

NAGALAND BOARD OF SCHOOL EDUCATION
KOHIMA

**HSSLC EXAMINATION 2022
RULES AND REGULATION FOR FILLING UP FORMS
AND SUBMISSION THEREOF.**

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

Category I:

Regular :

A student studying in a recognized hr. sec. school/registered college of this Board.

Category II

a) **Regular Repeater :**

A candidate who appeared and failed at the last HSSLC Examination of the NBSE.

b) **Centre repeater :**

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

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

Category III

Improvement of performance :

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

Category IV

Change of Examination Centre : Change of Examination Centre is permissible to Kohima only.

A student seeking for change of centre shall download Form no.50 from the portal and duly filled in Form should be scanned and email to hsslcorder@gmail.com.

Online Submission of form: Candidates are to visit nbsenl.edu.in and fill the forms by following the steps given in the portal with intimation to the school where he /she is studying within the specified date and give their examination fee to the forwarding schools.

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

GUIDELINES FOR CHECKING AND FORWARDING OF APPLICATION FORMS FOR HSSLC EXAMINATION

1. (a) While filling up the forms, the candidate must know his/her Registration No. in the case of Regular students and previous Roll number in respect of Regular Repeaters, Centre Repeaters and Improvement of Performance. Candidates must check that their particulars are correct in the form in respect of full name, surname, date of birth, father's name, mother's name, community to which they belong, Second language, Optional subject (if any).
- (b) The Principals must check and ensure that all the students appearing from his/her institution have submitted their Online Application Form correctly.

- (c) Photo/Signature – (i) Student/candidate shall scan a recent passport photograph and signature in JPG/JPEG format.
(ii) Size of passport photo : 470 x 470 pixel (width x height)
(iii) Size of signature : 470 x 170 pixel (width x height)
- (d) Certification/verification(online): The Principal shall check/verify the Online Application Forms submitted by their students and be satisfied with it before it is forwarded it to the Board (online).
2. **Marks of Internal Assessment and Grades for Work & Art Education and Physical Health Education:**
Form no. 63 in the NBSE offline shall be uploaded after the allotment of HSSLC Roll numbers. Institutions shall download the NBSE offline and do the entry of internal/practical marks, grades and upload it in portal **nbsenl.edu.in**
Students who secure E grades in Internal Assessment subjects and failed marks in internal assessment in the subjects shall not be accepted.
3. **Submission of certificates/order :**
For a candidate with **Special Needs**, a certificate from a competent authority identifying the disability must be obtained and the scanned copy shall be emailed to **hsslcorder@gmail.com**.
4. **Payment of Examination Fees :**
Institutions/Examination Centres shall collect the prescribed examination fees from all categories of the students and make online payment in the portal after verifying and confirming online submission for their students.
- It is advisable to make bulk payment
- (i) Registered Hr. Sec. Schools (HSSLC regular and regular repeaters/Improvement of performance).
- (ii) Centre Schools (HSSLC regular and regular repeaters/Improvement of performance and Centre Repeater).

INFORMATION

1. **The form of a candidate who do not have the qualifying grade/marks in the internal assessment project and practicals in any of the subject shall not be forwarded.**
2. Signing for another person in his/her name or putting thumb impression for another person in his/her place, is an act of deceiving and also forgery.*
3. Examination centres shall be allotted by the Examination Committee of the Board.
4. Detail instructions for conduct of Practical will be given at a later date.
5. For further details, please refer Management of Examinations.

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

**Sd/- Additional Secretary
NBSE**