



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

NOTIFICATION

No.-EG-I-408/2022/ 3359 /CHSE(O), Dt. 04.11.2022.

From,

Dr. Ashok Kumar Nayak (OES)
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 (Arts, Commerce, Science and Vocational streams including Correspondence course) for appearing at the Annual H. S. Examinations, 2023.

Madam/Sir,

I am directed to inform you that the form fill up for Annual Higher Secondary Examination, 2023 will commence from 14.11.2022 in all Higher Secondary Schools/colleges affiliated to the Council of Higher Secondary Education, Odisha. All eligible Regular and Ex-Regular students of Arts, Commerce, Science and Vocational streams including Correspondence course may be hereby informed to contact their institutions for form fill up. **However, the Regular students pursuing Correspondence Course (2021 Admission Batch) are required to fill up their forms in their respective H.S. Schools from which they have been registered under CHSE; however, the Ex-Regular Students & Ex-Regular Correspondence students (registered up to 2020) are to fill up their forms in the colleges in which they had filled up forms in last Examination.**

Keeping this in view, the following pre-examination schedule has been finalized. You are requested to arrange for the Form fill-up work of all eligible students strictly adhering to the time schedule, and CHSE rules and regulations.

1. SCHEDULE DATES FOR FILLING UP OF FORMS & DEPOSIT OF FEES THROUGH STATE BANK COLLECT FOR REGULAR & EX-REGULAR STUDENTS INCLUDING C.C. 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	14.11.2022 to 19.11.2022	21.11.2022 to 26.11.2022	28.11.2022 to 30.11.2022	WILL BE NOTIFIED LATER ON
Deposit of fees	21.11.2022 to 23.11.2022	28.11.2022 to 30.11.2022	01.12.2022 to 03.12.2022	

IMPORTANT NOTE-I:

- A. **The last date of form fill up for all categories of students is dt.30.11.2022. So, the students, Parents & Guardians are required to be careful for filling up of forms latest by dt.30.11.2022 positively.**
- B. **No extension of dates for form fill up will be made under any circumstances.**
- C. **If any of the last dates fall on Sunday or public holiday or subsequently declared as a holiday, the last date will be shifted to the next working day.**
- D. **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 last date of form fill up.**
- E. **Principals are requested to sensitize all Regular & Ex-Regular students to fill up their forms within the notified time schedule.**

2. ELIGIBILITY FOR FILLING-UP OF FORMS FOR APPEARING A.H.S. EXAMINATION, 2023 :

(A) **AS REGULAR CANDIDATE:** All candidates Registered under CHSE in the Academic Session, 2021-22 under CHSE, Odisha are eligible to appear at the Annual H.S. Examinations, 2023.

(B) **AS AN EX-REGULAR CANDIDATE:**

(a) All candidates Registered up to 2020 under CHSE, Odisha but failed in previous examination or has not filled up form for any Examination, though he/she was Sent up, will be eligible appear at the Annual H. S. Examinations, 2023 as Ex-Regular candidates.

(b) **FILLING UP FORMS BY CANDIDATES BOOKED UNDER MALPRACTICE:**

The candidates who were booked under Malpractice in Annual H. S. Examination, 2022 or earlier, can fill-up their forms after obtaining their marks sheets/M.P. Notification from the CHSE Head Office. All such candidates whose results have been declared as PC or RC in Annual H.S. Examination, 2022 or any other examinations of earlier years are also eligible to appear as Ex-Regular candidate.

(C) **AS A COMPARTMENTAL CANDIDATE :**

A candidate who had **failed in one or more subjects** in the Annual H. S. Examinations, **2021**, Annual H.S. (Special) Examination, 2021 **or in AHS Examination, 2022 securing at least 210 marks in aggregate** can only appear AHS Examination 2023 as a Compartmental candidate, i.e. he/ she will fill up form for the failed subjects only.

However, exonerated candidates who failed in such Examination but secured 210 marks in aggregate can appear compartmentally.

IMPORTANT NOTE-II

(a) This privilege of compartmental appearance is granted to such candidates for the next (immediate) two consecutive examinations from the examination in which he/she originally failed securing aggregate of 210 marks (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.

(b) **Pass Certificate shall not be provided 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.

(c) The Principals/Headmasters/Headmistresses and verifying officers of all affiliated/recognized institutions are requested to strictly verify the mark sheets for genuineness of the candidate regarding Compartmental appearance. Strict actions will be taken against defaulting officers who allow ineligible candidates to fill up form as a compartmental candidate.

3. DOCUMENTS TO BE FURNISHED & FEES TO BE DEPOSITED BY THE CANDIDATES IN THE H.S. SCHOOLS (ARTS, SCIENCE, COMMERCE & VOCATIONAL/CORRESPONDENCE) AT THE TIME OF FORM FILL UP:

SL. NO	CATEGORY OF CANDIDATES	DOCUMENTS TO BE PRODUCED	FEES TO BE DEPOSITED	Remark
1	Regular(2021 Admission Batch)	College Identity Card, Original & self Attested photo copy of Registration Card, three Colour pass port size photographs with College Roll Number and name written on the back side with marker pen (if photo is not found in 3G form), Original & Xerox copy of 10 th Board pass certificate & others as required by the College/H.S. School	Examination fee & other related fees: Rs 520/- &Rs 40/- per Practical /project paper of a subject	Candidates with bench mark disabilities are eligible for waiver of : <ol style="list-style-type: none"> 1. Rs.165/- (Examination fees) 2. The Practical/Project Examination fees @ Rs.40/- per paper 3. Fees for memorandum of marks of Rs.100/-.
2	Ex-Regular (Appearing as Compartmental candidate)	Original and self attested photo copy of Registration Card, the previous year's mark sheet where eligibility of compartmental case, two colour pass photo.		
3	Failed Ex-Regular (Registered up to 2020) (Appearing for all subjects)	Original and self attested photo copy of Registration Card, the previous year's mark sheet & Admit Card		
4	Failed Ex-Regular (Registered up to 2020)(Appearing for first time)	Original and self attested photo copy of Registration Card/ Duplicate Registration card.		

[Handwritten signature]

4. GUIDELINE FOR ONLINE FORM FILL-UP :

The online form fill-up for the eligible Regular & Ex-Regular (Arts, Science, Commerce and Vocational stream including Correspondence course) students to appear at the Annual H.S. Examinations, 2023 will be held in their respective H. S. Schools through e-space site: <https://portal.samsodisha.gov.in>.

The 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 Ex-Regular candidates will fill up form in the H.S. Schools in which they had filled up form earlier and failed or have completed Higher Secondary course but failed to fill up form in any examination up to 2022.

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 the data in respect of their Name, Father Name & Mother Name in 3G Form, rectify the fields which are wrong and put their full signature in the space provided and submit to the verifying officer of the H.S. School.

The verifying officer shall have to verify the 3G Form of the student as per the documents produced by the student, and allow relevant correction of names(except candidate name) etc. (if any) on the basis of 10th Board Certificate and other records, in the form. 3(G). After that, the verifying Officer and the Principal will put their signature in the space provided in the 3G Form.

After verification of the 3G Form, the candidate is to deposit the requisite Examination and other related fees in the college counter or as per the direction of the H.S. School/college, and the candidate will be provided with the money receipt as a proof of his/her deposition of fees.

After deposition of examination fee, the information/data of the candidates duly verified in their 3(G) forms are to be uploaded/up-dated on-line in the Examination Form fill up link given e-space by 6.00 P.M. of the day on which form fill up was held.

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.

5. PROCESS OF UPDATION OF 3G FORM IN e-SPACE.

The 3G Forms can be updated through the following steps :

- (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 10th Board pass Certificate and other available records.

IMPORTANT NOTE-III: If after entering the Registration Number of a candidate, the candidate's particulars are not displayed on the computer screen, then one has to first go for registering the Registration Number of the student. After registration only, all information of the student will appear on the Computer Screen.

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- (c) All subjects appeared in the previous Examination will appear on the Computer Screen. In case of Compartmental candidates, '√' (TICK) mark shall be put against the papers in which he/she is eligible to appear and **strikeout the rest papers.**
- (d) Correction in respect of the 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.
- (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 an ex-Regular candidate changes his/her earlier subjects, because CHSE shall not issue admit card to such candidate or his/her result shall be withheld or cancelled by CHSE, Odisha and CHSE 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.

IMPORTANT NOTE-IV: Before clicking the "SUBMIT" button, be sure that every information with respect to the candidate is correct, because once submitted one can not access to the data for further change.

6. MAKING OFF-LINE DATA ON-LINE IN e-SPACE: (FOR OFF LINE CANDIDATES):

The data of certain candidates of Vocational stream, Correspondence Course, Arts, Commerce and Science stream, who were registered before the introduction of online generation of Registration Number, **are not available online. In such cases, we have to 1st go for offline entry of data in a hard copy of the 3G Form and then make it online as per the following steps:**

- i. Please Register the Registration Number of the student.
- ii. A blank 3 (G) form will be generated.
- iii. Take a printout of the 3G Form & give it to the student.
- iv. The student is to fill up the blank 3 (G) form and submit to the verifying officer.
- v. The Verifying Officer is to verify the 3 (G) form.
- vi. The DEO or any designated official will enter the information on verified 3G form in the 3G form available online
- vii. Upload the recent Passport size colour photograph clicking on the required box.
- viii. Take a printout copy of the filled in 3 (G) form.
- ix. Both the student and verifying officer are to again verify the filled-in 3 (G) form and put their signature. Principal/Head of the institution is also to sign the 3 (G) form.
- x. After that, one has to click on the 'SUBMIT' button.

7. LAST DATE OF UPDATION OF 3-G FORMS:

After scheduled date of on-line form fill up is over, no data updation 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.**

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.

8. SUBMISSION OF 3G FORMS:

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

9. BREAK UP OF FEES TO BE DEPOSITED BY A CANDIDATE (ARTS/ COMMERCE/SCIENCE AND VOCATIONAL/ CORRESPONDENCE) AT THE TIME OF FORM FILL UP :

(i) Examination fees	Rs.165/-
(ii)Centre Charge	Rs.120/-
(iii)Enrolment 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/-

Total = Rs.520/-

(xii)1 st Late Fine (Per student)	Rs.100/-
(xiii)2 nd Late Fine	Rs.450/-
(xiv) Project Work Fees for all Commerce students (Per subject)	Rs. 40/-
(xv)Practical Examination /Project evaluation Fee (Per Practical Paper)	Rs. 40/-

(NB: In Biology paper one has to pay Rs → 80/- towards practical fee as it has two components: Biology-I(Bot.) & Biology-II (Zoology and for each Component Rs.40/-)

(xvi)Change of Examination Centre	Rs.500/-
(xvii) Additional Centre charge for the candidates	Rs. 50/- (per candidate)

IMPORTANT NOTE- V:

- A. The additional Centre Charge will be collected from the candidates of institutions which are newly opened during or after the Academic year, 2019-20.
- B. A candidate eligible to appear in specific subjects Compartmentally has to pay **FULL FEES** for appearing at the Annual H. S. Examination, 2023.
- C. If any Higher Secondary School is demanding more amount towards Examination fees than that prescribed by CHSE, the matter may be brought to the notice of the Controller of Examinations/ Director, Higher Secondary Education in writing.

10. PRACTICAL EXAMINATION FEE/PROJECT EVALUATION FEE:

SL. NO.	CATEGORY	NAME OF SUBJECTS	RATE OF FEE PER SUBJECT/ PAPER PER CANDIDATE
01	PRACTICAL (APPLICABLE TO ANY STREAM)	ANT, EDU, PSY, GEO, GEOLOGY, HSC, I M, STA, BIO-I (BOT), BIO-II(ZOOL), PHY, CHE, CSC, CA, IT, BT, ELECTRONICS, ALL INTEGRATED VOCATIONAL SUBJECTS, ALL VOCATIONAL TRADE SUBJECTS, EACH TRADE PAPER (III & IV) OF VOCATIONAL STREAM & OTHERS AS PER SYLLABUS	Rs. 40.00
02		BIOLOGY(VOCATIONAL)	Rs 80.00
03	PROJECT (COMMERCE) & VOCATIONAL STREAM	ACT, BMS, BSM, CAC, FMA, BSE AND OTHERS AS PER SYLLABUS	Rs. 40.00

11. AMOUNT TO BE RETAINED & REMITTED BY INSTITUTIONS:

In pursuance of CHSE Notification No. EG-I-806/19 /6555/ dt.19.10.2019, the Higher Secondary Schools shall collect, retain with them and remit the rest amount to CHSE as per the rates mentioned below:

Sl. No.	Head of fee Collection	Amount to be collected per candidate by the institution	Amount to be Retained by Institution per candidate	Amount to be remitted by institution to CHSE per candidate
01.	Practical/Project fee for Evaluation work (per candidate)	Rs.40.00	Rs30.00	Rs10.00
02.	Examination fee collected for Theory Examination	Rs520.00	Rs40.00	Rs480.00

EXEMPTION OF FEES :	Candidates with bench mark disabilities are eligible for fee waiver as mentioned below: 1. Rs.165/- (Examination fees) 2. Practical/Project Examination fees @ Rs.40/- per paper 3. Fees for memorandum of marks of Rs.100/-
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IMPORTANT NOTE-VI:

Retained Rs 30/- per candidate/paper from practical/Project fee will be spent for conduct of Practical Examinations/Project evaluation works

- A. @ Rs.40/- retained per student from Examination fee collected for Theory Examination (out of Rs.520/-) will be spent towards Centre expenses during Theory Examination.
- B. The balance amount @ Rs. 480/- per Examinee from examination and other fees (Rs 520/-), and Rs 10.00 per examinee from practical/project fee collected be remitted to the Council on-line through SB Collect by logging into www.onlinesbi.com. (Detail instructions are enumerated in ANNEXURE-"C").
- C. **No Demand Draft/Cheque/Cash/NFT/RTGS Deposit will be accepted by the Council.**
- D. Such deducted amount shall be kept in a separate account by the H.S. School for utilization towards Centre expenses and practical examination/project evaluation.
- E. 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, 2023 (both Theory and Practical).
- F. **UC TO BE SUBMITTED:** At the end of the Examination, the H.S. Schools shall submit the "**Utilization Certificate**" (U.C.) to the Council as per instructions below:
 - (i) 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 of fund, 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 by the Finance Wing of CHSE.

IMPORTANT-VII: *There is no provision of refund or adjustment of Examination fees if deposited in excess. Payment through SB Collect in Heads other than "Examination form fill-up fees - 2023" will not be entertained.*

12. PREPARATION OF ANNEXURE-2 :

- A. Two sets of Annexure-2 (Stream-wise) for Regular candidates (Arts, Science, Commerce & Vocational streams) are to be generated by H.S. Schools 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 H.S. School for future reference.
 - Arts - Regular (all subjects)
 - Science - Regular (all subjects)
 - Commerce-Regular (all subjects)
 - Vocational -Regular (all subjects)
- B. **Similarly two copies of Annexure-2(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-2 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 NOTE- VIII : All entries in ANNEXURE-2 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.

13. DOCUMENTS TO BE SUBMITTED BY THE INSTITUTIONS IN THE HEAD OFFICE/ZONAL OFFICES AS PER FIXTURE: (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 **(Two copies mandatory).**
- (ii) 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.
- (iii) Copy of 3(G) form for Compartmental candidates only.
- (iv) Consolidated data sheet to be furnished by the H. S. Schools in respect of Ex-fresh Correspondence Course candidates.
- (v) **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 NOTE- IX : 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.

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. 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)

- ii. 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.
- iii. Marriage in case of Girls student. (enclose Marriage Certificate, contact number of Father/Mother, Joint photograph with Husband and contact number of Husband)
- iv. Demise of Father/Mother (Death Certificate from appropriate authority to be enclosed).

IMPORTANT NOTE- X :

- (i) Change of Examination Centre shall be allowed only if one seeks a change of centre to a Government or fully Aided H.S. School affiliated to CHSE.
- (ii) Principals are requested to notify the Centre Change Criteria and grounds for change of Examination Centre in the H.S. School Notice Board for wide circulation among the students.
- (iii) The Principals are requested to submit the applications of students seeking 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 (with 40% or above deformity) shall be allowed to take the help of Scribe/Reader/Lab. Assistant on application in the prescribed **PROFORMA (ANNEXURE-B)** along with guideline Notification **No.459 dt.25.01.2019** enclosed herewith to appear the examination.

IMPORTANT NOTE- XI :

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 differently abled 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 Principals are requested to submit the applications of candidates with bench mark disabilities for Scribe/Reader/Lab. Assistant, and applications for change of Examination Centers in the Head Office of the Council only at the time of submission of ANNEXURE-2, SB Collect e-receipt etc. 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.

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IMPORTANT NOTE- XII :

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

16. DOWNLOADING ADMIT CARDS :

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

(b)The Principals will take steps to 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 handing over the Admit Card to a candidate, the Principals are requested to ensure that candidate puts his/her signature in the space provided in the Admit Card, in front of him or any designated official of the H.S. School.

(C) 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.

17. SYLLABUS AND QUESTION PATTERN:

Consequent upon approval of the Govt. in School & Mass Education Department vide letter No. 15330/SME dt. 16.07.2022 CHSE has introduced 100% Syllabus along with its question pattern prevailing in the Session 2019-20 for the Session 2022-23 in Arts, Commerce, Science and Vocational streams.

The Regular students appearing Higher Secondary Examination, 2023 and onwards shall appear Examination with full Syllabus (100%) and previous pattern of questions as detailed in the 2019 Syllabus.

The Ex-Regular students who are registered up to 2020 and failed in Higher Secondary Examination Annual/Instant 2022 will appear Annual H.S. Examination,2023 with reduced Syllabus and the pattern of questions will be that of Annual H.S. Examination,2022.

Your whole hearted co-operation in this regard is solicited to complete the form fill up activity as per schedule.

Yours faithfully,

Adm. N. Nay 04/11/2022
Controller of Examinations

Memo No. **3360** /CHSE. Dt. **04.11.2022** .

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

Adm. N. Nay 04/11/2022
Controller of Examinations

Memo No. **3361** /CHSE. Dt. **04.11.2022** .

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

Adm. N. Nay 04/11/2022
Controller of Examinations

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Memo No. **3362** /CHSE. Dt. **04.11.2022** .

Copy forwarded to the Controller of Examinations Utakal University, Vanivihar, Bhubaneswar/Sambalpur University/Jyotivihar, Burla/Berhampur University, Bhanjavihar, Berhampur/Maharaja S.C.B.D. University, Sriramvihar, Takatpur, Baripada /Fakir Mohan University Balasore/Sri Jagannath Sanskrit University, Puri/Board of Secondary Education, Odisha, Cuttack for information and necessary action.

Ashu u. Nayg 04/11/2022
Controller of Examinations

Memo No. **3363** /CHSE. Dt. **04.11.2022** .

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, EG-I, EG-II and Zonal Offices for Annual H. S. Examination, 2023.

Ashu u. Nayg 04/11/2022
Controller of Examination

Memo No. **3364** /CHSE. Dt. **04.11.2022** /

Copy forwarded to Deputy Secretary of three Zonal Offices located at Berhampur/Sambalpur/Baripada for information and necessary action. They are requested to 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-1 & 2.

Ashu u. Nayg 04/11/2022
Controller of Examinations

Memo No. **3365** /CHSE. Dt. **04.11.2022** .

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

Ashu u. Nayg 04/11/2022
Controller of Examinations

Memo No. **3366** /CHSE. Dt. **04.11.2022** .

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.

Ashu u. Nayg 04/11/2022
Controller of Examinations

Memo No. **3367** /CHSE. Dt. **04.11.2022** .

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.

Ashu u. Nayg 04/11/2022
Controller of Examinations

Memo No. **3368** /CHSE. Dt. **04.11.2022** .

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. for information of all concerned.

Ashu u. Nayg 04/11/2022
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, 2023.**

(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: _____

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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. (i) 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)
 - ii. 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.
 - iii. Marriage in case of Girls student. (enclose Marriage Certificate, contact number of Father/Mother, Joint photograph with Husband and contact number of Husband)
 - iv. Demise of Father/Mother (Death Certificate from appropriate authority to be enclosed).
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, 2023 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.

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, 2023 (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/-

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.)
- (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.

- (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)

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, 2023
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, 2023 (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 Regular/ Ex-Regular
students of Annual H.S. Examination, 2023) 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.

PROCEDURE FOR DEPOSITING EXAM. FEES-2023 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. Form fill-up Fees-2023 (Regular/Ex-Regular without fine) Exam. Form fill-up Fees-2023 (Regular/Ex-Regular with late fine of Rs. 100/- Exam. Form fill-up fees-2023, (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**'.

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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- 9937209587.