



GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION

ALTO BETIM – GOA 403 521

(A Corporate Statutory Body Constituted by an Act of the State Legislature)

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GBSHSE/EXAM/REV-REM/SSC/HSSC/2017-2018

Date: 21/11/2017

CIRCULAR No. 42

To

The Heads of all recognized  
Secondary and Higher Secondary Schools,  
Within the jurisdiction of this Board.

Sub: Revised Rates of Remuneration in respect of Confidential Work.

Sir/Madam,

The following are Revised Rates of Remuneration for Confidential Work as per the resolution taken by the Board ( 31<sup>st</sup> August, 2017- General Body Meeting) shall be implemented for confidential work pertaining March 2018 Examination onwards.

**REMUNERATION FOR CONDUCT OF EXAMINATION THEORY/PRACTICAL EXAMINATION SSC/HSSC**

Sr. No.	Nature of Duty	Revised Rates
I.	<b>Paper Setting work</b> <b>Practical Examination</b> Paper setting (with model answer and marking scheme if required)	Rs. 150/-
(b)	<b>Theory examination</b>	
(i)	<b>Chairperson of Paper Setter Panel(CPSP)</b> (For moderation, proof reading and review of question) Paper, model answer and marking scheme per set ) Paper with duration 2 1/2 hrs Paper with duration 2 hrs Paper with duration 1 1/2 hrs Paper with duration 1 hr or less	Rs. 500/- Rs. 400/- Rs. 350/- Rs. 300/-

	(ii)	<b>Paper Setter</b> (Paper setting with model answer and marking scheme per set) Paper with duration 2 1/2 hrs Paper with duration 2 hrs Paper with duration 1 1/2 hrs Paper with duration 1 hr or less	Rs. 450/- Rs. 350/- Rs. 300/- Rs. 250/--
	(iii)	<b>Translator</b> (per set) Paper with duration 2 1/2 hrs Paper with duration 2 hrs Paper with duration 1 1/2 hrs	Rs. 200/- Rs. 150/- Rs. 125/-
	(iv)	<b>Writing stencil/typeset with model answer &amp; marking scheme</b> (per set) Paper with duration 2 1/2 hrs Paper with duration 2 hrs Paper with duration 1 1/2 hrs Paper with duration 1 hr or less (Not admissible if the work is done by the employees of the Board).	Rs. 125/- Rs. 100/- Rs. 80/- Rs. 75/-
	(v)	<b>Supply of CD</b> Remuneration as in (i) above for CPSP and exchange blank floppy or actual price of floppy or CD or Rs.20.00 whichever is less	Rs. 50/-
II.	(a)	<b>Oral Examination</b> Internal/External Examiner - SSC  Internal/External Examiner -HSSC	Rs. 3/- per candidate. Minimum Rs. 40/- per batch.  Rs. 4/- per candidate. Minimum Rs. 50/- per batch
	(b)	<b>(b) Practical Examination</b> Internal/External Examiner -SSC  Internal/External Examiner –HSSC	Rs. 3/- per candidate. Minimum Rs. 30/- per batch.  Rs. 4/- per candidate. Minimum Rs. 50/- per batch.
		<b>Laboratory personnel</b> Subject Expert (Chemistry one only )-HSSC Laboratory Assistant (one) Laboratory Attendant (one)	Rs. 50/- per batch. Rs. 40/- per batch Rs. 40/- per batch
III	(i)	<b>Theory Examination (Conduct)</b> <b>Observer</b>	Honorarium allowance Rs. 350/- per day. Conveyance allowance Rs. 250/- per day.
	(ii)	<b>Conductor</b> with candidates upto 500 and more than 1000	Rs. 200/- per session

		Pre and post examination work (Lumpsum)	Rs. 400/- (No.TA/DA)
	(iii)	<b>Dy. Conductor</b> One per sub-center	Rs. 150/- per session on actual days of Exam & one session before & one session after Exam.
	(iv)	<b>Block Supervisor</b> 2hrs papers 3hrs papers	Rs. 100/- per session
	(v)	<b>Stationary Supervisor cum dispatch Clerk:</b> One per sub-center	Rs. 100/- per session on actual days of Exam & one session before & one session after Exam
	(vi)	<b>Center clerk Cum dispatch clerk</b> (Main center) Pre-post and during examination upto 500 candidates (Lumpsum) Upto additional 100 candidates	Rs.500/- Rs. 50/-
	(vii)	<b>Dispatch Clerk</b> one per sub-centre	Rs. 100/- per session
	(viii)	<b>Medical attendant</b>	Rs. 350/- per visit (in case of emergency)
	(ix)	<b>Peon</b> One main centre	Rs. 50/- per session on actual days of Exam & one session before & one session after Exam.
	(x)	<b>Peon</b> one per sub centre	Rs. 50/- per session on actual days of Exam & one session before & one session after Exam
	(xi)	<b>Water boy</b> one per sub centre	Rs. 50/- per session.
	(xii)	<b>xii) Bell boy</b> one per sub centre	Rs. 50/- per session
	(xiii)	<b>Sweeper</b> one per sub centre	Rs. 50/- per session
	(xiv)	<b>Scavenger</b> one per sub centre	Rs. 50/- per session
	(xv)	<b>Furniture and other seating arrangements (Lumpsum)</b> For the entire exam per sub centre Each Sub-centre-SSC With candidates upto 500 -HSSC With candidates upto 501 to 1000 – HSSC With candidates more than 1000 - HSSC	Rs. 300/- Rs. 500/- Rs. 700/- Rs. 800/-

	<b>(xvi)</b>	<b>Conductors conveyance and Vehicle charges</b> Per day or actual expenses whichever is less Conductor shall collect the balance stationery from the sub centres on the last day of examination while collecting the answer books. (only for centres having more than one sub centre)	Rs. 1000/-
	<b>(xvii)</b>	<b>xvii) Disbursement of cash: (Main centre only)</b> Upto Rs. 5000.00 Rs. 5001.00 to Rs. 10000.00 Above Rs. 10000.00 (No TA/DA or Conveyance Allowance shall be admissible for conduct of examination)	Rs. 150/- Rs. 150/- Rs. 175/-
	<b>(xviii)</b>	<b>Miscellaneous expenses</b>	Rupees 2/- per candidate at the main center towards miscellaneous expenses which include stationary charges, Xerox charges etc.
	<b>(xix)</b>	<b>Vigilance Committee Members (Honorarium)</b> Half day Full day (Conveyance as approved by the Office of the Board)	Rs. 200/- Rs. 400/-
	<b>(xx)</b>	Refreshment served during joint meeting of Conductors, Dy. Conductors & Invigilators	Package of Rs. 25/- per head which includes Tea & snacks.
	<b>(xxi)</b>	Refreshment during examination	Package of Rs. 25/- per head to the personnel involved for examination work which includes Police Constable.
	<b>(xxii)</b>	Refreshment for the staff appointed for handing over answer book / stationary beyond time	Rs. 15/- per head.
<b>IV</b>	<b>(i)</b>	<b>Theory Examination (Assessment )</b> Assessment Camp Observer If from the same Institution (Lumpsum) If from other institution (No TA/DA)	Rs. 2000/- Rs. 200/- per day.
	<b>(ii)</b>	Chief Moderator (Lumpsum)	Rs. 3000/-
	<b>(iii)</b>	Senior Moderator (Lumpsum)	Rs. 2500/-
	<b>(iv)</b>	Associate Moderator (Lumpsum)	Rs. 2000/-
	<b>(v)</b>	Moderator (Lumpsum)	Rs. 2000/-
	<b>(vi)</b>	Senior Examiner For Assessment work Moderation work with examiners upto 3 (Lumpsum)	As per rate of Examiner Rs. 600/-

(vii)	Associate Examiner Remuneration as examiner for assessment: With 20 or less than 20 answer books (Lumpsum) With more than 20 answer books	Rs. 200/- As per rate of examiner
(viii)	Examiner (per answer book) Paper with duration 2 1/2 hrs Paper with duration 2 hrs Paper with duration 1 1/2 hrs	Rs. 10/- Rs. 8/- Rs. 6/-
(ix)	Examiner for assessment of translation passage	Rs. 50/- for 50 passages, Rs. 2/- for additional passages.
(x)	Joint Moderation :(Lumpsum) Conveyance allowance to persons not entitled for TA/DA (Remuneration)	Rs. 300/- Lumpsum

- (1) The remuneration shown above includes assessment work of practical answer books.
- (2) Assessment of oral/practical examination shall be done on the spot.
- (3) There shall be no assessment of oral /practical examination in theory assessment camps.
- (4) **One** internal examiner, **one** laboratory assistant and **one** laboratory Attendant in every separate Laboratory during examination work in practicals is allowed..
- (5) One day shall be allowed for **preparation** and one day for clearing in every subject involving practicals for one laboratory Assistant and one Laboratory Attendant in every separate Laboratory at SSC/HSSC (General and Vocational) **except** Stenography, Banking, Geography, Computer Science, Music and subjects having practical on computer.
- (6) Auditor for practical examination shall be eligible for only TA/DA and not remuneration.
- (7) T.A. shall be admissible as per approved by the Board.
- (8) Conveyance allowance shall be paid to persons not entitled for TA/ Rs. 100/- per day .
- (9) Daily Allowance has increased from 84/- to 120/- as a flat rate in lieu of food bills.

<b>Sr. No.</b>	<b>NORMS FOR PENALTIES</b>	<b>Revised Rates</b>
(1)	Mistake in question paper setting, translating, moderating, proof reading etc.	5% per mistake as before deduction in remuneration
(2)	<b>Mistake on part of functionaries during conduct of examination such as not reporting of</b> (i) erasures in seat numbers in answer -books (ii) discrepancies in numbers of supplements (iii) variation in handwriting (iv) missing pages of answer books (v) wide variation (vi) other mistakes of similar nature	Rs. 25/- Rs. 25/- Rs. 25/- Rs. 25/- Rs. 25/- Rs. 25/-
(3)	<b>Mistakes identified in assessment during verification</b> (i) during verification of marks in theory like totaling/transferring/un-assessed etc. (ii) parts of answer left un-assessed/wide variation in marks/ totaling/transferring etc identified during <b>Re-evaluation.</b>	Rs. 35/-  Rs. 50/-
(4)	The major mistakes/serious lapses identified shall be placed before the Executive Council for decision which shall be confirmed by the Board	
(5)	The mistakes covered under malpractice shall be dealt with by the Executive Council for decision which shall be confirmed by the Board	

Sd/-

(M.V. Gadgil)  
Secretary

Copy to:

1. All the members of the Board
2. The Director, Directorate of Education Porvorim Goa.
3. All the Section Heads of the Board.