

GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION
(A Corporate Statutory Body Constituted by an Act of the State Legislature)
ALTO BETIM – GOA 403 521

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GBSHSE/CERT-CELL/MISC/ 2016

Date: 3rd May 2016

CIRCULAR NO: 14

To,
The Principals of all Recognised Higher
Secondary Schools under the jurisdiction of the Board.

SUB: Issue of Eligibility Certificates

The Board has decided to streamline the procedure of granting eligibility to students who seek admission in Higher Secondary Schools recognized by this Board.

For this purpose, students seeking admissions to the Higher Secondary Schools have been categorized into eight categories and documents required for admission have been listed against each category.

ADMISSIONS TO STD XI			
S.N	CATEGORY	DOCUMENTS TO BE KEPT IN SCHOOL RECORDS	DOCUMENTS TO BE SUBMITTED TO THE BOARD FOR ELIGIBILITY
1	Students passing Std X of Goa Board	<ol style="list-style-type: none"> 1. Attested copy of SSC marks list cum passing certificate 2. School Leaving Certificate in Original (Certificate from Board in case of private candidates) 	<p>None (No need of eligibility certificate)</p>
2	Students passing X (ICSE/CBSE) through schools located in Goa	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. School Leaving Certificate/TC in Original countersigned by Education/Zonal Authorities 3. Copy of Migration Certificate 4. Attested copy of Passing Certificate of std X 	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. Attested copy of School Leaving Certificate /TC carrying the countersignature by Education/Zonal Authorities 3. Migration Certificate in original 4. Attested copy of Passing Certificate of std X 5. Application for Final eligibility (duly completed)

S.N	CATEGORY	DOCUMENTS TO BE KEPT IN SCHOOL RECORDS	DOCUMENTS TO BE SUBMITTED TO THE BOARD FOR ELIGIBILITY
3	Students passing X of NIOS	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. Copy of Migration Certificate 3. Attested copy of Passing Certificate of std X 	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. Migration Certificate in original 3. Attested copy of Passing Certificate of std X 4. Application for Final eligibility (duly completed)
4	Students passing X of Other Boards/CBSE/ICSE through schools located outside Goa (Student has to obtain Provisional Eligibility Certificate from the Goa Board before being admitted to the Higher Secondary School)	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. School Leaving Certificate in Original countersigned by Education/Zonal Authorities of the State/Country where the school is located 3. Copy of Migration Certificate 4. Attested copy of Passing Certificate of std X 5. Provisional Eligibility Certificate issued by the Board 	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. Attested copy of School Leaving Certificate carrying countersignature of Education/Zonal Authorities of the State/Country where the school is located 3. Migration Certificate in original 4. Attested copy of Passing Certificate of std X 5. Copy of Provisional Eligibility Certificate issued by the Board. 6. Application for Final eligibility (duly completed)

ADMISSIONS TO STD XII			
S.N	CATEGORY	DOCUMENTS TO BE KEPT IN SCHOOL RECORDS	DOCUMENTS TO BE SUBMITTED TO THE BOARD FOR ELIGIBILITY
5	Students passing Std XI from Schools under Goa Board	<ol style="list-style-type: none"> 1. Attested copy of SSC marks list cum passing certificate 1. Attested copy of XI marks list 2. School Leaving Certificate in Original 	<p style="text-align: center;">None (No need of eligibility certificate)</p>
6	Students passing XI from ICSE/CBSE through schools located in Goa	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. School Leaving Certificate/TC in Original countersigned by Education/Zonal Authorities 3. Copy of Migration Certificate 4. Attested copy of Passing Certificate of std X 5. Attested copy of Std XI marks list 	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. Attested copy of School Leaving Certificate carrying the countersignature of Education/Zonal Authorities 3. Migration Certificate in original 4. Attested copy of Passing Certificate of std X 5. Attested copy of Std XI marks list 6. Application for Final eligibility (duly completed)
7	Students passing XI from ICSE/CBSE schools located in Goa but have completed their SSC through Goa Board.	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list cum passing certificate 2. School Leaving Certificate/TC in Original countersigned by Education/Zonal Authorities 3. Attested copy of Std XI marks list 	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. Attested copy of Passing Certificate of std X 3. Attested copy of std. XI marks list 4. Application for eligibility (duly completed)
8	Students passing XI of Other Boards/CBSE/ISC through schools located outside Goa	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. School Leaving Certificate in Original countersigned by Education/Zonal Authorities of the State where the school is located 3. Copy of Migration Certificate 4. Attested copy of Passing Certificate of std X 5. Attested copy of std. XI marks list 	<ol style="list-style-type: none"> 1. Attested copy of std. X marks list 2. Attested copy of School Leaving Certificate carrying countersignature of Education/Zonal Authorities of the State where the school is located 3. Migration Certificate in original 4. Attested copy of Passing Certificate of std X 5. Attested copy of std XI marks list 6. Application for eligibility

1. Attestation of copies of all documents is to be done by the Principal of the Higher Secondary School.
2. Every application should be complete in all respects with all necessary documents attached.
3. Applications for eligibility should be grouped as per category and sent to the Board along with the fees.
4. Foreign cases: The LC/TC should bear the counter-signature of the authority of Indian Embassy/Consulate in that country.

CATEGORY	LAST DATE FOR SUBMISSION AND PAYMENT
2	30 th October of the year in which the student joins Std XI
3	30 th December of the year in which the student joins Std XI
4	Provisional Eligibility Certificate is to be obtained from the Board before admitting the student in the Higher Secondary School (by 15th July) by submitting attested copies of marks list and LC/TC Last Date for submitting documents for final eligibility in case of such student is 30th December of the year in which the student joins Std XI (Copy of Provisional Eligibility Certificate issued by the Board is to be enclosed)
6, 7 and 8	30 th June of the year in which the student joins Std XII

Current Rate of Fees:

1. ₹ 100/- per applicant for Provisional Eligibility Certificate in case of category 4 if application complete in all respects is received before 15th July.
2. ₹ 200/- per applicant for Final Eligibility Certificate for categories 2,3,4,6,7 &8 if application complete in all respects is received before last dates mentioned against respective categories. .
3. In case of incomplete application, ₹ 100/- per month shall be charged from the last date of submission (for the category) till the date on which the correct document is received.
4. **No application for Eligibility shall be received** after the last date mentioned as above.

The Final Eligibility Certificate shall not be issued by the Board unless the student satisfies the norms and all documents are submitted before the last date of submission for that category.

1. The applications for Eligibility Certificate of the students admitted to the School shall be forwarded by the Principal of the School category-wise to this office along with the fees before the last date marked for that category.
2. Students falling in category 4 shall have to obtain the Provisional Eligibility Certificate from the Board before being admitted to the Higher Secondary School.
3. The School shall not issue the Leaving Certificate of students whose Final Eligibility have not been granted by the Board..
4. The School shall not declare Std. XI results of such students whose Final Eligibility Certificate have not been issued by the Board.
5. No student shall be admitted to the School without passing the qualifying Examination.
6. The Final Eligibility Certificates in respect of categories 6,7 and 8 should be collected from the Board before filling of the HSSC forms.
7. The Final Eligibility Certificates in respect of categories 2,3 and 4 should be collected from the Board before declaration of Std. XI results.
8. The formats of the application for Provisional Eligibility Certificate and Final Eligibility Certificate are enclosed herewith. The same are also available on the Board's website.

This Circular supercedes all other circulars issued in this regard.

Sd/-

(Shivakumar Jangam)

Secretary

Copy forwarded with compliments to:

1. All Members of the Board.
2. The Director of Education, Porvorim
3. The Director of SCERT, Alto Betim
4. Dy. Director of Education North/South/Central Edu. Zone – Mapusa/Margao/Panaji
5. Heads of Sections of this Office

Case No _____ Year _____

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION,
ALTO BETIM – GOA

APPLICATION FOR FINAL ELIGIBILITY CERTIFICATE

To
The Secretary,
Goa Board of Secondary and Higher Secondary Education,
Alto Betim-Goa

Sir/Madam

I, the undersigned, request for grant of Eligibility Certificate for admission to Std. XI/XII in
_____ Higher Secondary School, _____
during the academic year _____

Particulars are as follows:

Name: _____

Last Examination passed: _____ Month and year of passing _____

Name of Board: _____

The required documents are attached herewith.

Date:

Place:

(Signature of student applicant)

Forwarded by:

(Principal)
(School Stamp)

Encl:

1. *Attested copy of std. X marks list*
2. *Attested copy School Leaving Certificate i countersigned by Education/Zonal Authorities of the State where the school is located*
3. *Migration Certificate in original*
4. *Attested copy of Passing Certificate of std X*
5. *Copy of Provisional Eligibility Certificate (only for category 4)*
6. *Attested copy of std XI marks list (only for admissions to std.XII)*

**GOA BOARD OF SECONDARY AND HIGHER SECONDARY
EDUCATION, ALTO BETIM – GOA**

APPLICATION FOR PROVISIONAL ELIGIBILITY CERTIFICATE

(for category 4 only)

To
The Secretary,
Goa Board of Secondary and Higher Secondary Education,
Alto Betim-Goa

Sir/Madam

I, the undersigned, request for grant of Provisional Eligibility Certificate for admission to Std. XI/XII in _____ Higher Secondary School, _____ during the academic year _____

Particulars are as follows:

Name: _____

Last Examination passed: _____ Month and year of passing _____

Name of Board: _____

The required documents are attached herewith.

Date:

Place:

(Signature of student applicant)

Forwarded by:

(Principal)
(School Stamp)

Encl: (Tick

1. *Attested copy of std. X marks list*
2. *Attested copy of School Leaving Certificate*

For Office Use:

Provisional Certificate No: _____ date: _____