COUNCIL OF HIGHER SECONDARY EDUCATION;ODISHA.
PRAJNAPITHA,SAMANTAPUR,BHUBANESWAR-13.

NOTIFICATION

No.-EG-I/281/18/ 5562 /CHSE. Dt. 06.11.2018 /

From

Dr. Bijay Kumar Sahoo,
Controller of Examinations.

To

The Principals/Headmasters/Headmistresses of all Junior Colleges/Higher Secondary Schools/Govt. Vocational Jr. Colleges/Self-Financing Colleges and Govt. (SSD) H. S. Schools affiliated to CHSE. Odisha.

Sub : Schedule and Guide lines for on-line form fill-up for the eligible **Regular** (Arts, Commerce, Science and Vocational streams) students for appearing at the Annual H. S. Examinations, 2019.

Madam/Sir,

I am directed to inform you that the Annual Higher Secondary Examination 2019 in Arts, Science, Commerce & Vocational streams shall commence tentatively from 1st week of March, 2019.

Keeping this dateline in view, the following pre-examination programme and schedule have been finalized. The Principals/Headmasters/Headmistresses of all affiliated & recognized institutions of the Council are requested to strictly adhere to this time schedule.

01. DOWNLOADING ADMIT CARDS

(a) The Admit Cards for Regular (Arts, Science, Commerce & Vocational streams) candidates will be made available on-line through their respective Colleges in the site : http://www.samsodisha.gov.in.

(b) The Principals will download the Admit Cards from the e-space of the above sites (juniorweb.aspx --- Examination For fill up--- get Admit Card) and put their signature in the space provided in the Admit Card and distribute the same to the students. Before distribution of Admit Cards, the Principals are requested to ensure in getting the signature of the candidates on the Admit Cards.

02. GUIDELINE FOR ONLINE FORM FILL-UP

The online form fill-up for the eligible Regular (Arts, Science, Commerce & Vocational stream) students to appear at the Annual H. S. Examinations, 2019 will be done by their respective Colleges through e-space through the site: www.samsodisha.gov.in. The Regular candidates are required to fill-up their forms in the institutions where they have completed study of Higher Secondary Courses and

been sent up to Higher Secondary Examination. The candidates are to be provided with the 3(G) form (generated from e-space) by the College. The candidates are to verify their data in the form No. 3(G), put their full signature in the space provided and submit to the College. **The College authority shall verify the data, make relevant correction (if any) in the form 3(G) on the basis of 10th Board Certificates with the signature of the verifying officer and the Principal** and ask the candidates to deposit the requisite fees at the College cash Counter. The information/data duly verified in the 3(G) form of the candidates who have deposited the requisite fees are to be uploaded/up-dated on-line at the College level in the e-space of Examination Form fill up of the above site. (Under no circumstances, the off-line/manual form fill-up will be entertained).

IMPORTANT- Form No.-3(G) for Regular (Arts, Science, Commerce & Vocational stream) candidates will not be submitted at the CHSE, and shall be kept at the Colleges for record purposes and future reference.

03. PROCESS OF ON-LINE e-SPACE ENTRY.

(a) Enter the correct registration number of the candidate issued by CHSE.

(b) Once the registration number is entered, the Name of the candidate, Father's Name, Mother's Name, Sex, Category and subjects offered in the ROM will appear on the computer screen. Check the correctness of the information (Important).

(c) Correction in respect of the candidate's name, Father's name and Mother's name may be done on the basis of 10th Board Certificate if the same is incorrect. If Father's or Mother's name is not displayed in the computer screen, then it can be entered as per the 10th Board Certificate submitted by the candidate.

(d) **Subject change by the Regular candidates is strictly prohibited. The candidate, the verifying officer and the Principal will be held responsible if the result of such candidate is not published. CHSE (O) will not be held liable for such lapses.**

(e) Upload the recent passport size coloured photograph clicking on the required box. College can take digital photograph of the students or scanned copy of the photograph given in their application form. **Principals are requested to ensure that photographs which do not match with the face of the candidates are not uploaded.**

(f) Enter the grade awarded to the student in Environmental Education, Yoga and Basic Computer Education. This information is compulsory for each student.

(g) For SMS alert the candidate must provide his/her mobile number.

(h) Once all the required information are filled up, click on the **'submit'** button on the Computer screen.

(i) After the scheduled date of on-line form fill-up is over, no data updation is allowed in the e-Space. So, Colleges need to check carefully the updated record in the e-Space and tally with the collected Examination fees before final submission of the data. Any request for modification after the scheduled date shall not be entertained by the CHSE.

(j) In case of any discrepancy/problem during the process of on-line entry, the matter may be immediately brought to the notice of Controller of Examinations.

04. QUALIFICATION/ELIGIBILITY FOR FILLING-UP OF FORMS AS REGULAR CANDIDATE FOR APPEARING A. H. S. EXAMINATION, 2019.

(a) All candidates Registered in the Academic Session 2017-18 under CHSE, Odisha shall appear at the Annual H. S. Examinations, 2019 as Regular candidates.

05. CLARIFICATION REGARDING SYLLABUS AND QUESTION PATTERN FOR REGULAR CANDIDATES

.Questions will be set from the **New Syllabus**, i.e., Syllabus meant for Annual Higher Secondary Examination, 2018 and 2019. The Question pattern of the previous year will remain unchanged for the Annual Higher Secondary Examination,2019.

06. SCHEDULE DATES FOR FILLING OF FORMS & DEPOSIT OF FEES

SL. NO.	SCHEDULE DATES FOR FILLING OF FORMS	SCHEDULED DATES FOR DEPOSIT OF FEES	SUBMISSION OF ANNEXURE-II, SB COLLECT e-RECEIPT ETC.
1	.16.11.2018 to 26.11.2018 (without fine)	17.11.2018 to 27.11.2018	06.12.2018 to 15.12.2018
2	27.11.2018 to 30.11.2018 (with a late fine of Rs.50/- per candidate)	28.11.2018 to 01.12.2018	
3	01.12.2018 to 04.12.2018 (with a late fine of Rs.350/- per candidate)	03.12.2018 to 05.12.2018	

IMPORTANT- No Examination form of the Regular candidate for appearing at the A. H. S. Examination, 2019 shall be received after the scheduled date as fixed-up by the Council.

07. FEES PAYABLE BY CANDIDATES (ARTS/COMMERCE/SCIENCE AND VOCATIONAL

(i) Examination fees	Rs.165/-
(ii)Centre Charge	Rs.120/-
(iii)Enrolment Fees	Rs. 25/-
(iv)Fees for Marks-cum-Provisional Certificate	Rs.100/-
(v)Supervision fees	Rs. 30/-
(vi)Cross List Fees	Rs. 05/-
(vii)Processing Fees	Rs. 05/-
(viii)Fee for Examination Form (3G)	Rs. 05/-
(ix)Fees for Photo Printing	Rs. 20/-
(x)Fee for Coding	Rs. 25/-
(xi)Computing Fee	Rs. 20/-
	Total = Rs.520/-

(xii) 1st Late Fine (Per student)	Rs. 50/-
(xiii) 2nd Late Fine	Rs.350/-
(xiv) Project Work Fees for all Commerce students (Per Elective subject with Project work) Registered in 2016 onwards.	Rs. 20/-
(xv) Practical Examination Fee (Per Practical Paper)	Rs. 20/-
(xvi) Change of Examination Centre	Rs.500/-
(xvii) Additional Centre Charge for the candidates During or after academic year, 2015-16.	Rs. 50/- per candidate

- Additional Centre Charge Rs.50/- per candidate: (The additional Centre Charge is payable by the candidates of institution which are newly opened having Govt. Recognition/Permission during or after Academic year 2015-16.

PRACTICAL SUBJECTS/PROJECT EVALUATION WORK SUBJECTS

- Candidates offering any of the following subjects shall pay Rs.20/- per subject towards Practical Examination Fee : Anthropology, Education, Geography, Home Science, Indian Music, Psychology, Statistics, Botany, Zoology, Chemistry, Geology, Physics, Electronics, Computer Science, Computer Application, Information Technology and Bio-Technology.

- Since Biology subject has two practical Examinations, one for Botany and another for Zoology, candidates offering "Biology" subject have to pay practical examination fees of Rs.40/- (i. e. Rs.20/- for Botany and Rs.20/- for Zoology).

- The candidates in Commerce stream registered in the year 2017 onwards shall pay Rs.20/- per subject towards project work: - Accountancy, Business Studies and Management, Business Mathematics and Statistics, Cost Accounting, Fundamentals of Management Accounting and Business Economics.

- The candidates in Vocational stream registered in the year, 2016 onwards shall pay Rs.20/-per subject towards Practical Examination fees. : Physics, Chemistry, Biology and Trade Papers. The candidates shall also pay Rs.20/- per subject towards papers with Project evaluation works of Vocational stream.

08. REMITTANCE OF EXAMINATIOIN FEES BY INSTITUTIONS :

(i) The College/Examination Centre will deduct @ Rs.20/- only per practical paper in respect of Practical subjects for conduct of Practical Examination, @ Rs.20/- only per subject with Practical/Project work in respect of Commerce students for Practical examination and project evaluation work, and Rs.50/- for all Theory papers towards Centre Expenses from the Examination fees collected from the students during filling-up of forms and remit the balance amount to CHSE Odisha on-line through SB Collect by logging into www.onlinesbi.com. (Detail instructions are enumerated in **ANNEXURE-"C"**). No Demand Draft/Cheque Deposit will be accepted by the Council. Such deducted amount shall be kept in a separate account by the College for utilization towards Centre expenses. At the end of the Examination the College shall submit the "Utilization

Certificate" (U.C.) to the Council. In case, the College is tagged to a different Centre, then the tagged College should handover such collected amount to the College declared as Examination Centre which should receive the money and submit the U. C. to the Council within one month from the date of completion of Higher Secondary Examination, 2019 (both Theory and Practical).

N.B. - No Demand Draft/Cheque Deposit will be accepted by the Council.

(ii) The Utilization Certificate must contain the details of expenditure incurred against the amount so retained along with the unspent balance, if any.

(iii) In case, there is a deficit and the Colleges are to get additional amount spent towards Centre Expenses, Council will take necessary steps to pay the admissible amount after due scrutiny of the above said U. C.

IMPORTANT- There is no provision of refund or adjustment of Examination fees if deposited in excess.

09. DOCUMENTS TO BE FURNISHED BY REGULAR CANDIDATES IN THE COLLEGE (ARTS, SCIENCE, COMMERCE & VOCATIONAL)

`(i) Two Nos. of recent pass port size coloured photographs

(ii) One self-attested photo copy of Registration Card.

(iii) Original Board Certificate/10th Pass Certificate with one self-attested photo copy.

10. PREPARATION OF ANNEXURE-2

Two Sets of Annexure-2 stream-wise for Regular candidates (Arts, Science, Commerce & Vocational streams) are to be generated by Colleges out of which one set of Annexure-2 will be submitted in the Council Head Office/Zonal Offices and another set will be retained with the College for future reference.

IMPORTANT- All entries in **ANNEXURE-2** must be made in capital letters only which should be signed by the Verifying Officer and the Principal in-charge of the institution. Principals will be held responsible for any wrong entries made in the **ANNEXURE-2.**

11. DOCUMENTS TO BE SUBMITTED BY THE INSTITUTIONS IN THE HEAD OFFICE/ZONAL OFFICES

(i) One copy of ANNEXURE-2 for each stream (Generated stream-wise in Arts, Science, Commerce and Vocational stream).

(ii) SB Collect e-receipt, Demand Notes and Head-wise detailed statements towards proof of remittance of fees.

12. CHANGE OF EXAINATION CENTRE :

Change of Examination Centre may be permitted on application in the prescribed proforma (ANNEXURE-A) under the following grounds subject to condition that permission for change of Examination Centre shall not be a matter of right. It is up to Council to allow or disallow the applicant to change Examination Centre or assign any Examination Centre. No application for change of Examination Centre shall be received after the last date of Regular form fill-up.

GROUND FOR CHANGE OF EXAMINATION CENTRE

(i) Death of Father/Mother (death Certificate to be enclosed)

(ii) Retirement of Father/Mother from Govt. Service. (Copy of superannuation order with contact number of the Father, Mother and the then employer)

(iii) Transfer of Father/Mother/Spouse if employed under State Govt./State Govt. undertakings. (Enclose copy of the transfer order with contact number of Father/ Mother/Spouse and the present and past employer)

(iv) Marriage in case of Girls students. (Enclose marriage certificate, contact number of Father/Mother, Joint photograph with Husband and contact number of Husband)

N.B. : (i):Change of Examination Centre must be sought for a Govt. or Full aided College.

(ii):The Principals are requested to notify the centre change criteria and grounds for change of examination centre in the College Notice Boards for wide circulation among the students.

13. PROVISION FOR CANDIDATES WITH DISABILITY

A registered candidate who is unable to write by himself/herself due to some physical deficiency/deformity (either 40% or above) shall be allowed to take the help of Scribe/Reader/Lab. Asst. on application **by the last date of Regular form fill-up** by the candidate in the prescribed **PROFORMA (ANNEXURE-B)** along with guideline Notification No. **5274 dt. 22.10.2018** enclosed herewith to appear the examination.

N.B.- The Principals are requested to notify the provision for candidates with disability and CHSE(O) Notification No. 5274 dt.22.10.2018 (Guidelines for providing Scribe/Reader/Lab Asst.) in the College Notice Boards for vide circulation among the physically disabled candidates.

N. B. - If the scheduled last date is a public holiday, the last date shall be shifted to the next working day.

I seek your Co-operation in performing the form fill-up activity as per schedule.

Yours faithfully,

06.XI.18

Controller of Examinations

Memo No. 5563 /CHSE. Dt. 06.11.2018 /
Copy forwarded to Private Secretary to Hon'ble Chief Minister, Odisha, Bhubaneswar for kind information.

06.11.18
Controller of Examinations

Memo No. 5564 /CHSE. Dt. 06.11.2018 /
Copy forwarded to Principal Secretary, Department of School and Mass Education/Private Secretary to Hon'ble Education Minister, School & Mass Education Odisha, Bhubaneswar for kind information.

06.11.18
Controller of Examinations

Memo No. 5565 /CHSE. Dt. 06.11.2018 /
Copy forwarded to Director, Higher Secondary Education Odisha, Bhubaneswar/ Controller of Examinations Utakal University, Vanivihar, Bhubaneswar/Sambalpur University, Jyotivihar, Burla/Berhampur University, Bhanjavihar, Berhampur/North Odisha University, Sriramvihar, Takatpur, Baripada /Fakir Mohan University, Balasore/Sri Jagannath Sanskrit University, Puri/Board of Secondary Education, Odisha, Cuttack for information and necessary action.

06.11.18
Controller of Examinations

Memo No. 5566 /CHSE. Dt. 06.11.2018 /
Copy forwarded to all Officers/all Sections of the Council for information and necessary action. S.O. PPS Section is requested to keep ready all the printed stationeries immediately in connection with filling up of forms and supply to S.O. EG-I, EG-II and Zonal Offices for Annual H. S. Examination, 2019.

06.11.18
Controller of Examinations

Memo No. 5567 /CHSE. Dt. 06.11.2018 /
Copy forwarded to Deputy Secretaries of all Zonal Offices located at Berhampur/Sambalpur/Baripada for information and necessary action.

06.11.18
Controller of Examinations

Memo No. 5568 /CHSE. Dt. 06.11.2018
Copy forwarded to Finance Officer/F.S.-I/F.S.-II/F.S.-III/Notice Board and information Counter for information and necessary action.

06.11.18
Controller of Examinations

Memo No. 5569 /CHSE. Dt. 06.11.2018/

Copy forwarded to Chief Manager, SBI, IRC Village, Nayapalli, Bhubaneswar for information and necessary action. He is requested to take suitable steps for activation of SBI Collect mode as per schedule for remittance of fees by the Colleges.

06.11.18

Controller of Examinations

Memo No. 5570 /CHSE. Dt. 06.11.2018/

Copy forwarded to the General Manager (Admin) Odisha Computer Application Centre, Acharyavihar, Bhubaneswar/NIC, Bhubaneswar for information and necessary action. He is requested to upload the notification in the Council website; **chseodisha.nic.in** for information of all concerned.

06.11.18

Controller of Examinations.

ANNEXURE-'A'

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, C/2, SAMANTAPUR, BHUBANEWAR-751013

APPLICATION FORM FOR CHANGE OF EXAMINATION CENTRE FOR THE ANNUAL H. S. EXAMINATION, 2019.

(Please read carefully the important Notes, Terms & Conditions before applying)
Correspondence Candidates are not allowed to Change Examination Centres. Change of Centre is allowed only to Govt../Full Aided Colleges.

1. (a) Name of the Applicant (in Capital Letters) : _____
   (b) Category : _____
   (c) Registration. No. : _____
2. Name (a) (Father) : _____
   (b) (Mother) : _____
3. Permanent Address (In Capital): _____
   : _____
4. Present Address (In Capital) : _____
   (For Correspondence) : _____
   (i) Contact No. of the Candidate : _____
   (ii) Contact No. of Parents : _____
5. (a) Name & Address of the Institutions in which the applicant is studying : _____
   (b) Stream : _____

Subject	
Compulsory	**Elective**
(1) English	(1) _____
(2) MIL ( )	(2) _____
	(3) _____
	(4) _____

6.(a) Name of the Examination Centre and Address through which the applicant desires to appear. : _____
   (b) Whether the subjects of the applicant are available in the College to which the candidate desires to change: _____

Contd...2/-

7. Distance between the two Colleges in : _____ Kilo meters (permission will not be granted if the distance is 30 Kms or less)
8. Details deposit of Rs.500/- towards fees M.R./B.D. No. _____ Date _____.
9. (a) Reasons for intending to change of : _____ Examination Centre
   (b) List of documents submitted
   1. Xerox copy of Registration Receipt
   2. Xerox copy of Mark Sheet (if appeared)
   3. Self-attested copies of documents regarding genuineness of ground (As mentioned in the guidelines)

   (i)

   (ii)

   (iii)

DECLARATION AND UNDERTAKING

10. (a) I, hereby, undertake to abide by all the terms and conditions in respect of change of examination centre as imposed by the Council.
   (b) I, hereby, declare that all the statements made by me in this application form are true to the best of my knowledge and belief, I undertake that, if at any time, it is found that any information given in this application is false/incorrect, the Council may cancel my result without notice or take any action as deemed fit.

DATE : FULL SIGNATURE OF THE APPLICANT

PLACE :

11. **CERTIFICATE BY THE PRINCIPAL OF THE FULL AIDED/GOVT. COLLEGE THROUGH WHICH THE APPLICANT DESIRES TO APPEAR :**

(i) I have verified the documents submitted along with the application form and found the documents and facts are genuine.

(ii) I have no objection if the candidate is allowed to appear through this centre. I further declare that this college has the recognition/affiliation of the subjects in which the candidate desires to appear and at present teaching is being provided in these subjects and this year also Regular students of this college are going to appear the examination with these subjects.

Contd...3/-

06-11-18

(iii) I, declare that with this permission, the number of candidates allowed to appear the examination in this college on the basis of change of centre does not exceed the permissible limit of **2 (two)** in this Stream. In case any deviation is found, all the applications for the change of centre to this college shall be rejected.

I shall be held responsible if any deviation is found.
I shall bear all the additional expenses, incurred by Council on account of any deviation made by me.

Signature & Seal of the Principal
permitting the candidate to appear
through his/her College Centre

12. **CERTIFICATE OF THE PARENT COLLEGE :**

The information given in this form is correct as per the records verified by me and I have no objection if the candidate is allowed to change his/her centre of examination on the ground of _____.

The ground for change of examination centre as specified by the candidate is true and genuine to the best of my knowledge and belief. I recommend his case to the CHSE for change of examination centre opted by the candidate.

His/Her Subjects are :

English , MIL ( )

Elective Subjects :

SIGNATURE OF THE PRINCIPAL
WITH DATE & SEAL

Contd...4/-

06-11-18

IMPORTANT NOTICE, TERMS AND CONDITIONS

1. Correspondence candidates are not allowed to change examination centre.
2. Change of examination centre to Regular candidates may be allowed (though, to get such permission is not a matter of right) only on the grounds of **(i)** death of Father/Mother, **(ii)** retirement of Father/Mother from Govt. Service, **(iii)** transfer of Father/Mother serving as employee of State Govt./Govt. undertaking **(iv)** Marriage in case of girl students.

DOCUMENTS TO BE SUBMITTED

(i) Death of Father/Mother (death Certificate to be enclosed)

(ii) Retirement of Father/Mother from Govt. service. (copy of superannuation order with contact number of the Father, Mother and the then employer)

(iii) Transfer of Father/Mother/Spouse if employed under State Govt. /State Govt. undertakings. (enclose copy of the transfer order with contact number of Father/Mother/Spouse and the present and past employer)

(iv) Marriage in case of Girls students. (enclose marriage certificate, contact number of Father/Mother, joint photograph with Husband and contact number of Husband)

3. No application for change of centre is entertained after due date.
4. No change of centre can be ordinarily allowed if the distance of the centre applied for is not more than 30 (Thirty) Kilometers from the parent College.
5. A fee of Rs.500/- (Rupees Five Hundred) only is to be deposited at the time of submission of application form. This amount is not refundable even if the applicant is not allowed to change centre.
6. **The Council reserves the right to reject the application without assigning any reason thereof or to allot an Examination Centre in the area other than the centre applied for. No communication is to be made if the application is rejected.**
7. All the relevant/necessary documents must be submitted at the one time and the application deficient in any manner at the time of its submission is liable to be rejected.
8. The application for change of Examination Centre is to be submitted to the Principal of the parent College who will verify and recommend to the Council for consideration.
9. A candidate who intends "to change his/her centre of examination may submit (apply) in the prescribed proforma to the Principal of the parent College (college in which he/she is filling-up of his/her examination form for Annual H. S. Examination, 2019 after obtaining "No Objection Certificate from the Principals" of both the Colleges to which he/she desires to change his/her centre of examination and his/her parent College.

Contd...5/-

The "No Objection Certificate" must be given by the Principal himself/herself but not by any other Officer after verifying the genuineness of the documents, facts and statements given by the candidate.

The centre change application form along with requisite fees and documents has to be submitted to the Principal of the parent College at the time of submission of Application Forms and other documents for Annual H. S. Examination, 2019 (at the time of filling-up of forms during the prescribed dates).

N.B. : Applications mentioning other reasons should not be recommended by the Heads of the Institutions. If recommended it will be rejected outright.

10. It shall be the prime and exclusive responsibility of the Principal of the parent College to verify the genuineness of the facts, statements and documents submitted by the candidate. After verifying all these documents and being satisfied, the Principal should endorse his views and recommend the same to the Council for consideration enclosing the true copies of the documents duly attested by him/her.

11. The Principals are required to recommend a maximum of two (2) cases in each stream for change of centre from and to the College.

12. The application form, attested Xerox copies of the supporting documents and fees are to be submitted to the Council by the parent College at the time of submission of ANNEXURE-2 and other documents for Annual H. S. Examination, 2019 as per the schedule.

13. The Principals are requested to please go through the terms, conditions laid down by Council and documents of the candidates before recommending their cases for change of examination centre.

14. The recommending Principals will be held solely responsible for not verifying the document/statements properly in case the statements/documents are found incorrect/false at a later stage. In such case, the results of the candidate will not be published and he/she will be debarred from appearing subsequent examinations.

The applicant is required to fill-up the following receipt and get it signed by the Receiving Officer.

RECEIPT

Received an application for change of examination centre from Shri/Smt. _____

_____with the Money Receipt No._____

Date _____ and other documents as mentioned in the application form

Signature with date of
Receiving Officer

ANNEXURE-'B'

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANEWAR-751013

APPLICATION FORM FOR THE FACILITY OF SCRIBE/READER/LAB. ASST./TAKING COMPENSATORY TIME IN EXAMINATION BY CANDIDATES WITH DISABILITY

(If cannot be filled in by the candidate himself/herself, this application form may be filled in by the Father or Mother or Legal Guardian)

PART-I (FOR APPLICANT)

1. Name of the Applicant (in Capital Letters) : _____

2. Registration No. : _____

3. Name of the College from which the Candidate has been sent up : _____

4. Name of the Father/Mother or Guardian : _____

Contact Number : _____

5. Permanent Address : _____

: _____

6. Present Address (for correspondence) : _____

_____

Contact Number : _____

7. Subject(s) of Examination (i) Compulsory : English, MIL ( )

(ii) Electives :

8. **Documents to be submitted by the applicant along with this application**

(i) The Original and a photocopy of the certificate of physical deformity given by Competent Medical authority to the effect that the deformity is **40% or above and the candidate cannot write by himself/herself.**

(ii) Two attested photographs depicting fully the deformed part of the body of the candidate.

Contd...2/-

06-11-18

DECLARATION

9. (A) I do hereby declare that :

(i) I am a physically disabled candidate with the deforming of 40% or above.

(ii) I have deformity in _____ part of the body for which I am unable to write for which I, may be allowed to take the help of Scribe.

(iii) I have read the provisions for the candidates with disability issued by the CHSE. Odisha in the notification issued for form fill-up.

UNDERTAKING

(B) I do hereby undertake that :

(i) The Scribe approved by the Controller of Examinations will serve as helper writer to me till the end of the examination, except the specific need for language papers, viz, Urdu, Telugu, Hindi and Bengali and will not change the Scribe unless there is explicit emergency.

(ii) I shall be in constant touch with my Scribe and in case of emergency for any change of Scribe I will apply to the Controller of Examinations through the Principal with supporting evidences at least one day prior to the date of examination. (e-mail : coechseodisha@gmail.com , Mob- 9437144124).

(iii) I will not use any scribe without the prior approval of the Controller of Examinations failing which my paper will not be evaluated and liable for cancellation.

(iv) If the disability Certificate produced by myself is found to be fake at any point of time, appropriate legal action can be initiated against me and the Pass Certificate and Mark Sheet can be instantly cancelled.

(v) I am submitting separate application forms for reserve Scribe including the Scribe required for language paper, viz, Urdu, Telugu, Bengali and Hindi.

Signature/Thumb impression
of the applicant

Counter Signature of the Principal
with date and Seal

Signature of Parents

Contd...3/-

06-11-18

PART-II (FOR SCRIBE/READER/LAB. ASST.)

1 (i) Name of the Scribe/Reader/Lab. Asst.: _____
(in capital letters)

(ii) Permanent Address : _____

: _____

(iii) Present Address : _____

_____

(iv) Identity Proof (Enclose with Application)
Signed by physically disabled candidate & the Scribe _____

(v) Educational Qualification (Enclose Certificates &
Mark Sheets signed by both the physically disabled _____
Candidate and the Scribe.

(vi) Occupation : _____

(vii) Contact Number : _____

2. **LIST OF DOCUMENTS TO BE SUBMITTED BY THE SCRIBE/READER/LAB. ASST.**

(1)

(2)

(3)

3. **UNDERTAKING BY THE SCRIBE/READER/LAB. ASST.**

I, hereby, undertake to serve as the Scribe, till the end of the examination of Sri/Ku. _____ _____ who is appearing at the H.S. Examination, 2019 and I will abide by the rules of Examination of the Council as laid down for Scribe and examination.

Signature of the Scribe/Reader/Lab. Asst.

4. **CERTIFICATE OF THE PRINCIPAL OF THE COLLEGE FROM WHICH THE HANDICAPPED CANDIDATE HAS BEEN SENT UP.**

Certified that the information given in this application is correct to the best of my knowledge. I certify that the candidate is unable to write by himself/herself for which he/she may be allowed to take Scribe.

Counter Signature of the Principal
with date and Seal

Contd....4/-

06.11.18

GUIDELINES FOR PROVIDING SCRIBE/READER/LAB. ASST. TO A PERSON WITH DISABILITY AS PER CHSE.(O) NOTIFICATION VIDE NO. 5274 DT. 22.10.2018 IN SUPERCESSION TO THE EARLIER CHSE. (O) NOTIFICATION VIDE NO. 569 DT. 18.10.2017.

PROVISION FOR CANDIDATES WITH DISABILITY

(i) The facility of Scribe/Reader/Lab. Asst. may be allowed to any candidate who has disability of 40% or more if so desired by the person. However, the facility will be provided to the candidates who produce the Original and Photo Copy of the Certificate of physical deformity given by competent Medical Authority to the effect that the deformity is 40% or above and the candidate cannot write by himself/herself. The disability Certificate must indicate the nature of disability, i.e. permanent/temporary. In case of temporary disability, the disability Certificate must be renewed as per rules to get the benefit.

(ii) The candidate has to apply for own Scribe/Reader/Lab. Asst. and/or compensatory time at the time of form fill-up in the prescribed format and get approval of the Controller of Examinations.

(iii) The Scribe selected by the candidate has to give an undertaking to the effect that he/she will serve as the helper writer till the end of the examination.

(iv) If the original Scribe is not well conversant with the language papers, viz, Bengali, Urdu, Telugu and Hindi, application can be made for approval of a separate Scribe for these language papers only.

(v) The candidate has also to give the undertaking to the effect that he/she will use only one Scribe, except the specific need for language papers, viz, Urdu, Telugu, Bengali, and Hindi and will not change the Scribe unless there is explicit emergency. To meet such emergency the application for change of Scribe is to be certified by the Principal of the concerned College and to be forwarded to the Controller of Examinations with the evidences so as to reach him at least one day prior to the examination. Taking undue advantage by frequent change of Scribes and using Scribes with Hons./P.G./Higher qualifications so as to derive undue and illegal gain in the papers from the specialized knowledge of the Scribes without own brain work is strictly prohibited. In such cases, the invigilation system can be strengthened by utilization of reserve or additional invigilators and the examination can be conducted under CC TV surveillance. In case of any cheating/malpractice, necessary steps be taken by Centre Superintendents and the matter be reported to the Controller of Examinations immediately for necessary action.

(vi) The candidate is required to submit the Identity Proof with clear photograph of the Scribe and copies of Certificates and Mark Sheets in support of the educational qualification of the Scribe with his contact details including Mobile number. **All such documents are to be signed by the candidate, Scribe and countersigned by the Principal of the College.**

Contd...5/-

(vii) The Principals may also identify Scribe/Reader/Lab. Asst to make panels at the College level as per requirement of their physically disabled examinees. Such panels must be approved by Controller of Examinations prior to the commencement of the Higher Secondary Examinations. In such instances, the candidates should be allowed to meet the Scribe a day before the examination so that the candidates get a chance to check and verify whether the Scribe is suitable or not. In case the Scribe is rejected, the candidate must state the valid reason of rejection in writing and submit to the Principal.

(vii) In case the disability certificate produced by the candidate is found to be fake at any point of time, appropriate legal action will be initiated against the candidate and the pass Certificate and Mark Sheets awarded, if any, will be instantly cancelled.

(viii) The compensatory time should not be less than 20 minutes per hour of examination for persons, who are making use of Scribe/Reader/Lab. Asst. All the candidates with disability not availing the facility of Scribe may also be allowed additional time of 20 minutes per hour of examination.

(ix) Proper sitting arrangement should be made for the physically disabled candidates prior to the commencement of examination.

(x) A copy of the **'provision for candidates with disability'** be provided to the physically disabled candidates and their signature be taken on another copy of the **'provision for candidates with disability'** as a proof of intimation of the rules of CHSE, Odisha.

(xi) If any Scribe is used without prior approval of the Controller of Examinations, the candidate and the Principal concerned will be held responsible for violation of examination rules. Answer Scripts of such candidates will not be evaluated by the Council and the paper will be cancelled.

N. B. : The application form must be signed by the applicant. If he/she is not able to write, left hand thumb impression be put with countersignature of the Principal. For any candidate without fingers, his/her Parents/Legal Guardian can put the signature with counter signature of the Principal.

06.11.18

ANNEXURE-'C'

PROCEDURE FOR DEPOSITING EXAM. FEES-2019 USING : STATE BANK COLLECT FACILITY.

(a) Visit online banking website of SBI by typing http://www.onlinesbi.com in the address bar of the internet explorer. Once the Home Page appears click on **'State Bank Collect'** tab.

Accept the disclaimer clause and click on **"Proceed".**
Select the State of Corporate/Institution as **"Odisha".**
Select type of Corporate/Institution **as "Educational Institution'** and click on **'Go'.**
Now select Educational Institution name as 'Council of Higher Secondary Education, Odisha' and click on **'submit'**

(b) Select the required payment category form the drop down viz. **(i)** Exam. Fees-2019 (Reg. Without Fine), Examination Fees-2019 (Reg. With fine of Rs.50/-), Exam.Fees-2019 (Reg. With fine of Rs.350/-), **(ii)** Exam. fees-2019 (Ex-reg. without fine) Exam. Fees-2019 (Ex-reg. With fine of Rs.50/-), Exam. fees-2019 (Ex-Reg. With fine Rs.350/-) as the case may be.

(c) Fill in the challan with required information as asked for. Take adequate care while filling in **(a)** Name **(b)** Date of Birth and **(c)** Mobile Number as asked for in the lower part of the screen. This information is important to reprint the e-Receipt subsequent to any successful payment. Hence, the above details may be provided by the depositor, who is responsible for reprinting the e-Receipt subsequently as and when required.

(d) Once required data is filed in click on **'submit'**

(e) The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and clock on **'Confirm'**.

(f) The system will request you to select the desired payment mode from various options. The Colleges can pay the fees using **Net Banking Facility** availed from any of their Banker or visit any SBI Branch to deposit Cash or Cheque drawn on any SBI Branch. Pease note that the Bank charges for various payment modes are also displayed which is to be borne by the Remitter. Carefully examine the charges displayed since the charges for different payment made are different. Select the desired payment mode.

(g) If net Banking is selected as payment mode, the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a Reference Number on PDF Format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from **'Payment History'** link of **'State Bank Collect'.**

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(h) If **'SBI Branch'** is selected as payment mode a Pre-Acknowledgement Payment(PAP) Form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits any SBI Branch for payment through cash or cheque drawn on SBI Branch. After the payment is successfully processed by the branch, the Branch will give an acknowledgement of Payment on the PAP Form.

(i) Now any time the payer is return to **'State Bank Collect'** link in the Home page of www.onlinesbi.com for printing the e-Receipt from the **'Payment History'** link and submit the e-Receipt in the Council along with the necessary **Annexure-2** and Computer Generated Form (Print out from e-Space).

(j) For further clarification please contact @9437000704(SBI) or 0674-2300907 (Council).

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