | | | | |
| 2. Service of scribe | | <input type="checkbox"/> | | | | | | | | | | | | |
| 3. Exemption from Drawing diagrams | | <input type="checkbox"/> | | | | | | | | | | | | |
| Grace Mark | | <input type="checkbox"/> | | | | | | | | | | | | |

Signature of the candidate

Place :
Date :

Certificate of the Principal of the School through which the candidate is presented for Examination:
Certified that the above candidate is eligible for concessions applicable to Differently abled / Mentally Challenged candidates and the documents submitted herewith are genuine.

Place :
Date : (Office Seal) Signature of the Principal
Name
Designation

Documents attached

1. Photograph highlighting the handicap (for physically challenged)
2. Medical Certificate from Medical Board in original
3. Medical Certificate from the Medical Board – Attested copy
4. Details of the scribe (if necessary)

| |
|--------------|
| Class:XI/XII |
|--------------|

DEPARTMENT OF HIGHER SECONDARY EDUCATION
HIGHER SECONDARY EXAMINATION MARCH 2014
APPLICATION FOR GRACE MARKS

- 1. Name of Examination :
- 2. Examination centre code :
- 3. Examination centre Name :
- 4. Register No. of the candidate :
- 5. Name of the candidate :
- 6. Address for Communication :
- 7. Event for which the candidate become eligible for grace mark :
- 8. Achivement in the participated event :
 [Attach Photocopies of the merit certificate attested by the Principal] :
 - 1. First place
 - 2. Second place
 - 3. Third Place
 - 4. Fourth place
 - 5. Participation
 - 6. Any other (give details)

Forwarded

(Office Seal)

Signature of the Principal

Name

Designation

Address

Place :
Date :

APPENDIX - 36



GOVERNMENT OF KERALA

DIRECTORATE OF HIGHER SECONDARY EDUCATION

FIRST / SECOND YEAR HIGHER SECONDARY EXAMINATION MARCH 2014

APPLICATION FORM TO WRITE EXAMINATIONS ON SATURDAY AFTER 6.00 PM

| | | | |
|--|------------|----------------------|-----------|
| 1. Centre Name: | | 2. Centre Code: | |
| 3. Group of Examination (Tick for the correct) | Science | Humanities | Commerce |
| | | | Technical |
| | | | Art |
| 4. Admission No. | | 5. Year of Admission | |
| 6. Register No, Month and Year of passing SSLC | | | |
| 7. Name of the Candidate (Block letters as in SSLC) | English | | |
| | Malayalam | | |
| 8. Sex | Male | Female | |
| 9. Religion | | 10. Caste | |
| 11. No. and date of the order granting permission to write the S.S.L.C. Examination on Saturday Evenings | | | |
| Affix a recently taken passport size photo (attested by the School Principal) | | | |
| 12. Date of Birth | In figures | | |
| | In words | | |
| 13. Subjects appearing now (Specify the subjects) | | | |
| Part I | | Part II | |
| Part III Optional 1 | | Part III Optional 2 | |
| Part III Optional 3 | | Part III Optional 4 | |

14. Details of Examination fee Remitted

| | Date of remittance | If remitted in Treasury | | If remitted in School Office |
|---------------------|--------------------|-------------------------|------------------|------------------------------|
| | | Chalan No.&Date | Name of Treasury | Receipt No.& Date |
| Examination Fee Rs. | | | | |
| Certificate Fee Rs. | | | | |

DECLARATION

Certified that I shall be present in the School from 10 am onwards on the relevant Examination dates on Saturdays for writing the Higher Secondary Examination from 6.00 pm onwards. I will remain inside observing the religious practices and shall co-operate to maintain the confidentiality regarding the examination under any circumstances. I also certify that the details furnished are correct.

Name and signature of Candidate :

Name and signature of Father/ Guardian :

CERTIFICATE

Certified that the details furnished by the candidate were verified with this office records and found correct.

Name and signature of Class Teacher :

Name and signature of Principal :

Place :

Date :

(Office seal)

APPENDIX - 37

GOVERNMENT OF KERALA

DEPARTMENT OF HIGHER SECONDARY EDUCATION
APPLICATION FOR THE CANCELLATION OF FIRST / SECOND YEAR
HIGHER SECONDARY EXAMINATION, MARCH 2014
(Applications submitted after 30.03.2014 will not be considered)

| | | | | | |
|--|-------------|--|-------------------------------|--------------------------|-----------------|
| 1. Name of Examination | : | <table border="1"><tr><td>First Year</td><td>Second Year</td><td>March 20.....</td></tr></table> | First Year | Second Year | March 20..... |
| First Year | Second Year | March 20..... | | | |
| 2. Examination centre code | : | <input type="text"/> | | | |
| 3. Examination centre Name | : | <input type="text"/> | | | |
| 4. Register No. of the candidate | : | <input type="text"/> | | | |
| 5. Name of the candidate | : | <input type="text"/> | | | |
| 6. Address for Communication | : | <input type="text"/> | | | |
| 7. Registered Subjects | : | <table border="1"><tr><td>Part I-English, Part II</td></tr><tr><td>Part III 1 2.</td></tr><tr><td>3. 4.</td></tr></table> | Part I-English, Part II | Part III 1 2. | 3. 4. |
| Part I-English, Part II | | | | | |
| Part III 1 2. | | | | | |
| 3. 4. | | | | | |
| 8. Reason for cancelling the Examination registration [Attach relevant supporting documents] | : | <input type="text"/> | | | |

Signature of the Parent / Guardian

Signature of the Candidate

Place :

Date :

.....
Forwarded by

(Office Seal)

Signature of the Principal
of the Examination Centre

Name

Designation

Address

Place :

Date :



GOVERNMENT OF KERALA
DIRECTORATE OF HIGHER SECONDARY EDUCATION

APPLICATION FOR DUPLICATE CERTIFICATE / MARKLIST OF HIGHER SECONDARY EXAMINATION

1. Name of the applicant with complete address :
[In block letters] with pin code
2. Sex : Male / Female
3. Name of parent / guardian :
4. Date of Birth :
5. Particulars of Certificate/Mark list for which Duplicate is required

| Name of the Examination | Register Nos. | Year & Month | Centre of Examination | Remarks |
|-------------------------|---------------|--------------|-----------------------|---------|
| | | | | |
| | | | | |
| | | | | |

6. Circumstances under which duplicate certificate is applied for:
7. [a] Whether the declaration attested by designated authority attached*
[b] If the original Certificate is damaged, give details and enclose its remnants**
[c] Whether applied for Duplicate / Triplicate certificate before? If. Yes give details.
8. Particulars of fees remitted.

| No. & date of Chalan | Amount remitted | Name of Treasury | Head of Account | Remarks |
|----------------------|-----------------|------------------|--|---------|
| | | | "0202-01-102-97[03]" other receipts | |

Place :

Date :

Signature of the applicant

CERTIFICATE OF THE PRINCIPAL OF THE HIGHER SECONDARY SCHOOL THROUGH WHICH THE CANDIDATE WAS PRESENTED FOR THE EXAMINATION

Certified that to the best of my knowledge and belief, the original certificate/marklist issued to Sri/Smt was irrecoverably lost/damaged. I have carefully verified the particulars furnished above by the candidate and found the same correct. I recommend that a duplicate certificate / marklist may be issued to the applicant.

Principal :
Name of School :
Edl. Dist :
Revenue Dist. :

[Office Seal]

| |
|--|
| Fee for single Duplicate Certificate/Marklist Rs.300/- [H/A "0202-01-102-97[03] other receipts"] Fee for Duplicate Certificate [Subsequent appearances] Rs.100/- each |
|--|

* If the original certificate/marklist is irrecoverably lost, declaration of the candidate, in Stamped Paper worth of Rs.100/-, attested by a First Class Judicial Magistrate under the seal of his court or by the Officer Commanding, in the case of Jawan, detailing the circumstances under which it was lost should be produced.

** **Affidavit not necessary in case of damaged certificates/marklists.**

FORMAT OF THE AFFIDAVIT

I
..... (name and address) do hereby solemnly affirm & state as follows :-

I completed my Plus Two Course in the Year and appeared for the Higher Secondary Examination (Month & Year) with Register Number

A Plus Two Certificate was issued to me with Register Number The Same was irrecoverably lost
..... (Give details).

I made all my efforts to get the above certificate. Now I am convinced that the certificate is irrecoverably lost. I need a duplicate copy of the certificate. I am swearing this affidavit for getting a duplicate of Plus Two Certificate and submit that I am highly needed of a duplicate of Plus Two Certificate as early as possible.

If at any time the lost Certificate is recovered it will be surrendered to the concerned authority and I shall not misuse the above Certificate for any other purpose.

The above facts are true.

Dated (Month & Year)
Deponent

APPENDIX - 39
APPLICATION FOR MIGRATION CERTIFICATE



GOVERNMENT OF KERALA
DIRECTORATE OF HIGHER SECONDARY EDUCATION
APPLICATION FOR MIGRATION CERTIFICATE

Details of Fee Remitted

| Chalan no. | Date of remittance | Name of Treasury | Amount |
|------------|--------------------|------------------|--------|
| | | | |

1. Name of candidate {in block letters} :

2. Reg No. , Month and Year of Last Examination:

| | | | | | | | | | | | | | | | | |
|---|-------|------|--|--|--|--|---|--|--|--|--|---|--|--|--|--|
| REGNO | MONTH | YEAR | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table> | | | | | | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table> | | | | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table> | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

3. Name & Centre Number of School at which candidate registered for the Examination:

4. The name of University/Institution in which the student is studying / proposed to join:

5. If applying for DUPLICATE MIGRATION CERTIFICATE, specify the details of
Original certificate No.....Date.....

{A declaration (to the effect that the certificate is irrecoverably lost and will be surrendered to the dept if found) of the student attested by two gazette officers should be attached}

6. Address to which the Migration Certificate should be sent:

Pin Code _____ Phone with STD _____

7. If to Send to an institution directly, give details if the candidates course of study:

8. Signature if the candidate with date

-----Declaration by the Principal-----

[If the application is submitted directly to the Directorate of Higher Secondary Education (Not through the DHSE Portal)]

I have no objection to the issue of Migration Certificate to the applicant. The transfer Certificate No.....Datedhas been issued to the candidate whose conduct has been satisfactory throughout. The candidate has passed/not passed the higher Secondary Examination.

Station

Date:

SIGNATURE OF THE PRINCIPAL

Applications should be submitted to the PRINCIPAL of the centre at which the candidate registered for the examination. Attach co[y of the admission ticket/Certificate, self addressed stamped envelop and original Chalan Receipt fir the required fees remitted. (Fee Migration certificate: Rs30/- remitted to remitted to Treasury Head of Account: 0202-01-102-97(03) other Receipts) Application for duplicate migration certificate should be submitted directly to the joint Director (Exam). (Fee for duplicate Certificate: Rs 200/-)

APPENDIX – 40

APPLICATION FOR REVALUATION OF ANSWER SCRIPTS OF HIGHER SECONDARY EXAMINATION FIRST / SECOND YEAR, 20.....

DETAILS OF FEE REMITTED

| <i>No. & Date of Chalan</i> | <i>Name of treasury</i> | <i>Amount remitted</i> |
|---------------------------------|-------------------------|------------------------|
| | | |

1. Name of candidate [in block letters] :

2. Reg. No. :

[a] Name & Centre Number of School/Centre at which candidate took the Examination :

[b] Revenue District :

3. **Subject[s] and paper[s] for which revaluation is required**

| Sl. No. | Part | Name of paper[s] | Score |
|----------------|-------------|-------------------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

4. Whether copy of the Mark list is enclosed : Yes / No

5. Whether applied for scrutiny also [separate application to be given] : Yes / No

6. Address of the candidate to which communications are to be sent [in block letters] _____

PIN Code _____

Phone No: _____

Place :

Date : SIGNATURE OF THE CANDIDATE

.....

Applications should be submitted to the concerned Principal before the last date stipulated.

APPENDIX - 41

**APPLICATION FOR SCRUTINY OF VALUED ANSWER SCRIPTS OF HIGHER
SECONDARY EXAMINATION FIRST / SECOND YEAR, 20.....**

DETAILS OF FEE REMITTED

| <i>No. & Date of Chalan</i> | <i>Name of treasury</i> | <i>Amount remitted</i> |
|---------------------------------|-------------------------|------------------------|
| | | |

1. Name of candidate [in block letters] :
2. Reg. No. :
- [a] Name & Centre Number of School/Centre at which candidate took the Examination :
- [b] Revenue District :

3. **Subject[s] and paper[s] for which scrutiny is required**

| Sl. No. | Part | Name of paper[s] | Score |
|----------------|-------------|-------------------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

4. Whether copy of the Mark list is enclosed : Yes / No
5. Whether applied for revaluation also[separate application to be given] : Yes / No
6. Address of the candidate to which communications are to be sent [in block letters] _____

 PIN Code _____
 Phone No: _____

Place : _____
 Date : _____ SIGNATURE OF THE CANDIDATE

.....

Applications should be submitted to the concerned Principal before the last date stipulated.

APPENDIX - 42

APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPTS OF HIGHER SECONDARY EXAMINATION FIRST / SECOND YEAR 20.....

DETAILS OF FEE REMITTED

| <i>No. & Date of Chalan</i> | <i>Name of treasury</i> | <i>Amount remitted</i> |
|---------------------------------|-------------------------|------------------------|
| | | |

1. Name of candidate [in block letters] :

2. Reg. No. :

[a] Name & Centre Number of School/Centre at which candidate took the Examination :

[b] Revenue District :

3. **Subject[s] and paper[s] for which photocopy of answer scripts is required**

| Sl. No. | Part | Name of paper[s] | Score |
|---------|------|------------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

4. Address of the candidate to which communications are to be sent [in block letters] _____

PIN Code _____

Phone No: _____

Place :

Date :

SIGNATURE OF THE CANDIDATE

.....

Applications should be submitted to the concerned Principal before the last date stipulated.

VARIOUS FEE RATES RELATING TO HIGHER SECONDARY EXAMINATIONS
[As per G.O.(Ms) No.173/2013/GI.Edn. dated 20.05.2013]

| <u>ITEM</u> | <u>AMOUNT</u> | <u>HEAD OF ACCOUNT</u> |
|---|---------------|--------------------------------------|
| <u>Second Year</u> | | |
| 1. (a) Examination Fee | 200.00 | “0202-01-102-97 [02] Exam Fees” |
| (b) Fee for Certificate including Fee for Migration Certificate | 70.00 | “0202-01-102-97 [03] Other Receipts” |
| (c) Examination Fee for one subject (Compartmental Candidates) | 50.00 | “0202-01-102-97 [02] Exam Fees” |
| <u>First Year</u> | | |
| 2. (a) Examination Fee | 200.00 | “0202-01-102-97 [02] Exam Fees” |
| (b) Fee for Certificate | 40.00 | “0202-01-102-97 [03] Other Receipts” |
| 3. Exam fee for “SAY” [a] Subject without Practical | 150.00 | “0202-01-102-97 [02] Exam Fees” |
| [b] Subject with Practical | 175.00 | “0202-01-102-97 [02] Exam Fees” |
| 4. Fee for Improvement Exam including Practical (one subject) | 500.00 | “0202-01-102-97 [02] Exam Fees” |
| 5. Fee for First Year Improvement / Supplementary Examination (one subject) | 175.00 | “0202-01-102-97 [02] Exam Fees” |
| 6. Issue of Duplicate Marklist/Certificate | 300.00 | “0202-01-102-97 [03] Other Receipts” |
| 7. Issue of Additional Duplicate Marklist/Certificate | 400.00 | “0202-01-102-97 [03] Other Receipts” |
| 8.. Fee for Duplicate Migration Certificate | 200.00 | “0202-01-102-97 [03] Other Receipts” |
| 9. Any other Certificate [for specific purposes] | 150.00 | “0202-01-102-97 [03] Other Receipts” |
| 10. Fee for Revaluation per paper/subject | 500.00 | “0202-01-102-97 [03] Other Receipts” |
| 11. Fee for Scrutiny per paper/subject | 100.00 | “0202-01-102-97 [03] Other Receipts” |
| 12. Fee for Confidential reporting of marks | 200.00 | “0202-01-102-97 [03] Other Receipts” |
| 13. Fine for late submission of Application for Grace Mark | 300.00 | “0202-01-102-97 [03] Other Receipts” |
| 14. Fee for getting Photocopy of the Answerscripts/Paper | 300.00 | “0202-01-102-97 [03] Other Receipts” |
| 15. Fee for Condonation of shortage of attendance | 50.00 | “0202-01-102-97 [03] Other Receipts” |

TELEPHONE NUMBERS

| | | | |
|-------------------------------|---|------------------------------|-----------------------|
| DIRECTOR | : | [0471] | 2320714 [O] |
| JOINT DIRECTOR (EXAM) | : | [0471] | 2323192 [O] |
| JOINT DIRECTOR [Academic] | : | [0471] | 2323198 [O] |
| ADMINISTRATIVE OFFICER | : | [0471] | 2325868 [O] |
| FINANCE OFFICER | : | [0471] | 2320928 [O] |
| FAX NUMBERS | : | [0471] | 2338735(Exam) |
| | | [0471] | 2320714 [DIR], |
| | | [0471] | 2323198 [Acad] |
| E Mail address(Exam) | : | jdexamdhse@gmail.com | |
| Department Web Portal address | : | www.dhsekerala.gov.in | |