

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSALA -176213

APPLICATION FOR THE CREATION OF NEW EXAMINATION CENTRE FOR

- (i) Middle Standard Examination.....
 OR (ii) Matriculation Examination.....
 OR (iii) Middle, Matric ,+1 and +2 Examination.....
 OR (IV) +1 & +2 Exam.(Upgraded School Centre)

1. Last date for receipt of application in the Board's office-
 - (i) For Winter Closing Schools,- Ist August to 31st August
 - (ii) For Summer Closing Schools.- Ist September to 30th September.
 of the year preceding the examination. No application will be entertained after the due date.
2. The application should be submitted through the concerned Deputy Director Education .
3. The institution must have to deposit full fee within 15 days from the creation of new centre.
4. A plan of the building of the School applying for creation of the centre should be sent along with this application. The portion of the building intended to the centre of Examination should be marked with red pencil. The measurements of each room/hall should be given and if these interconnected, this fact should also be indicated in the plan.
5. A rough sketch indicating the location of the schools applying for the centre, with respect to each other previous centre, nearest Railway Station/Post Office/Telegraph office and Tehsil Headquarter distance between each place, nature of roads, means of conveyance from the main road etc. should also be attached.
6. Only Government and recognised school can apply for creation of new examination centre.

PARTICULARS

1. Name of the Institution applying for creation of centre.....
2. Place..... Tehsil.....T.O.....Distt.....
3. Whether it has a Branch Post office / Sub Post Office / fulfilled Post - Office.....Distance.....Pin code No.....
4. If not, nearest Post Office.....Distance.....
 Mode of conveyance available.....
5. Whether it has Telegraph Office.....Distance.....
6. If not, nearest Telegraph office.....Distance.....
 Mode of conveyance available.....
7. Nearest Telephone available with No.....Distance.....
8. Nearest Police Station.....Distance.....
 mode of conveyance available.....
9. Name of the nearest Bank.....Distance.....
10. Nearest Railway Out Agency.....Motor Transport Agency.....
 Distance.....
11. A nearest Railway Station.....Distance.....Mode of conveyance available.
12. Facility of Laboratory for practical subjects available in the institution and their capacity for examining the candidates at a time.
 - (a) Science.....candidates
 - (b) Physics & Chemistry.....candidates
 - (c) Biology.....candidates.

OTHER INFORMATION

13(a) Is there a boundary wall around the building of the Institution?.....

(b) Are the window's ventilators, iron barred and wire gauzed?.....

(c) Whether the institution is electrified?.....

14. Name of the schools the candidates from which will be seated at the institution if created a centre;

S.No.	Name of the School	Examination	No.of candidates		Total	Signautre of the Head of the Institution with office stamp.
			Boys	Girls		
(i).....
(ii).....
(iii).....
(iv).....

15. Name of the Centre where the candidates of the schools in item No.14 above appeared last years:

S.No.	Name of the Schools	Last year's centre
1.....
2.....
3.....
4.....

D E C L A R A T I O N

We hereby agree to abide by the following conditions as well as these imposed by the Board from time to time:

(a) A person by name to help the Superintendent to maintain discipline outside the examination hall and to render necessary assistance in the case of need will be deputed without any payment.

(b) The requisite accommodation and furniture (single seated desk) for all the candidates including those appearing privately at the centre ;from time to time will be provided free of charge.

(c) Disciplinary action against a member of the staff where it is proved that unfair means were used with his help or connivance will be taken by the management of the school concerned and report to that effect will be submitted to the Secretary, H.P. Board of School Education Dharamshala, District Kangra-176213.

(d) The institution shall provide one clock and one double lock Almirah in the Examination Hall during the days of examination and also one steel Trunk permanently free of charges for keeping answer books/stationery.

(e) The institution shall make suitable arrangement of urinals both for boys and girls candidates separately near the examination hall/rooms at their own expenses.

Signature of applicant i.e. Head of Institution
applying for creation(with official stamp)

1.....
2.....

3.....

17. Recommendation of the District Education Officer:

.....
.....
.....

Name in capital letters.

Date:.....

Signature,
Deputy Director Education
(Seal of the office)

CRITERIA PRESCRIBED FOR THE CREATION OF THE CENTRE FOR THE MIDDLE /MATRIC AND SENIOR SECONDARY EXAMINATION

1. No application for creation of centre of examination will be considered unless the minimum number of candidates likely to appear in that centre is as stated below:-

- (a) For Middle / Matric Examination ... 80
(b) For Senior Secondary (+ 1 ,+2)Examination ... 50

2. The following Fees shall be charged for centre creation and retention/centre continuation :-

CENTRE CREATION FEES :-

- | | |
|---|------------|
| (1)(a) Centres for +2 Colleges | Rs. 6000/- |
| (b) Centre for +2 | Rs. 6000/- |
| (c) Centre for Matric | Rs. 4000/- |
| (d) Centre for Middle | Rs. 2500/- |
| (e) Centre for +1 /+2 (upgraded school centre | Rs. 5000/- |

CENTRE RETENTION FEES:-

- | | |
|---|--------------------|
| (2) (a) Centre for +2 | Rs. 1500 each year |
| (b) Centre for Matric | Rs. 1500 each year |
| (c) Centre for Middle | Rs. 750 each year |
| (d) Centre for +1,+2&Matric | Rs. 2500 each year |
| (e) Centre for Middle & Matric | Rs. 2250 each year |
| (f) Centre for +1/+2,Middle & Matric | Rs. 3000 each year |
| (g) The extra fee of Rs.30/- for Middle and Rs. 70/- for Matriculation and +1/+2 examination per candidate falling short of prescribed limit of 80 candidates for Middle/Matric & Rs. 50 for +1/ +2 shall be charged in the subsequent years. | |

For practical examination of Rs.30/- per candidate falling short of the prescribed limit of 20 candidates shall be charged.

To avoid delay in the declaration of result, the heads of the Schools concerned must deposit the extra fee well in time.

3. If it is intended to have a practical centre also, separate application for this be made on a plain paper indicating (i)the number of candidates in each subject examination-wise likely to appear,(ii)facilities of laboratories available.

4. 20 is the minimum prescribed number of candidates for creation of practical centre for Matric and Senior Secondary examination.

5. Written consent from the Heads of the schools where candidates are likely to appear from the centre if created must accompany the application. In addition the Head of the Institution will give in writing that he shall be wholly responsible for any outside interference during the examination days.

6. It should be the responsibility of the Head of schools where the centre is located to ensure proper security arrangement relating to doors, windows, ventilators and all the windows should be wire gauged. It must be ensured that no damage is allowed to be done to these arrangements.

7.(i) The boundary wall of 5 ft. high must be surrounded the school building.

- (ii) All the rooms used for examination should be interconnected.
- (iii) To wire gauge all the windows and ventilators of the rooms to be used for examination.
- (iv) To provide urinals for use of the candidates close to the examination rooms. Two urinals where there is a combined centre for boys and girls are to be provided.
- (v) To make arrangements for the despatch of answer books from the nearest post office to the satisfaction of Centre Superintendent.
- (vi) To provide building and furniture (single seat) to all the candidates appearing at that centre. Steel furniture should be preferred.

8. It shall be obligatory for the institute to provide school building and furniture for the conduct of supplementary examination and re-examination irrespective of any handicap whatsoever.

9. The Board reserves the right to abolish the centre after it has been created if it is found that the conditions laid down have not been fulfilled or the centre is not working to the satisfaction of the Board.

10. Public co-operation should be listed at the time of opening a new centre for providing necessary furniture etc. for the centre as also to ensure smooth conduct of examination.

11. All centres should have proper seating arrangements. Jute matting encourages copying. Schools should be required to provide requisite number of tables with seats within a specific time limit.

12. Depending on the seriousness of trouble a centre should either be closed or the students should be required to appear at a centre in some other school by way of punishment if mass copying is reported. The Board would be competent to cancel the paper/papers and also abolish the centre for subsequent year.