

Nagaland Board of School Education Kohima

NOTIFICATION NO.78/2023
Dated Kohima, the 25th July 2023

NO.NBE-3/Ex-Misc(10)/2023-24 :: It is hereby notified for the information of all the Regular Repeaters and Centre Repeaters intending to appear HSLC & HSSLC Examinations 2024 to contact their respective institutions/examination centres within **1st August to 12th** and **8th to 12th August 2023** respectively to fill up their Application Forms. as given in the academic calendar 2023.

The Heads of Institutions are requested to guide the candidates in the procedure of filling up Online Application forms through NBSE portal **nbsenl.edu.in** and inform the candidates to pay the examination fee to enable verification of their application forms and forward the forms through the portal for approval of the Board. Rules and Regulations for filling up the form and submission thereof for Repeaters is made available @ **nbsenl.edu.in** for reference and necessary action.

Sd/- Asano Sekhose
Chairman

NO.NBE-3/Ex-Misc(10)/2023-24/2225

Dated Kohima, the 25th July 2023

A. Copy for information and necessary action:

1. All Heads of the Registered Institutions under NBSE. They are requested to disseminate the information to the Regular Repeaters of their respective institutions.
2. All the Centre Superintendents of HSLC & HSSLC Examinations 2023 with a request to disseminate the information to the Centre Repeaters.

B. Copy for information:

1. The Commissioner & Secretary to the Government of Nagaland, Department of School Education & SCERT.
2. The Principal Director, School Education, Nagaland, Kohima.
3. All the DEOs/Sr.SDEOs/SDEOs, Nagaland.
4. The Director, DIPR, Nagaland, Kohima with a request to disseminate the contents of this notification in the media.

C. Office copy.

Keni Nagi
25/7/2023
(Keneilenyu Nagi)
Additional Secretary

**NAGALAND BOARD OF SCHOOL EDUCATION
KOHIMA**

**HSLC EXAMINATION 2024
RULES AND REGULATIONS FOR FILLING UP FORMS
AND SUBMISSION THEREOF FOR REPEATERS**

GUIDELINES FOR CHECKING AND FORWARDING OF APPLICATION FORMS FOR HSLC EXAMINATION (Repeater)

- 1.(a) **Online Submission of forms:** Candidates are to visit nbsenl.edu.in and fill up the forms following the steps given in the portal with intimation to the School/Centre within the specified dates.
- (b) While filling up the forms, the candidate must know his/her previous Roll number. Candidates are to check if their particulars/details are correct in the form in respect of full name, surname, date of birth, father's name, mother's name, community to which they belong, Second language, sixth subject (if any) and the identification mark.
- (c) The Head of the Institutions must check and ensure that all the students appearing from their institution have submitted their Online Application.
- (d) Photo/Signature –
 - (i) Student/candidate should have a recent passport photo and signature in JPG/JPEG format.
 - (ii) Size of passport photo : 470 x 470 pixel (width x height)
 - (iii) Size of signature : 470 x 170 pixel (width x height)

Or take photograph directly from the NBSE mobile app.
- (e) Certification/verification(online): The Head of registered school/centre shall check the Application Form, signature and all the entries made in the online by their students and be satisfied with it before it is forwarded to the Board.
- (f) The Repeater Candidates shall surrender their Admit Card and Marksheet in original to the specific school/centre which will be alerted to them when they submit their online application form.

The original Admit Card and Marksheet collected by the institutions shall be submitted to the Examination Centre for onward submission to the Board.

The Centre shall submit the original documents to the Board on or before 31st August 2023 or can be sent by registered post addressed to the undersigned.

2. (a) Payment of Examination Fees :

Schools/Examination Centres shall collect the prescribed examination fees from the students and make online payment through the portal after verifying and confirming online submission for their students.

After successful submission of forms by the student a message will appear stating the school where he/she is to submit the examination fee.

Schools/Centre are to collect the fees of the repeater students whose reference ID appear against the school, make online payment of fee & verify the forms.

Revised Rate of Examination fees:

- i) Regular Repeater - ₹1350.00 (one thousand three hundred fifty)
- ii) Centre repeater - ₹1450.00 (one thousand four hundred fifty)

- iii) Change of Centre - ₹ 200.00 (two hundred) extra.
- iv) Late fee - ₹ 500.00 (five hundred)

N.B: ₹100.00 (one hundred) extra is collected from the centre repeaters by the Centre School during submission of forms to be utilized by the centre school.

Students with disabilities will be exempted from payment of the examination fee (**For those Candidates with disability relevant certificate/documents should be email to hslcorder@gmail.com**).

It is advisable to make bulk payment .

- (b) **Change of Examination Centre : Change of Examination Centre is permissible to Kohima Town only.** A student seeking for change of centre shall download Form no. 19 from the portal and duly filled in Form should be scanned and email to **hslcorder@mail.com**

INFORMATION

1. Signing for another person in his/her name or putting thumb impression for another person in his/her place, is an act of deceiving and also forgery.*
2. Examination centres shall be allotted by the Examination Committee of the Board.
3. For further details, please refer Management of Examinations.

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

Sd/- Additional Secretary, NBSE

**NAGALAND BOARD OF SCHOOL EDUCATION
KOHIMA**

**HSSLC EXAMINATION 2024
RULES AND REGULATIONS FOR FILLING UP FORMS
AND SUBMISSION THEREOF FOR REPEATERS**

**GUIDELINES FOR CHECKING AND FORWARDING OF APPLICATION FORMS FOR
HSSLC EXAMINATION (Repeater)**

- 1.(a) **Online Submission of form:** Candidates are to visit **nbsenl.edu.in** and fill the forms by following the steps given in the portal with intimation to the school/centre within the specified date and give their examination fee to the forwarding schools/centre.
- (b) While filling up the forms, the candidate must know his/her previous Roll number in respect of Regular Repeaters and Centre Repeaters. Candidates must check that their particulars/details are correct in the form in respect of full name, surname, date of birth, father's name, mother's name, community to which they belong, Second language, Optional subject (if any).
- (c) The Principal must check and ensure that all the students appearing from his/her institution have submitted their Online Application Form.
- (d) Photo/Signature – (i) Student/candidate shall scan a recent passport photograph and signature in JPG/JPEG format.
(ii) Size of passport photo : 470 x 470 pixel (width x height)
(iii) Size of signature : 470 x 170 pixel (width x height)
Or take photograph directly from the NBSE mobile app.
- (e) Certification/verification(online): The Principal shall check/verify the Online Application Forms submitted by their students and be satisfied with it before it is forwarded to the Board.
- (f) The Repeater Candidates shall surrender their Admit Card and Marksheet in original to the institution/centre from where they fill up their application form. The original Admit Card and Marksheet collected by the institutions shall be submitted to the Examination Centre for onward submission to the Board.
The Centre shall submit the original documents to the Board on or before 31st August 2023 or can be sent by registered post addressed to the undersigned.

2.(a) **Payment of Examination Fees :**

Institutions/Examination Centres shall collect the prescribed examination fees from all categories of the students and make online payment in the portal after verifying and confirming online submission for their students.

After successful submission of forms by the student a message will appear stating the school where he/she is to submit the examination fee.

Schools are to collect the fees of the repeater students whose reference ID appear against the school, make online payment of fee & verify the forms.

Revised Rate of Examination fees:

i)	Regular Repeaters	-	₹1500.00 (one thousand five hundred)
ii)	Centre Repeater	-	₹1600.00 (one thousand six hundred)
iii)	Change of Centre	-	₹ 200.00 (two hundred) extra
iv)	Late fee	-	₹ 500.00 (five hundred)

N.B: ₹100.00 (one hundred) extra is collected from the centre repeaters by the Centre School during submission of forms to be utilized by the centre school.

Students with disabilities will be exempted from payment of the examination fee (**For those candidates with disability relevant certificate/documents should be email to hsslcorder@gmail.com**).

It is advisable to make bulk payment

- 2.(b) **Change of Examination Centre : Change of Examination Centre is permissible to Kohima Town only.** A student seeking for change of centre shall download Form no. 50 from the portal and duly filled in Form should be scanned and email to hsslcorder@mail.com

INFORMATION

1. Signing for another person in his/her name or putting thumb impression for another person in his/her place, is an act of deceiving and also forgery.*
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**Sd/- Additional Secretary
NBSE**