

**GOVERNMENT OF ANDHRA PRADESH**

**From:**  
**Sri. B. Manmad Reddy,**  
**M.A., M.Ed.,**  
**Director of Government Examinations,**  
**Andhra Pradesh:: Hyderabad.**

**To**  
**All the Heads of High Schools**  
**presenting the pupils for**  
**S.S.C Public Examinations,**  
**March, 2013 in the State.**

**Rc.No. 150/B-2/2011, Dated:14 -09-2012.**

Sir/Madam,

Sub:- S.S.C., O.S.S.C., and S.S.C (Vocational Course) Public Examinations, March- 2013 and onwards – Important instructions for the preparation of Nominal Rolls and OMR cum ICR forms and submission of the same to the District Educational Officers concerned for onward submission to the Office of the Director of Government Examinations, A.P., Hyderabad – Issued – Reg.

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It is hereby informed to all the Heads / Headmasters of High Schools in the State presenting Regular / Private / OSSC Candidates for SSC Public Examinations, March- 2013 that the OMR cum ICR form will be continued for this year also with the new instructions given on a separate sheet which has to be followed scrupulously to avoid mistakes. The OMR cum ICR form contains two pages as supplied earlier.

The following are the instructions for the preparation of Nominal Rolls and OMR cum ICR forms in respect of Regular / Private candidates appearing for the S.SC./ O.S.S.C and S.S.C. Vocational Course Public Examinations, March- 2013.

It has been observed in the previous years that the Headmasters of certain Schools have submitted ICR cum OMR forms and MNRs after 1 to 3 Months i.e., after the actual date of remittance of exam fee paid by them in all such cases late fee was collected as applicable on the date of submission in addition to disciplinary action against the Head.master / Management.

**The due dates now fixed for submission of OMR cum ICR forms, Manuscript Nominal Rolls and remittance of examination fees must be followed without any deviation scrupulously. Mere payment of examination fees will not exempt from payment late fee if they submit Manuscript Nominal Rolls (MNRs) filled in OMR cum ICR forms along with challan in the office of the District Educational Officer concerned after due dates.** In all such cases of delayed

submission of MNRs, OMR cum ICR forms along with challan after due dates, late fee applicable as on the date of their submission, to the DEO concerned must be paid. After due dates they will not be taken in the Office of the District Educational Officer concerned and the **Headmaster / Management will have to face consequences and will be held personally responsible for the students from whom they have collected fees.**

**The due dates regarding submission of MNRs, OMR cum ICR forms and payment of examination fee as stipulated in the notification must be followed without any deviation.**

## **I. CATEGORIES OF CANDIDATES**

### **a) GENERAL STREAM OF SSC:**

There are five categories of candidates appearing for SSC Public Examinations, March- 2013.

1. Regular candidates: Students presently studying X class in Government, Zill Parishad, Municipal, Recognised Private Aided, Recognised Unaided and A.P. Residential, APSW Res, High Schools, APTW RS.
2. Private Without School Study Candidates: Without School Study appearing for the first time for SSC Public Examinations, March- 2013.
3. Once Failed Candidates: private candidates once failed prior to SSC June-2012.
4. Private candidates: failed in June-2012.
5. Candidates: from Outside the Country or Outside State of Andhra Pradesh desire to appear for SSC Public Examinations, March-2013.

### **b) SPECIAL STREAMS OSSC:**

1. Regular candidates studying X class (OSSC) in OSSC Schools.
2. Private candidates (Once failed).
3. Private candidates (Without School Study).

### **c) SSC VOCATIONAL COURSE:**

1. Students who opted SSC of general stream and vocational course appearing for vocational subjects for March-2013.
2. Private candidates once failed in vocational subjects.

3. Private candidates passed in Vocational subjects and appearing in failed academic subjects such as First Language, Second Language, English, Mathematics, General Science, or Social Studies as the case may be.

## II. OMR cum ICR FORMS

1. The OMR cum ICR Technology was introduced from SSC Public Examinations, March-2009.
2. The OMR cum ICR forms shall be filled in by all the categories of students (i.e.) Regular, Private Without School Study appearing First Time for S.S.C. March- 2013 and Once failed in addition, separate OMR cum ICR forms are prescribed for candidates opting for Vocational Course and appearing for Vocational subjects and OSSC. The details are given below.
3. Four different Coloured OMR cum ICR forms are designed which have to be used as follows:-
  - (i) Red Colour (Titles on the top Portion) For SSC Regular Candidates.
  - (ii) Green Colour (Titles on the top Portion) For SSC Private candidates (Without School Study fresh and also Once Failed).
  - (iv) Blue Colour (Titles on the top Portion) O.S.S.C (Regular, Without School Study and Once failed).
  - (v) Violet Colour (Titles on the top Portion) For SSC Vocational candidates for appearing vocational subjects only (fresh and once failed).
4. As far as possible OMR cum ICR forms will be supplied along with Manuscript Nominal Rolls, extracted N.Rs of June-2012 itself. In case if there is any delay in sending OMR cum ICR forms to Heads of institutions, they should prepare and keep ready the Manuscript Nominal Rolls of the Regular, Private without school study (fresh) and Once failed candidates **separately**.
5. **In the OMR cum ICR forms, a space of 42 characters is provided for columns to furnish the name of candidate, Father's name, and Mother's name.**
6. **Go through instructions printed separately along with OMR cum ICR forms then start to fill the OMR cum ICR form.**

**Note: All the columns in OMR have to be shaded with HB pencil only at appropriate place.**

7. Govt. have issued Memo vide No. 7679/PE-Ser-II/A2/2010., dt: 14-09-2010 to incorporate Mother's name in the SSC Pass certificates in addition to the father's name from March 2011 exams onwards.

The candidates have to follow the guidelines given below in filling the candidate's name, father's name and Mother's name in ICR forms:

- i) Candidate's Name : 42 characters
- ii) Father's Name : 42 characters
- iii) Mother's Name : 42 characters

Note: **Special care shall be taken while writing Particulars of the following:**

- 1. First write Surname followed by the remaining name of the candidates. If needed it should be abbreviated to fit within 42 characters only.
- 2. Leave a space between surname and the remaining name of the candidate.
- 3. Father's Name and Mother's Name by Abbreviating to fit in 42 characters in capital letters in MNR and OMR cum ICR forms.
- 4. Before entering the Mother's name in the ICR cum OMR and MNR, the H.M has to take a declaration from the parent concerned, duly entering the same in the school Admission register.

**OMR cum ICR forms** of any category supplied for March-2012 and prior to it **shall not be used for SSC Public Examinations, March-2013.** In case, any old ICR forms are used the MNRs will be rejected and the Headmasters concerned will be held responsible.

8. All once failed private candidates shall be insisted to mention the Roll number of the previous appearance i.e., June, 2012 in their OMR cum ICR form and in M.N.R. as well and their latest original failed memorandum of marks shall be enclosed to the M.N.R. However provision is provided in the MNR to write old Roll Number Month & Year for other than June 2012 candidates.
9. Provision for affixing the left hand thumb impression of the candidates in the OMR cum ICR forms is continued. **It is the responsibility of the Head / Headmaster of the institution to see that the correct candidate affixes his left hand thumb impression on the OMR cum ICR form. In other words the photo, signature and thumb impression should belong to the same candidates.**

**10. Candidate's identification marks should be filled in OMR cum ICR in Block letters with black Ink ball pen for effective scanning.**

### **III. PREPARATION OF NOMINAL ROLLS:**

1. Read the instructions printed on separate Sheets supplied to you carefully before filling the columns prescribed there in.
2. Preparation of Nominal Rolls should be entrusted to Junior Assistant or a Teacher who is familiar with the preparation of Nominal Rolls and dealing with examination work to avoid mistakes. Utmost care should be exercised while writing the candidates Name, Father's name, Mother's name, Date of Birth and **Community Code** of the candidates whether **Regular** or **Private without Schools study** appearing for the 1<sup>st</sup> time or **Once failed** prior to June-2012.
3. The Nominal Rolls shall be prepared separately in respect of
  - i. Regular Candidates & Private candidates
  - ii. Nominal Rolls in respect of (a) Regular Candidates, (b) Private candidates without School Study appearing for the 1<sup>st</sup> time, Once failed candidates other than S.S.C Advanced Supplementary Examinations, June -2012 (Failed Extraction shall be supplied to S.S.C Advanced Supplementary Examinations, June-2012 ) Private candidates from Outside State / Country appearing for the first time shall be prepared **SEPARATELY**. The names in the OMR cum ICR shall be in the same order of serial number. shown in the challan to avoid confusion and for easy verification. The category of candidates should be noted in **RED INK BALL PEN** on the Right side top corner of the Nominal Rolls.
4. Extracted nominal rolls in respect of candidates failed in SSC June-2012 examinations are supplied in Duplicate for use in respect of the candidates who failed in SSC Public Examinations, June- 2012 and wish to appear for SSC Public Examinations March-2013. OMR cum ICR forms must be obtained from these candidates also and all such candidates must be noted in one copy of extracted Nominal Rolls and sent to the DEO concerned Second and third copy of extracted Nominal Rolls may be used if some more

related candidates approach after 1<sup>st</sup> and 2<sup>nd</sup> batch sent to the DEO. However the concerned schools shall take Xerox copies of such extracted N.R and keep with them as office copy for future references.

5. **Nominal Rolls pertaining to Blind, Deaf and Dumb and Ortho Physically handicapped candidates should be prepared and submitted SEPARATELY clearly superscribing in RED INK duly enclosing the original Medical certificates issued by the Medical Board in support of PH category.** The code number of PH category should be necessarily be noted in the NR as per the instructions shown in the blank nominal roll format without fail. The same should be noted in the OMR cum ICR forms also as instructed on the over leaf.
6. Only such of the candidates whose disability is more than **40%** as per medical certificate alone are considered as **P.H. Candidates** under respective categories and the benefit will be given as per rules. (G.O.Ms.No.27, dt:09-08-2000 of Women Development, Child Welfare & Disable Welfare (DW) Department.
7. **Guardian's name, or Husband's name in case of a married women candidate should not be written in the Father's name column, since no such provision is made in the S.S.C Scheme. Father's name & Mother's name shall be written both in OMR cum ICR and MNR.**
8. **Care should be taken to see that candidates of the same medium come together, followed by another medium. For example, all Telugu medium candidates come in the first order followed by English medium etc.,**
9. i) After the Nominal roll is prepared, it should be verified personally by the **Head / Headmaster** with reference to the Admission register, particularly the entries relating to the Candidate's name, Father's name & Mother's name, Date of birth, **Community Code** of the Candidate. Medium of instruction and subject codes (For Example, it may be noted that the code number of Third language English paper for English Medium candidates is 29E whereas the Codes intended for Third language English of Non-English medium candidates is 13E). Hence for the English medium candidates the code number 29E is to be noted in the Third language column of MNR and for other than English medium candidates the Code number 13E has to be noted.

- ii) The names which are on rolls of the School alone should be considered and forwarded as Regular candidates.
- iii) Special care shall be taken while noting the similar names of the candidates in MNR to avoid any kind of confusion.
- iv) **The no. of Regular candidates forwarded shall be as per the sections permitted by competent Authority only and no excess candidates shall be forwarded.**

**10.** The Manuscript Nominal Rolls of S.S.C (Academic), O.S.S.C., and S.S.C Vocational Course shall be prepared **separately**, as per rules, duly noting the correct codes of the subjects. The group combinations in respect of S.S.C., O.S.S.C and S.S.C., Vocational trade codes are detailed in Annexure – B.

**11.** The Headmaster should invariably fill-in and sign on the certificate printed on separate Sheet, after verification of the N.Rs and also on the OMR cum ICR form at relevant spaces provided as per the OMR cum ICR instructions given there in. \*The Headmaster should affix School Stamp with full Postal address (Like Post, Mandal, Pin Code, Phone Number) for future correspondence.

**12.** The Forwarding Schools should invariably maintain one copy of the Original Manuscript Nominal Roll sent to the Director of Government Examinations and present the same before the Departmental Officers whenever asked for. One copy of the original manuscript nominal roll must be kept in the school as a permanent record in the case of private candidates without school study appearing for the first time. Copies of the evidences of date of birth shall be preserved along with MNRs for ever.

#### **IV. REGULAR CANDIDATES: SPECIFIC INSTRUCTIONS:**

1. If there is any delay in receiving the OMR cum ICR forms, the MNRs should be prepared first, basing on the admission register and OMR cum ICR forms shall be filled in accordance with MNR and following the instructions given separately for filling of OMR cum ICR forms after the receipt of the same. Action is being taken to send OMR cum ICR forms also along with other material. If not sent along with other material, the OMR cum ICR forms will be sent shortly.
2. Care should be taken to see that the particulars pertaining to the Name of the candidate/ Father's name, Mother's name, Date of birth, subjects offered for, Community code,

Medium of instruction, P.H. code etc. written in the Manuscript Nominal Rolls, the **particulars in the OMR cum ICR application filled-in by the candidate and the corresponding entries in the School Admission Register must be one and the same.** There should not be any difference particulars given in MNR with that of OMR cum ICR forms and School Admission Register as this will lead to complications for corrections of any mistakes in future.

3. A declaration from the parents shall also be taken for the confirmation of above particulars.
4. Identification marks mentioned in the admission register shall be verified physically before they are entered in OMR cum ICR forms in the case of regular candidates.
5. **All the regular MNRs submitted by the Headmasters of schools of all managements should be countersigned by the Deputy Educational Officer concerned as per the certification of Secretary, DCEB, with reference to number of Question Papers supplied to each High School by DCEB for Quarterly and Half yearly Examinations duly verifying the school Admission register thoroughly.**

#### V. PRIVATE CANDIDATES WITHOUT SCHOOL STUDY: SPECIFIC INSTRUCTIONS:

1. **No fee from any Private Candidates without study should be accepted unless and until the applicant fully satisfies all the conditions and proper evidences of date of birth etc, are produced by him / her as per rules applicable from time to time along with photos. Most important factor is that the spellings in the Name of the candidate / Father / Mother should invariably be checked since number of representations are being received from the private candidates** repeatedly in this office for correction in candidate's Name / Father's name / Mother's name and Date of birth after issue of the Secondary School Certificates. Further the OMR cum ICR forms of the candidates should be filled-in properly and carefully to avoid such mistakes. **In some cases, only fee is being collected without OMR cum ICR forms. The Headmaster should not encourage such bad practices.** The prescribed fees, properly filled in OMR cum ICR form with photo and all other necessary documents in support of age etc, should be accepted at a time only.



**Note:** i) It has been noticed that wrong photos were affixed on the OMR cum ICR form with the result such candidates result could not be released alongwith other candidates. Such mistakes will be viewed very seriously. Any wanton mischief in this regard will lead to prosecution. Therefore the Headmasters are requested to be very careful and verify personally each photograph with actual candidate before signing on the OMR cum ICR form.

ii) **The Private Without School Study candidates can appear through any Recognised High School including Recognized Private Schools and can forward their OMR cum ICRs and MNRs through them, as per the Government Memo No.14863 / Prog.I / A1/ 2009, dt: 27-08-2009 of Secondary Education (Prog.I) Department.**

2. All candidates must furnish mobile phone number in the OMR cum ICR form at relevant space without fail.
3. The Heads of institutions shall maintain attested copies of the date of birth evidences produced by the Private candidates on permanent basis as many candidates are approaching for correction of date of birth producing some other evidences.
4. All once failed private candidates shall be insisted to mention the Roll numbers of the previous appearance along with Month and Year of Examination in their OMR cum ICR forms. The Head of the institution should also maintain records and write the same particulars in MNRs form. **They should obtain their latest original fail memos and enclose the same to the MNRs.**
5. In the case of private candidates without school study, identification marks shall be written after physical verification.

## **VI. VOCATIONAL CANDIDATES:**

01. Single separate sheet of OMR cum ICR form designed in Violet colour is meant for Vocational course candidates both regular and private candidates. It shall only be used for Vocational candidates appearing for vocational subjects. It consists of details of the Vocational Subjects only.

**02.** Separate MNR has to be prepared in respect of Vocational candidates also as per the existing practice duly noting the paper code of Vocational Trade theory and practical in the remarks column Ensure that Theory paper code which is noted in MNR and OMR cum ICR shall be one and same.

**03.** In the MNR the Vocational trade theory and practicals have to be necessarily noted in Red Ink ball pen without fail for easy identification in the same MNR on the extreme right side.

**04.** The Vocational Candidates have to use and fill up two types of OMR cum ICR forms as shown below:-

**i) Red Colour OMR cum ICR form** - By Regular candidates for appearing FL., SL., TL.,  
(Shown in the Box on the top of the Maths, G. Science and S.S only. (i.e other than  
OMR cum ICR form) Vocational subject.)

**ii) Green colour OMR cum ICR form** - By private candidates for appear failed academic  
(Shown in the box on the top of the subjects only (other than vocational subject)  
OMR cum ICR form)

**iii) Violet colour OMR cum ICR form** - For appearing only vocational subject both by regular  
(Shown in the box on the top of the and private candidates if any.  
OMR cum ICR form)

**iv)** The photographs affixed on both the OMR cum ICR forms must relate to one and the same candidate.

## **VII. O.S.S.C CANDIDATES:-**

**01.** Single separate sheet of OMR cum ICR form designed in **Blue colour** is meant for OSSC candidates only.

**02.** The same OMR cum ICR form is meant for Regular, Private once failed and without school study fresh OSSC candidates.

**03.** Prepare separate MNRs for Regular, without school study, fresh and once failed candidates.

**04.** Fill up the correct paper code of the subjects appearing both in MNR and OMR cum ICR form properly and the same should tally with each other.

**05.** In respect of once failed candidates, **correct previous Roll Number with Month & year** has to be filled up both in the MNR and OMR cum ICR form.

## VIII. REMITTANCE OF FEES:

- 01.** Collect the examination fee and other fee as given in the notification and remit the amount through the prescribed consolidated Challan duly noting the names of the candidates who have paid the examination fees, on the back side of the challan. If the space on the back side of the challan is not sufficient a white sheet may be used for noting the names. Care may be taken to remit the fee of the Regular / Private candidates without school study appearing for the first time / Private candidates without school study appearing for the first time from outside the State / Country, and once failed candidates of earlier examinations other than the S.S.C Advanced Supplementary Examinations, June-2012, candidates failed in the S.S.C Advanced Supplementary Examinations, June-2012, **through SEPARATE CONSOLIDATED CHALLANS IN THE CATEGORIES SHOWN ABOVE.** They shall not be mixed-up with one another, to avoid confusion and for easy verification.
- 02.** *It may be noted that common dates for remittance of Examination fee is notified in respect of the Regular / Once failed candidates of earlier examinations (i.e.) other than the S.S.C Advanced Supplementary Examinations, June-2012, Candidates failed in the S.S.C Advanced Supplementary Examinations, June-2012, for the Private candidates without school study appearing for the First Time from within and outside the State / Country and for candidates appearing for the Vocational course for the S.S.C Public Examinations, March- 2013. Hence, the fact may be informed to all the categories of the candidates duly placing a copy of the Notification on the Notice Board of their School on this issue as per the communication given to them.*
- 03.** The candidates belonging to Scheduled Castes / Scheduled Tribes and Backward Classes who are appearing for SSC March- 2013 for the first time as Regular candidates and whose parental income does not exceed **Rs.24,000/- per annual in urban areas and Rs.20,000/- or land holding not exceeding 2.5 Acres wet land / 5 acres dry land in Rural areas** are exempted from the payment of examination fee. As such, the Headmasters are requested to satisfy themselves about the Parental income by insisting upon a certificate issued by the Mandal Revenue Officer as per rules, and retain the same in the school to produce before the officers and audit if sought for, and also to submit to this office on demand. The particulars of exemption shall be clearly noted in the

remarks column of the M.N.R, with red ink failing which the M.N.R will not be accepted and will be returned under objection or such candidates name will not be registered for the S.S.C Examinations, March- 2013.

#### IX. OTHER INSTRUCTIONS:

01. All **Outside State / Country candidates** appearing for the first time for the SSC Public Examinations, March- 2013, **should invariably seek the prior permission of the Director of Government Examinations, A.P., Hyderabad**, on a plain paper giving relevant information before remitting the examination fee and other fee through the respective D.E.Os, well before the expiry of the due dates and as per the notification given for the remittance of the examinations fee. Any Outside State / Country candidates approaching the schools may be informed to contact the DEO concerned well in advance. ***Only after producing the Letter of permission from D.G.E., their examination fee can be accepted and the Nominal Rolls be sent to this office along with OMR cum ICR forms through recognized schools and the concerned DEO.***
02. The Candidate should be advised to appear for correct combination of subjects and for this purpose the school should furnish correct group codes and paper codes under 1<sup>st</sup> Language, 2<sup>nd</sup> Language and 3<sup>rd</sup> Language subjects.
03. **The Regular and Private without school study candidates who are going to appear for the first time for the SSC Public Examinations March-2013 shall opt Group-A and Group-B only under First language, as per the Annexure-B.** The Govt. Vide G.O. Rt.No.119, Secondary Education (Prog.I) Department, dt: 24-10-2009 have deleted Group-C & Group-D under First language.
04. (i) **There is no provision to write 07T/ 07K/ 07U papers in SSC Public Examinations March 2013 as the papers of 07T/ 07K/ 07U are dispensed in the year 2010.**  
  
(ii) **All Regular and Private all candidates those who appear for SSC Public Examinations, March 2013 have to follow first languages TELUGU, HINDI, URDU, TAMIL, KANNADA, ORIYA, MARATHI in NEW PATTERN of Question Paper i.e. with part B, Bit Paper only.**

05. Syllabus for the first language Tamil Text books is changed for the academic year 2012-2013. The candidates who are studying in High Schools as regular candidates and opt Tamil as first Language and candidates who appear for SSC Examinations as without School study candidates and opt Tamil as I Language, shall write exam by following New Syllabus Text Books for SSC March 2013. However the candidates i.e., Tamil First language candidates, who failed in SSC Examinations, in June-2012 or previous exams shall be given two chances i.e., March-2013 & June-2013 to write first language Tamil Examination in Old Syllabus.
06. Candidates shall complete 14 years of age as on 31-08-2012; in other words, they must have been born on or before 31-08-1998.
07. The names of under aged candidates shall not be included in the Manuscript Nominal Rolls unless condonation orders from the competent authority are obtained and enclosed. The fees for obtaining condonation is **Rs.300/-** or as per the revised rates of fee for the purpose. The competent authorities for issuing orders condoning the age are as follows:
- (i) The DEO of the district concerned is the competent authority to condone the shortage of age up to 1 ½ years as per rules in vogue i.e for students of Private & Municipal Schools and Private (WSS) students.
  - (ii) Above 1 ½ year and up to 2 years, the Director of Government Examinations, A.P., Hyderabad is the competent authority to condone the shortage of age.
  - (iii) Regarding students of Government & Z P High Schools the procedure prescribed in the G.O. Ms, No.40 Edn (Ser V) Dept: dt:07-05-2002 and Govt. Memo No.17120/Exams/2004. Edn (SE Exams) Dated:08-06-2006 shall be followed.
08. ***No age relaxation shall be given above 2 years and as such no such applications should be accepted and forwarded to the office of the Director of Government Examinations, A.P., Hyderabad as per Govt.Memo.No.17120/Exams/2004, dt:08-06-2006.***
09. i) Hearing impaired (Deaf and Dumb) candidates are exempted from appearing 2 language subjects out of 3 language subjects prescribed. However such candidates should get prior permission of the Director of Government Examinations, A.P., Hyderabad before remitting the examination fee. Copy of the permission letter shall be enclosed to MNR, and particulars of the exemption orders should clearly be noted

against the name of the candidates in the remarks column. Otherwise the result of the candidates will be kept under withheld.

ii) In pursuance of the Government orders contained in G.O.Ms.No.34, dt:05-03-2004 the following concession be allowed to the students suffering from Dyslexia and appearing for SSC Public Examinations, March- 2004 onwards:

- a) Exemption from writing 3<sup>rd</sup> Language(English).
- b) Provision of scribe
- c) Allowing additional time for one hour for each paper.

*However such candidates should get prior permission of the Director of Government Examinations, A.P., Hyderabad before remitting the examination fee*

**10.** *Visually impaired (Blind) and ortho physically handicapped candidates shall appear for all 6 (Six) subjects. No exemption is given to them.*

**Note: All Physically Handicapped candidates shall produce a Xerox copy of Medical certificate duly attested by the concerned Headmaster along with original Medical certificate.**

**11.** All private recognized High Schools forwarding regular candidate shall invariably enclose the copies of the **latest Recognition orders** to the MNR. If the school is newly permitted to open X class during 2012-2013, they should enclose a copy of the opening permission orders issued by the competent authority (Regional Joint Director of School Education).

**12.** Mere submission of proposals for opening permission during 2012-2013 will not give any right to the management to present the students as regular candidates. In this aspect in the earlier examinations certain DEOs have forwarded OMR cum ICR forms / MNR of such schools along with "Under Process certificate" (self issued) which is irregular. Hence the DEO must not accept MNRs,OMR cum ICR forms and fees challans from the schools who do not have the permission to open X class.

**13.** In case of new schools which are permitted to open X class and presenting regular candidates for the first time during academic year 2012-2013 shall submit recognition proposals to the RJDSE through DEO with in two months from the date of receipt of the same, otherwise the candidates will be treated as private candidates. In all these cases they must enclose orders issued by the competent authority permitting to open x class

during 2012-2013, Schools which were permitted to open X class during 2011-2012 must and should enclose recognition orders obtained from the competent authority.

14. All the candidates appearing for March-2013 shall affix the latest black and white pass port size (i.e) 35 x 35 mm photos with white background or light colour for more clarity. The photos should be pasted on the OMR cum ICR form as per the instructions given in the OMR cum ICR form but not printed / stapled / or stitched. No Coloured photographs shall be used.

15. Private candidates without school study shall produce any of the following documents in support of his / her age while submitting the OMR cum ICR form and prescribed fees.

- (i) Birth certificate issued by the Municipal Corporation / Municipality /Gram Panchayat.
- (ii) The original Record sheet of Primary school duly countersigned by the inspecting Officer concerned or Original Transfer Certificate issued by a recognized school in case the candidate has studied in any recognized school for some period.
- (iii) A certificate regarding the Date of Birth from a Mandal Revenue Officer / Panchayat Secretary issued after a due enquiry into the matter. If no documents relating to the items (i) and (ii) above are available, date of birth certificate issued by the Mandal Revenue Officer / Panchayat Secretary without causing due enquiry, i.e., certificate issued on the strength of any document of the school etc, produced by the candidate should not be accepted. The format shown in annexure-A shall alone be followed and the certificate should be enclosed to the MNR only and not to attach or pin it to OMR cum ICR.
- (iv) During last year certain Headmasters have sponsored private candidates who have produced bogus certificates from Panchayat Secretary and it has led to criminal prosecution in addition to cancellation of the performance of the candidates. In all such cases the Headmaster concerned will be held responsible.

**Note: He / She shall enclose a Xerox copy of Age proof duly attested by the concerned Headmaster alongwith original Age proof.**

16. Forwarding schools have to maintain a Record /Register containing the particulars of the candidates presented for the S.S.C Examinations till he / she passes the Examinations,

duly noting the marks secured by them at every sitting along with the Roll number, Month and Year of Examination, Serial number of the certificate / failed memorandum etc., and should be able to produce before the Director of Government Examinations as and when asked for. The Head of the institution will be solely made responsible for not-maintaining such Register/Record. Photo of the candidate should also be affixed in concerned page of the Register.

**17. 1. While preparing the MNRs & OMR cum ICRs Headmaster of school concerned should write area code of that school i.e., URBAN / RURAL in consultation with mandal Revenue Officer concerned & DISE information submitted to C & DSE.**

2. He / She is responsible for future complications in connection with admissions in IIIT course of A.P.

**18. i)** After the receipt of the M.N.Rs and OMR cum ICR forms from the Heads of schools through the D.E.Os concerned in the State, action will be taken by this office to scan them.

**ii)** The OMR cum ICR forms of all three categories of candidates (Regular, Private without School study fresh and once failed) will be fed to computer for scanning the data and as such the Headmasters are specifically informed to fill in the OMR cum ICR forms correctly and perfectly as the same data will be reflected / printed in the S.S.Cs and failed memos.

**iii)** The OMR cum ICR forms supplied should be handled very carefully without folding spoiling and mutilating it for proper scanning.

**iv)** Overwriting in the OMR cum ICR forms must be avoided as it leads to mistakes in scanning. If any wrong entry is made, use fresh OMR cum ICR form if available or other wise apply Eraz-ex white fluid and then note correct particulars in the OMR cum ICR forms. The white fluid some times gives problem for scanning leading to spelling mistakes.

**v)** For SSC Public Examinations March, 2013 OMR cum ICR forms are supplied. The OMR cum ICR forms should be packed in a polythin cover keeping them in between



cardboard to avoid any kind of damage duly enclosing a content slip. They should not be pinned or tagged. It should not be mixed up with M.N.R or any other material.

**vi)** SSC Application form consists of OMR cum ICR Parts and the two parts are printed on legal size paper with a perforation to separate them.

The Headmaster himself has to separate the OMR cum ICR form at the perforation with the help of scale, without damaging the form. (The form shall not be mutilated or defaced).

The OMR cum ICR forms of each category after separation (ie., SSC Regular wise, Once failed, OSSC Regular & Private and Vocational course) shall be packed in separate polythene cover tied up with rubber band, and kept in between two planks and packed with wrappers, so that the packet will be intact.

**vii)** A content slip in the format shown in **Annexure-C** appended shall be placed in each bundle of the ICR forms and OMR forms.

**Viii)** Challans, Age proof furnished in respect of without school study candidates, failed memos, recognition orders, medical certificates issued in respect of PH candidates, figure statements etc., should be attached and packed with M.N.R only and they shall not be mixed up with OMR cum ICRs at all.

**19.** It may be specially noted that certain cases have come to the notice of the Director of Government Examinations, A.P., Hyderabad, where Private candidates without school study are being presented as Regular candidates and vice-versa. In all such cases severe action will be taken against such erring Heads of Schools and also against the management in the case of private recognized schools both aided and unaided.

**20.** The OMR cum ICR applications of the candidates who were involved in malpractice earlier should not be forwarded without permission letter from this office. **As such, the Heads of Schools are strictly informed to exercise more care and vigil over such occurrences and not to give scope for any such lapses, since it attracts punishment as per “THE PREVENTION OF MALPRACTICES ACT OF 25 OF 1997. If any Headmaster sponsors any private candidates without school study or any candidate of unrecognized school as their regular candidates, the Headmaster and the correspondent will be prosecuted in addition to disciplinary action and collection of**

foregone income to the Government from the Headmaster concerned. In addition to heavy penalty as decided by the DGE, the Recognition of such school will be withdrawn.

21. The English medium students, in case they opt for Telugu as 1<sup>st</sup> Language should opt only Hindi as a second Language and they shall not opt or choose Special English as 2<sup>nd</sup> Language under any circumstances as Special English under Second Language is dispensed already. Only 09H and 09T are available under Second Language and no other Language is admissible under Second Language.

## **22. IMPLEMENTATION OF THREE LANGUAGE FORMULA:**

- i) All the Regular and Private candidates without school study in our State, Outside State and other Country candidates appearing for the first time for the ensuing SSC Public Examinations to be held in March-2013 shall appear compulsorily with Telugu as either 1<sup>st</sup> language or 2<sup>nd</sup> language duly following the Three Language formula as the Government have decided to implement Three Language formula very strictly vide G.O.Ms.No.86, dated:02-07-2003 of Education (SE-C & TBP) Department "Other wise the candidates will not be admitted for the ensuing SSC Public Examinations, March-2013.
- ii) As per the Proceeding of the Director of School Education, A.P., Hyderabad, on Rc.No.196/E1-1/2008.,dt:09-06-2009, All the District Educational Officers in the State are instructed to take effective steps to implement G.O.Ms.,No. 86 Edn (SE-C&TBP) Dept., dated:02-07-2003 and all students studying in State Syllabus in the State of Andhra Pradesh in Secondary level shall compulsorily study Telugu and appear in SSC Public Examinations, March-2011 and onwards with Telugu as subject / paper compulsorily.
- iii) All the Headmasters of the Secondary Schools presenting the pupils for SSC Public Examinations March- 2013 in the State are instructed to follow the above orders scrupulously and implement Three Language Formula without any deviation from the Government orders. If any Headmaster deviates the rules severe disciplinary action will be initiated against the Headmaster concerned.

**iv) Clarification regarding Second Language:**

As per the letter from Director of SCERT vide No. 54 / D5 / EVAL / SCERT / 2010, dt:10-08-2010, **new syllabus** is prescribed for 2<sup>nd</sup> Language Special English i.e 11E code. Therefore all the Regular / Private without School Study and once failed candidates those who are appearing for SSC Public Examinations March-2013 should study the following lessons from the BOOK MOSAIC which is a collection of 6 short stories.

Lessons to be followed by the candidates who are going to appear for SSC Public Examinations, March-2013. <b>(Regular, Private once failed &amp; W.S.S)</b>		
<b>Title of the lesson</b>		
<b>Author</b>		
1	After Twenty years	O Henry
2	The Gold Frame	R.K. Narayana
3	The Story Teller	Saki
4	The Face on the Wall	E.V. Lucas
5	The Nightingale and the Rose	Oscar Wilde
6	Bepin Choudhury's Lapse of Memory	Satyajit Ray

- 23. No school shall forward more than 200 Private candidates without school Study under any circumstance. They should maintain a watch register duly writing all the particulars of the candidates and stop taking fees and OMR cum ICR applications when once the 200 number is reached.**
- 24.** The Headmaster of all the recognized schools should obtain one photocopy / xerox of the OMR cum ICR form and preserve the photocopies / Xerox copys duly attested by him as permanent record along with MNR in respect of **both regular and private students** without school study. This will help the administration in sorting out future complications if any.
- 25.** For submitting OMR cum ICR forms, MNRs and remittance of examination fees the Headmasters must follow the due dates fixed. In the earlier years the Headmasters of certain schools submitted OMR cum ICR forms & MNR after 3 months, after the actual date of remittance of Exam fees by them. They paid the fees in time without late fee in the month of September but submitted MNR & OMR cum ICR after due dates i.e., in the

month of January. February & March. In all such cases late fee as applicable on the date of submission of MNR and OMR cum ICR forms was levied taking into consideration the date of submission of MNR and OMR cum ICR forms but not the date of fees remitted. In all such cases DGE reserves the right of imposing penalty, fit to be, in addition to severe disciplinary action against the Heads / Headmasters. All the due dates prescribed in the notification must be followed without any deviation.

- 26.** It is known through discrete enquiry that some of the Headmasters / Correspondents of recognized high schools are paying the examination fee in time even before the candidates approach them without mentioning the names on the reverse side of the challan and collecting more money when the students approach them after due dates prescribed, this is highly irregular and punishable. If the same thing is noticed this year, severe disciplinary action will be taken against the Headmaster concerned, declaring him unfit to be Headmaster for any secondary school as per APER and the MNR & OMR cum ICRs will not be accepted. The Headmaster will have to face any legal complications that may arise from the students and parents.
- 27.** No Headmaster shall take fees from the students unless they submit OMR cum ICR forms duly filled in all aspects including affixing Photo, Signature etc., All the Heads / Headmasters of the institution are requested to follow the above instructions scrupulously and furnish the M.N.R. along with ICR forms and challan in which examination fee was remitted to the concerned District Educational Officer's as per the schedule notified.
- 28. Incomplete OMR cum ICR form and MNR will not be accepted by this office.**

Yours faithfully,  
**Sd/-B.Manmadha Reddy**  
**DIRECTOR**

**Encl.:**

**Copy to** all the District Educational Officers / Asst. Commissioner for Government Examinations in the State for information and necessary action.

**Copy to** all Officers / Section Heads of this Office for information and necessary action.

**Copy to C & DSE, RJDES, SCERT** for information and necessary action.

**ANNEXURE – A**  
**AGE CERTIFICATE**

After due enquiry, I certify that the Date of birth of Kum / Mater \_\_\_\_\_  
\_\_\_\_\_ Son / Daughter of Sri \_\_\_\_\_ is  
\_\_\_\_\_ in words \_\_\_\_\_.

Date:

Station: Signature of M.R.O / Panchayat Secretary

Note:- If a candidate produces recognized school record, this certificate need not be issued, as the original certificate issued by the school which is already existing and available alone to be enclosed.

**ANNEXURE – ‘B’**

**S.S.C. & O.S.S.C. PUBLIC EXAMINATIONS GROUP COMBINATIONS**

**1. S.S.C:-**

**GROUP – A.**

One of the following Language which is the Mother Tongue / or the Regional Language of the students:

Telugu (01T/02T), Hindi (01H/02H), Urdu (01U/02U), Kannada (01K/02K), Tamil (01A/02A), Oriya (01'O'/02 'O'), Marathi (01M/02M).

Paper-I – 50 Marks:

Paper-II – 50 Marks:

**GROUP – B:**

A Composite Course of any of the Languages mentioned in Group-A, under Paper-I with the allied classical Language. (Sanskrit, Arabic, Persian) under Paper – II

Paper-I : 80 Marks – Mother Tongue (03T/03A/03K/03U/03'O'/03H/03M).

Paper-II: 20 Marks – Any of the three allied classical Languages.

(Sanskrit (04S) / Arabic (05) / Persian (06) / Hindi (08H))+

**(Note: Please see point no IX Other Instructions of serial no. 03 and 04 of this instructions Booklet.)**

## **II. O.S.S.C. PATTERN:**

As per three language formula

Oriental Classical Language	I Language (to be raised to 100 Marks)	II Language	III Language
(23/24) Sanskrit (200 Marks)	(03T) Telugu (80 Marks)	Hindi (09H)	English
(25/26) Arabic (200 Marks)	(03U) Urdu (80 Marks)	Telugu (09T)	English
(27/28) Persian (200 Marks)	(03U) Urdu (80 Marks)	Telugu (09T)	English

**Note:-** Non-Language subjects: The student under O.S.S.C can opt for any two of the three non-language subjects. But, it is enough if the candidate gets pass marks in one subject.

## **III. TRADE CODES OF VOCATIONAL COURSE:**

Sl. No.	Trade Codes		Description of the Vocational Courses
	Theory	Practical	
1.	31	32	Knitting, Garment Making, Darning, Laundry and Dry-Cleaning.
2.	33	34	Poultry
3.	35	36	Pisci Culture
4.	37	38	Horticulture including Floriculture
5.	39	40	First-Aid, General Medicine, Nutrition & Medical Store Management, Health & Hygiene.
6.	41	42	House wiring and Domestic Electrical Appliances.
7.	43	44	Radio, Transistor and Television Repairs & Servicing.
8.	45	46	Farm Machine Repairs and servicing and General Mechanism.
9.	47	48	Composing, Printing and Book-Binding.
10.	49	50	Wood-work (Carpenter), Cabinet making.
11.	51	52	Sericulture.
12.	53	54	Refrigeration & Air-Conditioning.
13.	55	56	Secretarial Practice.
14.	57	58	Computer Technical.

Available Media with Code Number: 31E/T/U/O., 33E/T/U., 35E/T/U/M., 37E/T/U., 39E/T/U/O., 41E/T/U/M/A., 43E/T/U/A., 45E/T/U., 47E/T/U/M., 49E/T/U., 51E/T/U., 53E/T/U., 55E/T/U., 57E, (E-English., T-Telugu., U-Urdu., M-Marathi., A-Tamil., O-Oriya.,

**ANNEXURE – C 1**

**Bundle Content Slip to be placed with OMR cum ICR Forms**

**School Code:**

**Dist Code:**

Category	SSC	OSSC	VOCATIONAL	TOTAL
Regular Candidates				
<b>Total OMR cum ICR forms in the Bundle</b>				

**Fee Payment Challan Details**

Sl.No.	Challan No.	Date	Amount
1.			
2.			
3.			
4.			
5.			
<b>Total Amount</b>			

Certified that the number of OMR cum ICR forms of the candidates shown above are placed in the bundle and MNR Corresponding to them are separately packed and sent with ICR Forms.

Date:

Signature and Stamp  
of forwarding authority.

**ANNEXURE – C 2**

**Bundle Content Slip to be placed with OMR cum ICR Forms**

**School Code:**

**Dist Code:**

<b>Category</b>	<b>SSC</b>	<b>OSSC</b>	<b>TOTAL</b>
<b>Private</b>			
<b>Once Failed</b>			
<b>Candidates</b>			
<b>Total OMR cum ICR forms in the Bundle :</b>			

**Fee Payment Challan Details**

<b>Sl.No.</b>	<b>Challan No.</b>	<b>Date</b>	<b>Amount</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>Total Amount</b>			

Certified that the number of OMR cum ICR forms of the candidates shown above are placed in the bundle and MNR Corresponding to them are separately packed and sent with ICR Forms.

Date:

Signature and Stamp  
of forwarding authority.



**ANNEXURE – C 3**

**Bundle Content Slip to be placed with OMR cum ICR Forms**

**School Code:**

**Dist Code:**

Category	SSC	OSSC	TOTAL
<b>Private Candidates (Once Failed) Without School Study Candidates</b>			
<b>Total OMR cum ICR forms in the Bundle :</b>			

**Fee Payment Challan Details**

Sl.No.	Challan No.	Date	Amount
1.			
2.			
3.			
4.			
5.			
<b>Total Amount</b>			

Certified that the number of OMR cum ICR forms of the candidates shown above is placed in the bundle and MNR Corresponding to them are separately packed and sent with ICR Forms.

Date:

Signature and Stamp  
of forwarding authority.