



**COUNCIL OF HIGHER SECONDARY EDUCATION;ODISHA.**  
**PRAJNAPITHA,SAMANTAPUR,BHUBANESWAR-751013**

No.-EG-I-391/21/6626/CHSE. Dt. 22.12.2021

From

The Controller of Examinations,  
CHSE, Odisha, Bhubaneswar.

To

The Principals/Headmasters/Headmistresses of all Higher Secondary Schools affiliated to CHSE, Odisha.

Sub : Schedule and Guide lines for on-line form fill-up for the eligible Regular, Ex-Regular & Correspondence Course students (Arts, Commerce, Science and Vocational streams) for appearing at the Annual H. S. Examinations, 2022.

Madam/Sir,

I am directed to inform you that keeping in view the Annual Higher Secondary Examination,2022 in Arts, Science, Commerce & Vocational Streams the following pre-examination programme and schedule have been finalized. **You are requested to arrange for the Form fill-up work of all eligible students strictly adhering to the time schedule, rules and regulations.**

**01.DOWNLOADING ADMIT CARDS**

(a)The Admit Cards for Ex-Regular & Regular (Arts, Science, Commerce & Vocational Streams) candidates will be made available on-line through their respective H.S. Schools in the site : **portal.samsodisha.gov.in.**

(b)The Principals will download the Admit Cards from the e-space of the above sites: **(portal.samsodisha.gov.in →User ID → Password → Examination Form 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 in the Admit Cards. **In case any mistake is detected in Admit Cards, the same must be brought to the notice of the Controller of Examinations immediately for necessary action.**

## 02.GUIDELINE FOR ONLINE FORM FILL-UP

The online form fill-up for the eligible Ex-Regular (Arts, Science, Commerce and Vocational stream) students to appear at the Annual H.S. Examinations, 2022 will be done by their respective H. S. Schools through e-space site: <https://portal.samsodisha.gov.in>. The Ex-Regular candidates are required to fill-up their forms in the institutions where they have completed two years study of Higher Secondary Courses and been sent up for Higher Secondary Examination. The candidates are to be provided with the 3(G) form (generated from e-space) by the H.S. Schools. The candidates are required to go through the 3(G) Form, verify their data in the Form No. 3 (G), put their full signature in the space provided and submit to the H.S. Schools. The H.S. School authority shall verify the data, make relevant correction (if any) on the basis of 10<sup>th</sup> Board Certificate and other records in the form. 3(G) with the signature of the verifying officer and the Principal and ask the candidates to deposit the requisite fees at the H.S. School 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 Higher Secondary level in the e-space of Examination Form fill up of the above site. **(Under no circumstances, off-line/manual form fill up will be entertained).** Ex-Regular Correspondence Course students are required to fill up their forms in their respective H.S. Schools, where they have taken admission. Ex-regular Correspondence Course students are required to fill up their forms in the Higher Secondary Schools where they had appeared and failed in the last Examination.

**IMPORTANT-** Form No.-3(G) for Regular & Ex-Regular (Arts, Commerce, Science, & Vocational stream) candidates will not be submitted at the CHSE, and shall be kept at H.S. Schools for record purposes and future reference. **However, for Compartmental candidates one copy of 3 (G) form is required to be submitted with the CHSE and another copy to be retained with the H.S. School.**

## 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, Community and subjects offered in the ROM will appear on the computer screen. Check the correctness of the information as per 10<sup>th</sup> Board pass Certificate and other available records.  
**If details don't appear on the Computer Screen, please register the Registration No. of the student. Now all information of the student will appear on the Computer Screen.**
- (c) All subjects appeared in the previous Examination will appear on the Computer Screen. **Compartmental candidates are required to put '√' mark against the papers in which he/she is eligible to appear and strikeout the rest papers.**
- (d) Correction in respect of the candidate's name, Father's name and Mother's name may be done on the basis of 10<sup>th</sup> Board Certificate if the same is incorrect. If Father's or Mother's name is not displayed on the computer screen, then it can be entered as per the 10<sup>th</sup> Board Certificate submitted by the candidate.
- (e) **Subject change by the Ex-Regular candidate is strictly prohibited. The subjects/Papers of the last Examination will remain unchanged for an Ex-**



- Regular Examinee. The candidate, the verifying Officer and the Principal will be held responsible if the result of such ex-regular candidate who have changed their subject is withheld/cancelled. CHSE, Odisha will not be held responsible for such lapses.
- (f) Upload the recent passport size coloured photograph (if not displayed) clicking on the required box. The Higher Secondary School can take digital photograph of the students or scanned copy of the photograph given in their application form. Principals and Verifying Officers are requested to ensure that old photographs and photographs which do not match with the face of the candidates are not uploaded.
  - (g) Enter the grade awarded to the students in Environmental Education, Yoga and Basic Computer Education. This information is mandatory for each student.
  - (h) Once all required information are filled up, click on the 'submit' button on the Computer Screen.
  - (i) For off-line candidates of Vocational stream, Correspondence Course and any other off - line candidate, the following steps are to be followed:
    - (i) **Please Register the Registration Number of the students.**
    - (ii) **A blank 3 (G) form will be generated. Take a printout and give it to the student.**
    - (iii) **The student is to fill up the blank 3 (G) form and submit to the verifying officer.**
    - (iv) **The Verifying Officer is to verify the 3 (G) form and fill up the 3 (G) form in the system.**
    - (v) **Upload the recent Passport size colour photograph clicking on the required box.**
    - (vi) **Take a printout copy of the filled in 3 (G) form.**
    - (vii) **Both the student and verifying officer are to again verify the fill-in 3 (G) form and put their signature. Principal/Head of the institution is also to sign the 3 (G) form.**
    - (viii) **Once all the required information are verified and filled up, click on the 'Submit' button on the Computer Screen.**
  - (j) After the scheduled date of on-line form fill up is over, no data updating is allowed in the e Space. So, the H.S. Schools 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 discrepancy and request for modification after the scheduled date shall not be entertained by the CHSE.**
  - (k) 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 (A) QUALIFICATION/ELIGIBILITY FOR FILLING-UP OF FORMS AS REGULAR CANDIDATE FOR APPEARING A.H.S. EXAMINATION, 2022.**

All candidates Registered in the Academic Session, 2020-21 under CHSE, Odisha shall appear at the Annual H.S. Examinations, 2022 as Regular candidates.

**(B) QUALIFICATION/ELIGIBILITY FOR FILLING-UP OF FORMS AS AN EX-REGULAR CANDIDATE FOR APPEARING A.H.S. EXAMINATION, 2022.**

(a) All candidates Registered up to 2019 under CHSE, Odisha shall appear at the Annual H. S. Examinations, 2022 as Ex-Regular candidates.



- (b) A registered and Regular candidate who was sent up for Annual H. S. Examinations, 2021 but was unable to enroll himself/herself for the said examination shall appear as an Ex-Regular candidate.
- (c) A candidate who had filled-up examination form previously but could not be assessed in the Annual H.S. Examination, 2021 for any reason and did not appear/failed in A.H.S. (Special) Examination, 2021 shall appear as an Ex-Regular candidate.
- (d) All candidates of Annual H.S. (Special) Examination, 2021 or at earlier examinations whose results have been declared as PC or RC are eligible to appear as Ex-Regular candidate.

#### **05. ELIGIBILITY FOR COMPARTMENTAL APPEARANCE**

A candidate who had failed in one or more subjects in the Annual H. S. Examinations, 2020 & 2021 and Annual H.S. (Special) Examination, 2021 but had secured at least 210 marks in aggregate is eligible to appear Compartmentally in the failed subjects. This privilege is granted to such candidates for the next (immediate) two consecutive examinations only (excluding Instant Examination) subject to condition that a Compartmental candidate has to clear all the failed subjects at a time and not in piecemeal manner appearing at any of the available chances. **Pass Certificate will not be awarded to the candidates appearing Compartmentally without eligibility/ appearing Compartmentally after two consecutive chances/ appearing the failed papers in a piecemeal manner as per Regulation 120 of the Odisha Higher Secondary Education Act & Regulations, 1982.**

**The Principals/Headmasters/Headmistresses and verifying officers of all affiliated/ recognised institutions are requested to strictly verify the mark sheets for genuineness of the candidate regarding Compartmental appearance.**

#### **06.SYLLABUS AND QUESTION PATTERN**

**Regular and all Ex-regular students will come under new reduced Syllabus. Question Papers of all streams will be same for Regular & Ex-Regular candidates.**

Question pattern of all examinees will be as per notifications issued for Regular students of Annual H.S. Examination, 2021 vide Notification No-1291,dtd.04.03.2021 & No.2006,dtd.09.04.2021. Commerce Ex-Regular students registered up to 2015 are required to submit Project Reports like the Regular & other Ex-Regular students. Vocational Ex-Regular students registered up to 2015 are also required to submit Practical Records/Project Reports like the Regular and other Ex-Regular students.

#### **07.SCHEDULED DATES FOR FILLING OF FORMS & DEPOSIT OF FEES THROUGH STATE BANK COLLECT FOR REGULAR & EX-REGULAR STUDENTS INCLUDING CORRESPONDENCE COURSE STUDENTS.**

Activity	Without Fine	With fine of Rs.100/- per student	With fine of Rs.450/- per student	Submission of Annexure-II, SB Collect e-receipt etc.
Form fill up	27.12.2021 to 04.01.2022	05.01.2022 to 06.01.2022	07.01.2022 to 08.01.2022	WILL BE NOTIFIED LATER ON
Deposit of fees	03.01.2022 to 06.01.2022	07.01.2022 to 10.01.2022	11.01.2022 to 12.01.2022	

**IMPORTANT-** The last date of form fill up for all categories of students is dt.08.01.2022. Students, Parents & Guardians are advised to be careful for filling up of forms latest by dt.08.01.2022 positively. No extension of dates for form fill up will be made under any circumstances. If any of the last dates falls on a holiday or subsequently declared as a holiday, the last date will be shifted to the next working day. Principals are requested to see that all Ex-Regular students fill up their forms within the notified time schedule.

**08.FEES PAYABLE BY CANDIDATES (ARTS/COMMERCE/SCIENCE / VOCATIONAL)**

(i) Examination fees	Rs.165/-
(ii)Centre Charge	Rs.120/-
(iii)Enrollment Fees	Rs. 25/-
(iv)Fees for Memorandum of Marks (Pass/Fail)	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/-
	<hr/>
	<b>Total = Rs.520/-</b>
(xii)1 <sup>st</sup> Late Fine (Per student)	Rs. 100/-
(xiii)2 <sup>nd</sup> Late Fine	Rs.450/-
(xiv) Project Work Fees for all Commerce students (Per subject) .	Rs. 40/-
(xv)Practical Examination Fees (Per Practical Paper) {Science Exam: (Biology) : Botany Rs.40/-+ Zology: Rs.40/- }	Rs. 40/-
(xvi)Change of Examination Centre	Rs.500/-
(xvii) Additional Centre charge for the candidates	Rs. 50/- (per candidate)

**(The additional Centre Charge is payable by the candidates of institutions which are newly opened and have obtained Govt. Recognition/Permission during or after the Academic year, 2019-20)**

**{If any Higher Secondary School is demanding more amount of Examination fees, the matter may be brought to the notice of the Controller of Examinations/ Director, Higher Secondary Education in writing.}**

**{ Candidates with bench mark disabilities are eligible for Examination fee waiver of Rs.165/- (Examination fees) Plus the Practical Project Examination fees @ Rs.40/- per paper and fees for memorandum of marks of Rs.100/-}**



**IMPORTANT-** A candidate eligible to appear all subjects or in specific subjects Compartmentally has to pay **FULL FEES** for appearing at the Annual H. S. Examination, 2022.

- Candidates offering any of the following subjects shall pay Rs.40/- 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, Integrated Vocational Papers & Vocation Trade subjects (VTS).
- 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/- for Botany and Rs.40/- for Zoology).
- All candidates in Commerce Stream shall have to pay Rs.40/- per subject towards project work : - Accountancy, Business Studies and Management, Business Mathematics and Statistics, Cost Accounting, Fundamentals of Management Accounting and Business Economics, Integrated Vocational Papers & Vocation Trade subjects (VTS).
- All candidates in Vocational Stream shall have to pay Rs.40/- per subject towards Practical Examination fee for the papers: Physics, Chemistry, Biology and Trade Papers. The candidate with Project papers shall also pay Rs.40/- per subject towards Project evaluation works of Vocational stream.
- 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 2019-20).

#### **09.REMITTANCE OF EXAMINATION FEES BY INSTITUTIONS :**

- (i) In pursuance of CHSE. Notification No. **EG-I-806/19 /6555/ dt.19.10.2019**, the Higher Secondary Schools will collect @ Rs.40/- towards Practical Examination/Project evaluation works per paper per student and retain @ Rs.30/- for conduct of Practical Examinations/Project evaluation works and remit the rest amount @ Rs.10/- per paper per student to the Council. Further, out of the Examination fees collected for Theory papers @ Rs. 520/- per student, a sum of @ Rs.40/- will retained by the Higher Secondary School for Centre expenses and the balance amount @ Rs. 480/- per Examinee be remitted to the Council on-line through SB Collect by logging into [www.onlinesbi.com](http://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 H.S. Schools for utilization towards Centre Expenses. At the end of the Examination, the H.S. Schools shall submit the "Utilization Certificate" (U.C.) to the Council. In case, the H.S. School is tagged to a different Examination Centre, then the tagged H.S. School should handover such collected amount to the H.S. School 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, 2022 (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. The unspent balance if any, must be refunded to the Council at the time of submission of Utilization Certificate. One copy of Utilization Certificate with copies of bills and vouchers must be retained at the Centre for future reference.
- (iii) In case, there is a deficit then the H.S. Schools will be paid the additional amount spent towards Centre Expenses by the Council. Council will take necessary steps to pay the admissible amount after due scrutiny of the bills and vouchers.

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

**10.DOCUMENTS TO BE FURNISHED BY CANDIDATES IN THE H.S. SCHOOLS (ARTS, COMMERCE, SCIENCE & VOCATIONAL)**

- (i) College Identity Card.
- (ii) 10<sup>th</sup> Pass Original Board Certificate and Mark Sheet with self attested photocopy.
- (iii) Original CHSE Registration Card with self attested photocopy.
- (iv) Two nos. of recent passport size coloured photographs.
- (v) Admit Card of the previous examination (for Ex-Regular students)
- (vi) All Original failed Mark Sheets with two sets of self attested copies (for Ex-Regular students. **All original failed mark sheets to be returned to the students after verification.**)
- (vii) Self attested photo copy of re-admission receipt in case of regular & Ex-fresh correspondence course candidates.

**11. PREPARATION OF ANNEXURE-II**

Two sets of Annexure-2 Stream-wise for Ex-Regular candidates (Arts, Science, Commerce & Vocational streams) are to be generated by H.S. Schools out of which one set of Annexure-II will be submitted in the Council Head Office/Zonal Offices and another set will be retained with the H.S. School for future reference. **Similarly two copies of Annexure-II stream-wise, separate for Ex-Regular ( all subjects) and Compartmental cases are to be generated by the H.S. Schools for the following categories of candidates.**

Arts - Ex-Regular (all subjects) and Compartmental (Specific subjects) separately  
Science - Ex-Regular (all subjects) and Compartmental (Specific subjects) separately  
Commerce-Ex-Regular (all subjects) and Compartmental (Specific subjects) separately  
Vocational -Ex-Regular (all subjects) and Compartmental (Specific subjects) separately

For Correspondence Course students two sets of Annexure-II each for Ex-Regular and (Compartmental) candidates stream-wise are to be generated of which One set is to be deposited and other set to be retained by the H.S. School.

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

**12. DOCUMENTS TO BE SUBMITTED BY THE INSTITUTIONS IN THE HEAD OFFICE/ZONAL OFFICES AS PER FIXTURE (ANNEXURE-D : TO BE NOTIFIED LATER ON)**

- (i) One copy of ANNEXURE-2 (Generated stream-wise in Arts, Science, Commerce & Vocational stream and for Correspondence Course). One copy for each stream and **separate for Ex-Regular (all subjects) and Compartmental cases.**
- (ii) SBI Collect e-receipt, Demand Notes and Head-wise detail statements towards proof of remittance of fees.
- (iii) Photocopy of +2 failed Mark Sheets of the Compartmental candidates towards verification of Compartmental eligibility and appearance in all failed papers at a time duly verified by the Verifying Officer and Countersigned by the Principals and One copy of the 3 (G) form signed by the candidate, the Verifying Officer and the Principal.
- (iv) Copy of 3(G) form for Compartmental candidates only.
- (v) Consolidated data sheet to be furnished by the H.S. Schools in respect of Ex-fresh correspondence course candidates as per Annexure-
- (vi) **The applications of the candidates duly forwarded by the Principal concerned for Centre Change cases and for Scribe/Reader/Lab. Assistant are to be submitted by the Principal separately at the Head Office of the Council.**

**IMPORTANT-**No documents will be received from the H.S. Schools, if photocopy of +2 failed mark sheets of the qualifying years and subsequent years, One copy of 3(G) Form with signature of the candidate, the Verifying Officer and the Principal in case of Compartmental candidates are not submitted.

**13. FILLING UP FORMS BY CANDIDATES BOOKED UNDER MALPRACTICE**

The candidates who were booked under Malpractice in Annual H. S. Special Examination, 2021 or earlier can fill-up their forms after obtaining their marks sheets/M.P. Notification from the CHSE Head Office. However, for Compartmental cases, production of copy of failed Mark Sheet is compulsory.

**14. CHANGE OF EXAMINATION CENTRE**

Permission or change of Examination Centre is not a matter of right. It is up to the Council to allow or disallow the applicant to change Examination Centre or assign any



Examination Centre. However, change of Examination Centre may be permitted on application in prescribed proforma (ANNEXURE-A) under the following grounds.

**GROUND FOR CHANGE OF EXAMINATION CENTRE**

- (i) Death of Father/Mother (Death Certificate from appropriate authority to be enclosed).
- (ii) Retirement of Father/Mother From Govt. Service. (Copy of superannuation order to be enclosed 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/Central Govt./Central Govt. undertakings (enclosed copy of the transfer order with contact number of Father/Mother/Spouse and the present and past employer.
- (iv) Marriage in case of Girls student. (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 H.S. School.
  - (ii) Principals are requested to notify the Centre Change Criteria and grounds for change of Examination Centre in the H.S. School Notice Boards for wide circulation among the students.
  - (iii) The Principals are requested to submit the applications of students for centre change separately in the Head Office of the Council at the time of submission of Annexure-2, SB Collect e-receipt etc.

**15. 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 in the prescribed **PROFORMA (ANNEXURE-B)** along with guideline Notification **No.459 dt. 25.01.2019** enclosed herewith to appear the examination.

**N.B.** The Principals are requested to notify the provision for candidates with bench mark disabilities issued vide CHSE (O) Notification **No.459 dt. 25.01.2019** (Guidelines for providing Scribe/Reader/Lab. Asst.) in the H. S. School Notice Boards for wide circulation among the physically disabled candidates.

**The Principals must ensure collection of application forms from the candidates with disabilities for Scribe/Reader/Lab. Asst. at the time of form fill up.**

**The last date for submission of applications for Scribe/Reader/Lab. Asst. and Examination Centre change cases by the candidates at the H.S. School is the last date of form fill up.**

The Principals are requested to submit the applications of candidates with bench mark disabilities applied for Scribe/Reader/Lab. Asst. and Examination Centre change cases in the Head Office of the Council only at the time of submission of ANNEXURE-II, SB Collect e-receipt and other documents separately on the dates scheduled as per the 'FIXTURE' to be notified by the Council. No application pertaining to Scribe/Reader/ Lab. Asst. and Examination Centre change cases will be accepted by the Council beyond the scheduled date.

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

Yours faithfully,

  
22.12.2021  
Controller of Examinations


Memo No. 6627/CHSE. Dt. 22.12.2021

Copy submitted to Private Secretary to the Hon'ble Minister, School and Mass Education, Odisha, Bhubaneswar for kind information of the Hon'ble Minister.

  
22.12.2021  
Controller of Examinations


Memo No. 6628/CHSE. Dt. 22.12.2021

Copy submitted to P.S. to the Principal Secretary, Department of School and Mass Education/Director, Higher Education Odisha, Bhubaneswar/Director, Higher Secondary Education, Odisha for kind information.

  
22.12.2021  
Controller of Examinations


Memo No. 6629/CHSE. Dt. 22.12.2021

Copy forwarded to the Controller of Examinations, Utakal University,/Sambalpur University/Berhampur University/Maharaja S.C.B.D. University/Fakir Mohan University /Sri Jagannath Sanskrit University /Board of Secondary Education, Odisha, for information and necessary action.

  
22.12.2021  
Controller of Examinations

Memo No. 6630/CHSE. Dt. 22.12.2021


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. EC-I, EC-II and Zonal Offices for Annual H. S. Examination, 2022.

  
22.12.2021  
Controller of Examination



Memo No. 6631/CHSE. Dt. 22.12.2021

Copy forwarded to Deputy Secretary/Asst.Secretary of three Zonal Offices located at Berhampur/ Baripada/ Sambalpur for information and necessary action. They are required for verify all the Compartmental cases with regard to eligibility and correctness of the papers and submit the same in the Head Office within Seven days from the receipt of Annexure-I & II.

  
22.12.2021

Controller of Examinations

Memo No. 6632/CHSE. Dt. 22.12.2021


Copy forwarded to Finance Officer/F.S.-I/F.S.-II/F.S.-III/Notice Board and information Counter for information and necessary action.

  
22.12.2021

Controller of Examinations

Memo No. 6633/CHSE. Dt. 22.12.2021


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 H.S. Schools.

  
22.12.2021

Controller of Examinations

Memo No. 6634/CHSE. Dt. 22.12.2021


Copy forwarded to the General Manager (Admin) Odisha Computer Application Centre, Acharyavihar, Bhubaneswar for information and necessary action. He is requested to upload this letter in SAMS Notice for information of all H.S. Schools and take necessary steps for on-line form fill up of all students.

  
22.12.2021

Controller of Examinations

Memo No. 6635/CHSE. Dt. 22.12.2021

Copy forwarded to the DDG & SIO, NIC, Odisha, Bhubaneswar for information and necessary action. He is requested to take necessary steps to upload this letter in the Council web site: [www.chseodisha.nic.in](http://www.chseodisha.nic.in). for information of all concerned.

  
22.12.2021

Controller of Examinations



**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, 2022.**

(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: \_\_\_\_\_



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 & proper.

DATE :

FULL SIGNATURE OF THE APPLICANT

PLACE :

11. **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...3/-**

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

- (i) I have verified the documents submitted by the candidate along with the application form and found to be 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.
- (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



**Annexure –A (PART)**

**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 after March, 2020 (death Certificate to be enclosed)
- (ii) Retirement of Father/Mother from Govt. service after March, 2020. (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 after March, 2020. (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 after March, 2020. (enclose marriage certificate, contact number of Father/Mother, joint photograph with Husband and contact number of Husband)
3. No application for change of centre will be entertained after the last date of form fill up.
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, 2021 after obtaining “No Objection Certificate from the Principals” of both the

**Contd...5/-**

Colleges to which he/she desires to change his/her centre of examination and his/her parent College.

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 submitted 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, 2021 (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, 2020 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)

(Incomplete application form in any respect and without supporting documents will be out  
rightly rejected)

**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/-**

**// 2 //**  
**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/I am aware of 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) I shall use only one scribe, except the specific need for language papers, viz, Telugu, Bengali, Urdu and Hindi and will not change the scribe unless there is explicit emergency. The explicit emergency will be explained by me in writing with documentary evidences, where ever available and is to be submitted with the Principal for examination and forwarding the same to the Controller of Examinations for necessary approval before examination.
- (ii) The Scribe approved by the Controller of Examinations will serve as helper writer to me till the end of the examination.
- (iii) The qualification of my scribe will be one step below my qualification. For any deviation, detected at any stage, I will be abided by the decision of the CHSE. Odisha.
- (iv) 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 immediately. (e-mail : [coechseodisha@gmail.com](mailto:coechseodisha@gmail.com).)
- (v) I will not change my scribe without justifying the reasons in writing and without the prior approval of the Controller of Examinations failing which my paper will not be evaluated and be liable for cancellation.
- (vi) The identity proof, photograph and copies of Certificates and Mark Sheets in support of educational qualification of scribe with contact number are true, correct and signed by me. In case of any emergent need, I will submit the Identity proof, Photograph, copies of Certificates and Mark Sheets in support of educational qualification and contact number of the new scribe explaining the reasons thereof to the Principal for forwarding the same to the Controller of Examinations for necessary approval before sitting in the examination, failing which my answer scripts will not be evaluated and I will be solely responsible for the same.
- (vii) 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.

**Contd...3/-**



**// 3 //**

- (viii) I am submitting separate application forms for reserve Scribe including the Scribe required for language paper, viz, Urdu, Telugu, Bengali and Hindi. (strike out if the point is not applicable)

Signature/Thumb impression  
of the applicant

Counter Signature of the Principal  
with date and Seal

Signature of Parents

- N.B.** Application form without the signature/thumb impression of the applicant, parents and counter signature of the Principal without seal signature in the undertaking will be out rightly rejected.

**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 : \_\_\_\_\_

Signature of the applicant

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

- (1)  
(2)  
(3)

**Contd...4/-**

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, 2022 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 application of the candidate for the facility of Scribe/Reader/Lab. Asst./taking compensatory time in Annual H.S. Examination, 2022 (strike out which is not applicable) with the requisite enclosers have been verified and found correct and genuine as per CHSE (O) **Notification No.** \_\_\_\_\_ **dt.** \_\_\_\_\_ (form fill-up notification for Ex-Regular students of Annual H.S. Examination, 2022) and No. 459 dt.25.01.2019 (Guide lines for conducting written examinations for persons with Benchmark Disabilities)

Counter Signature of the Principal  
with date and Seal

**N.B.** Application form without signature of the applicant, required documents of Scribe and signature of the Scribe in **Part-II** and counter signature and seal of the Principal in the certificate will be out rightly rejected.





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

**GUIDELINES FOR CONDUCTING WRITTEN EXAMINATIONS FOR PERSONS WITH BENCHMARK DISABILITIES  
W.E.F. ANNUAL HIGHER SECONDARY EXAMINATION, 2019.**

**NOTIFICATION**

Bhubaneswar dated the 25<sup>th</sup> January, 2019.

No. EG-I-280/18/459/CHSE. This is notified for information of all the benchmark disabilities and all concerned that in pursuance of Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Dibyangjan) Office Memorandum F.No. 34-02/2015-DD-III dated 29.08.2018, the CHSE, Odisha notification providing facility of Scribe/Reader/Lab. Asst. to the candidates with benchmark disability issued earlier vide No. EG-I-280/18-5274 dt.22.10.2018 has been modified as under for implementation w.e.f. Annual H.S. Examination, 2019. This notification will supercede all the notifications issued earlier in this regard.

- (i) The facility of Scribe/Reader/Lab. Assistant should be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/herd.

In case of persons with benchmark disabilities in the category of blindness. Locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/Lab Assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of Scribe/Reader/Lab. Assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I.**

Contd...2/-

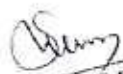
- (ii) The candidate has to apply for own Scribe/Reader/Lab. Asst. and/or compensatory time at the time of form fill-up in the prescribed format and get approval of the Controller of Examinations.
- (iii) The Scribe selected by the candidate has to give an undertaking to the effect that he/she will serve as the helper writer till the end of the examination, except in emergency.
- (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 an 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 for necessary approval.

The qualification of the Scribe should be one step below the qualification of the candidate taking Examination. The persons with benchmark disabilities opting for own Scribe/Reader/Lab. Asst. should submit the details of the own Scribe as per CHSE, Odisha proforma at ANNEXURE - 'B'.

- (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.**
- (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 two days 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.

Contd...3/-

- (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 benchmark disabilities 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 (preferably on the ground floor) prior to the commencement of examination to avoid confusion.
  - (x) A copy of the '**provision for providing facility to the candidates with benchmark disability**' be provided to the physically disabled candidates and their signature be taken on another copy of the '**provision for providing facility to the candidates with disability**' as a proof of intimation of the rules of CHSE, Odisha.
  - (xi) If any Scribe is used without 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.

  
25.01.2019  
Controller of Examinations



Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o \_\_\_\_\_, a resident of \_\_\_\_\_ Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government health care institution  
Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place :

Date :

Note :

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment- Ophthalmologist, Locomotor disability-Prthopaedic specialist/PMR).

PROCEDURE FOR DEPOSITING EXAM. FEES-2022 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 Exam. Fees-2022 (Regular/Ex-Regular without fine) Exam. Fees-2022 (Regular/Ex-Regular with late fine of Rs. 100/- Exam. fees-2022, (Regular/Ex-Regular with late fine of Rs.450/- 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 click on 'Confirm'.
- (f) The system will request you to select the desired payment mode from various options. The H.S. Schools 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. Please 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'.

Contd...2/-

- (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](http://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- 9937209587.