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NOTIFICATION

No. ESS/MBSE/66/90, the 25th November 1991. In exercise of the powers conferred under section 22 of the Mizoram Board of School Education Act, 1975, the Mizoram Board of School Education is pleased to make regulations as follows, namely :—

- Short title, extent and commencement.
1. (1) These Regulations may be called the Mizoram Board of School Education (Management of Examinations) Regulations, 1991.
 - (2) They shall extend to the whole of Mizoram.
 - (3) They shall come into force with effect from the date of their publication in the official gazette.

Definitions. 2. In these regulations, unless the context otherwise requires,—

- (a) 'Act' means the Mizoram Board of School Education Act, 1975 (Mizoram Act No. 2 of 1976);
- (b) 'Board' means the Mizoram Board of School Education established under the Act;
- (c) 'Centre' means the examination centre for holding any examination of the Board as may be allotted to it;
- (d) 'Centre Superintendent' has the same meaning as defined in clause (c) section 2 of the Act;
- (e) 'Confidential papers' means such papers as are considered confidential by the Board in connection with the Board's examinations;

- (f) 'Controller of Examinations' has the same meaning as defined in clause (e) of section 2 of the Act;
- (g) 'Custodian of confidential papers' means a person appointed by the Board to have custody of the confidential papers for the examination;
- (h) 'Examination' means Primary, Middle, High Schools and Professional or Vocational Schools and District Institute of Education and Training Examinations in single subject or compartmental examination or any other examination conducted by the Board;
- (i) 'Examination Committee' means Examination Committee appointed under Clause (i) of sub-section (1) of section 21 of the Act;
- (j) 'Finance Committee' means the Finance committee appointed under clause (ii) of Sub-section (1) of section 21 of the Act;
- (k) 'Government' means Government of Mizoram;
- (l) 'Head of an Institution' means the head of the institution as defined in clause (n) of section 2 of the Act;
- (m) 'Invigilator' means a person appointed to perform invigilation work at an examination centre;
- (n) 'Paper setter, Moderator, Examiner, Head Examiner, Scrutiniser and Tabulator' means persons appointed by the Board under such designations;
- (o) 'President' means the President of the Board;
- (p) 'Recognised' has the same meaning as defined in clause (2a) of section 2 of the Act;
- (q) 'Secretary' means the Secretary of the Board;
- (r) 'Supervisor' means a person appointed to assist the Centre-Superintendent in the smooth conduct of examination.

Examina-
tions.

3. The Mizoram Board of School Education shall conduct the following Examination,

- (a) High School Leaving Certificate Examinations at the end of Class Ten;
- (b) High School Leaving Certificate (Supplementary) Examinations;

- (c) Middle School Leaving Certificate Examinations at the end of Class Seven;
- (d) Primary School Leaving Certificate/Scholarship Examination at the end of Class Four;
- (e) Teachers' Training—Semester/Final examination;
- (f) The Board shall also conduct a special examination at any time according to the exigencies of the situation that may arise any time in an emergency.

Centre and date of examinations. 4. The Examinations shall be conducted at such centres as may be appointed by the Board and on such dates as the Board may, from time to time, determine.

The language of Examination. 5. (1) The language of examination in the High School Leaving Certificate Examinations shall be English except for Vernacular subjects.

(2) The language of examination shall be Mizo except for English subjects in the following examinations; namely —

(a) Middle School Leaving Certificate Examination;

(b) Primary School Leaving Certificate/Scholarship Examinations.

(3) The President of the Board may, however, give a special permission to the recognised schools in which the medium of instruction is a language other than Mizo to answer questions in the Middle School Leaving Certificate Examination and Primary School Leaving Certificate/Primary Scholarship Examinations in the medium through which instructions in such schools are imparted.

Curriculum and syllabi. 6. All examinations under the Board shall be conducted in accordance with the curriculum and syllabi prepared and approved by the Board. Such curriculum and syllabi shall be made available in the office of the Board at such price as may be fixed by the Board from time to time.

Schools eligible to send up candidates for the examinations. 7. (1) Every recognised school/institution shall be eligible to send up candidates for the final examination for which recognition has been granted to it by the Board, subject to such conditions as may be laid down by the Board from time to time.

(2) Every recognised School/Institution, —

(a) shall carry out and observe such instructions as may be issued by the Board from time to time and shall supply

to the Board, on or before such dates as fixed by the Board, such returns and information as may be required;

- (b) shall afford all facilities and co-operation for the conduct of Public Examination held by the Board and shall maintain such Registers and Records as may be required by the Board from time to time.

Eligibility
to appear
as Regular
Candidate.

8. A student of recognised school/institution having the requisite number of attendance and academic activities all through the final class of the school stage/institutions shall be eligible to appear as regular candidate at the High School Leaving Certificate Examination/Middle School Leaving Certificate/Primary School Leaving Certificate/Primary Scholarship Examination on fulfilling the following conditions :—

- (a) the candidates should have attended the final class/year of the stage of school/institution for not less than 75% of the working days during the academic year ;
- (b) the Board may, for special reasons, and on the recommendation of the head of the school/institution concerned, condoned the deficiency in the attendance of a candidate as prescribed under clause (a) above ;
- (c) in case the deficiency in the attendance of any regular candidate is not condoned by the Board, such application shall be withdrawn by the concerned Head of the School/Institution, from the Board, and the Examination fee etc. refunded, if already paid to the Board.

- (2) The head of school/institution shall certify that :—

- (a) the candidate has attended the prescribed percentage attendance as regular student of his school as laid down in sub-regulation (1) above, and that candidate has regularly and diligently prosecuted his/her studies ;
- (b) to the best of his knowledge, the candidate is eligible and fit for admission to the examination and that he knows nothing against the character and conduct;
- (c) the candidate who will appear for High School Leaving Certificate has himself given his personal information on the application form and has signed the application in his presence.

- (3) There shall be no age limit for a candidate for admission to the examination.

- (4) The Head of School/Institution shall certify the date of birth of a candidate strictly as recorded in the admission Register of the School where such candidate is to appear in the High School Leaving Certificate Examination.
- (5) In the case of candidates for admission to the High School Leaving Certificate Examination, the head of school shall attest the correctness/genuineness of the photograph submitted by the candidate.

Eligibility to appear as Institutional Private Candidate.

9. (1) (a) Class X students of High Schools, permission for the establishment of which Government have given, but has not been accorded recognition by the Board, shall be eligible to appear as Institutional Private Candidates at the High School Leaving Certificate Examination under this Board on fulfilling the conditions as laid down in regulation 8.
- (b) Institutional candidates shall be eligible to offer "Work Education" subject as applicable to regular candidates.
- (c) Class VII students of Middle Schools, for the establishment of which Government have given permission, but has not been recognised by the Board, shall be eligible to appear as Institutional Private Candidates at the Middle School Leaving Certificate Examination of the Board on fulfilling the conditions in regards to percentage of class attendance, character and conducts as laid down in sub-regulations (1) and (2) of regulation 8.

Selection of candidates not allowed

10. (1) There shall be no selection of candidates for admission to the School Leaving Certificate Examination under this Board.
- (2) No school/institution recognised by the Board and/or Government shall debar a student/candidate who has fulfilled the prescribed attendance and duly completed the prescribed course of studies for the final class of the school stage, from appearing at the School Leaving Certificate Examination of this Board.
- (3) Schools/Institutions may debar a student/candidate from appearing at the Teachers' Training/School Leaving Certificate Examination on account of poor attendance as prescribed in clause (a) of sub-regulation (1) of regulation 8 and/or on account of gross misconduct and bad character.

Eligibility to appear as Teacher Private Candidate in the High

11. Serving teachers of Government/Board recognised school/institutions who have been continuously serving as teacher for at least two years preceding the High School Leaving Certificate Examination to which admission is sought shall be eligible to appear as Teacher Private Candidate, provided that such teachers obtain

- School Leaving Certificate Examination. a certificate to that effect from the District Education Officer/ Sub-Divisional Education Officer under whose control the candidate is working and attach the same to their application for admission to the High School Leaving Certificate Examination.
- Eligibility 12. Failed candidates of High School Leaving Certificate Examination under the Mizoram Board of School Education shall be eligible to appear as Private Candidate on production of their Admit Card to the Headmaster of a recognised High School through which the candidates submit their application for admission. The Headmaster of such High School will duly verify such records to his satisfaction that the candidate had been previously admitted to the examination and as such is found eligible for admission as failed candidate.
- Other Private candidates in the High School Leaving Certificate Examination. 13. Candidates who have privately pursued the prescribed course of studies shall be eligible to appear as Private Candidates at the High School/Middle School Leaving Certificate Examination subject to the following conditions, namely :-
- (a) the candidate must not have been on the roll of any High School or Middle School as the case may be, recognised by the Board or by the Education Department of Government of Mizoram at least one year immediately preceding the date of commencement of the examination to which they desire to appear;
Provided that
 - (i) the candidates who have discontinued their studies while reading in High/Middle School recognised by the Board or Education Department shall wait till the time when the candidates would have completed the High School Leaving Certificate Examination Course, had they continued their studies in the School;
 - (ii) the candidate must have passed at least Class Eight standard for High School Leaving Certificate Examination from a school recognised by the Board or by Education Department of Government of Mizoram.
 - (b) the candidates from High Schools in Mizoram not recognised by either the Board or Education Department or Government of Mizoram shall fall under the category of other Private Candidates.
 - (c) Candidates from outside the territorial jurisdiction of the Board, shall be eligible to appear as other Private Candidates subject to the following conditions, namely :-
 - (i) they shall have to furnish their migration certificate issued by the concerned Board for candidates who have once appeared at the High School Leaving Certificate Examination or equivalent examination of any Board of Secondary Education or School Education Board as the case may be;

- (ii) they shall have to furnish their transfer Certificate countersigned by the Director of Public Instruction/Director of School Education or by the Inspector of Schools/District Education Officer concerned for candidates who have not appeared at any High School Leaving Certificate Examination or equivalent Examination of any Board of Secondary Education/Board of School Education, who will otherwise be eligible for admission to the High School Leaving Certificate Examination under proviso (1) to clause (a); above;
- (iii) the Migration Certificate/Transfer Certificate shall be furnished along with their application for permission to sit for the Selection Test as mentioned under sub-regulation (3) of Regulation 14 below.
- (d) Every Private Candidate for the High School Leaving Certificate Examination, shall be required to sit for a Selection Test in the subjects and respective syllabi as prepared and approved by the Board for such examination as directed by the Board from time to time.

Selection
Test of
Private
Candidates.

14. (1) Selection Test of Private candidates for eligibility for admission to High School Leaving Certificate Examination, shall be conducted, on behalf of the Board by the Headmasters of recognised High Schools selected as High School Leaving Certificate Examination Centres, as and when notified by the Board from time to time under the direct supervision and control of the respective District Education Officers concerned. The District Education Officer shall requisition where necessary and subject to approval of higher authorities concerned, such accommodation, furniture, staff, etc. as may be required for the purpose.
- (2) Expenditure for the Selection Test shall be met out of the Test fee to be collected from each intending Private Candidate at a reasonable rate, which will be fixed by the respective District Education Officers concerned.
- (3) Every Private Candidate, other than those mentioned in regulation 9,10 and 11 above must pass the Selection Test in order to be eligible for admission to the High School Leaving Certificate Examination. The Headmasters of recognised high schools where selection tests are held, under the direct Supervision and control of the respective District Education Officers concerned, shall be competent to send up the Private Candidates to the High School Leaving Certificate Examination, on the Basis of the results of their performance in the Selection Test.
- (4) Every Private Candidate shall register himself/herself in any of the recognised High School selected as High School Lea-

ving Certificate Examination Centre of his/her choice, on or before such dates as fixed by the Board by submitting an application, in the prescribed application form for seeking permission to sit for the Selection Test together with the examination fee. The prescribed application forms may be obtained from the Headmaster/Headmistress of the High School at which the selection test shall be held.

- (5) Every intending Private Candidate shall submit the following documents along with the application:—
- (a) a Certificate from a Government Gazetted Officer/Head of the High School recognised by the Board/an Officer of the Mizoram Board of School Education to the effect that —
 - (i) the intending candidate has not been on the roll of any High School recognised by the Board or by the Education Department of the Government of Mizoram during the last one/two years, as the case may be, immediately preceding the High School Leaving Certificate Examination to which permission to appear is desired, and that had she/he continued her/his study in school, she/he should have completed the High School Leaving Certificate Examination Course and be eligible for admission to the High School Leaving Certificate Examination at which she/he now desires to appear;
 - (ii) a documentary evidence in support of his/her date of birth, that, is Admit Card (in case of failed candidates of High School Leaving Certificate Examination or equivalent examination of Board of School Education) and or Transfer Certificate issued by the Director of Public Instruction/Director of Education or the inspector of Schools/District Education officer concerned (in case of candidates who have not appeared at any High School Leaving Certificate Examination or equivalent examination of any Board of Secondary Education/Board of School Education).
 - (b) The District Education Officer shall be competent to authorise, under sub-regulation (1) above, the Head of recognised High Schools selected as High School Leaving Certificate Examination Centre, in their respective areas to the following and other works as may be deemed necessary for proper conduct of the Selection Test on his behalf,
 - (i) to receive and scrutinise the applications of intending Private Candidates;

- (ii) to notify to all the intending Private Candidates the results of scrutiny of the applications such as grant of permission to sit for the Selection Test, showing reasons for such refusal;
- (iii) to submit to the District Education Officers at least within ten days prior to the commencement of the Selection Test, lists of candidates, in duplicate, who are permitted to sit for the Selection Test, and also the candidates who are refused permission, showing the names and father's names, date of birth and address of the candidates;
- (iv) to notify the fees for and date of commencement of the Selection Test;
- (v) to notify to all concerned, the results of the Selection Test in time for the candidates to submit their application for the High School Leaving Certificate Examination.
- (c) On the first day of the Selection Test, every intending Private Candidate must be accompanied for the purpose of identification, by a reasonable person known to the Officer conducting the examination, failing which the candidate may not be allowed to sit for the examination.

Eligibility of detenu candidates handicapped candidates and candidates from defence services in the High School Leaving Certificate Examination.

- 15. (1) Detenu candidates, handicapped candidates and candidates from Defence Services shall fall under the category of the Private Candidates as specified under Regulation 13. They will not be required under Regulation 13 (d) but will be required to submit their application for appearing at the High School Leaving Certificate Examination, duly filled in along with the prescribed fees, as notified from time to time, direct to the Centre Superintendent of the Examination Centre through which they desire to appear at the High School Leaving Certificate Examination, on or before the dates as may be fixed by the Board.
 - (a) A detenu candidate will be required to furnish along with his/her application, a Certificate from a Gazetted Officer of the Prison/Jail authorities to the effect that the candidate is a detenu.
 - (b) A handicapped candidate will be required to furnish along with his/her application a Certificate from a Registered Medical Practitioner to the effect that the candidate is a handicapped one and that he/she has not been on roll of any High School owing to his/her handicapped.

(c) A candidate from Defence Services will be required to furnish along with his/her application, a Certificate from the Commandant concerned to the effect that the candidate is unable to appear for the Selection Test owing to his/her being engaged in active defence service.

- (2) A certificate of documentary evidence in support of his/her date of birth shall be furnished in all cases along with their applications.
- (3) The Centre Superintendent of the Examination Centre shall be competent to scrutinise the particulars of the candidates as furnished in their application forms and if found eligible, to forward the application to the Board for acceptance.

Eligibility of Supplementary Candidates.

16. (1) Candidates of High School Leaving Certificate Examination of this Board, who has failed in not more than two subjects but secured the minimum pass marks in the aggregate, will be allowed Supplementary chance, to pass in those subject and will be eligible to appear under Supplementary Rules within two Examinations immediately following the examination at which the candidate is given supplementary chance.
- (2) The Supplementary candidate shall be allowed only one chance to pass his/her failed subjects within the stipulated two examinations as mentioned in sub-regulation (1)
- (3) Every Supplementary candidate shall be required to pay Examination fee per subject as prescribed by the Board from time to time.
- (4) The Supplementary candidate shall be required to secure full pass marks in the particular subject, subjects in order to be declared successful and shall not be eligible for the award of any Division in their results.

Photograph of candidates for High School Leaving Certificate.

17. (1) Every candidate for the High School Leaving Certificate Examination shall submit two passport size copies of his/her recent photograph along with the application for appearing at the Examination.
- (2) The Head of Institution through which the candidate submits the genuineness and correctness of both the photographs of the candidate and also clearly write the name and father's name of the candidate so attested on the back of the photographs.
- (3) One copy of the photograph of the candidate shall be pasted on the application of the candidate concerned in the space provided on the form and the other copy attached to the application for pasting on the Admit Card of the candidates.

- Submission of fees forms etc. for the High School Leaving Certificate/Middle School Leaving Certificate/Primary School Leaving Certificate/Primary Scholarship Examination.
18. (1) Examination forms for all the categories of candidates along with other necessary forms/documents will be issued from the Board's Office to the Head of all schools/institution every year in due course.
- (2) The Heads of Schools/Institutions must submit their requisitions for the prescribed examination and other connected forms so as to reach the Board's Office on or before such dates as may be fixed by the Board from time to time.
- (3) The Heads of Schools/Institutions shall also furnish the probable number of their candidates category-wise as follows, while requisitioning the examination forms.
- | | | |
|--------|--------|------------------------|
| (i) | Male | —Regular |
| (ii) | Female | —Regular |
| (iii) | Male | —Institutional Private |
| (iv) | Female | —Institutional Private |
| (v) | Male | —Private |
| (vi) | Female | —Private |
| (vii) | Male | —Supplementary |
| (viii) | Female | —Supplementary |
- (4) The last date for submission of fees and forms by the candidates to their respective heads of institution and Test Centres will be fixed and notified to the candidates by the respective heads well in time.
- (5) The heads of institutions/Test Centre shall submit the fees and forms received from the candidates along with the statement of payment of examination fees in duplicate and consolidated statement of candidates in form High School Leaving Certificate/5 for High School Leaving Certificate Examination, Form, Middle School Leaving Certificate/1 and Primary Scholarship Examination/1 for Middle School Leaving Certificate and Primary School Leaving Certificate/Primary Scholarship Examinations respectively, in duplicate, to the Board's Office on or before such date as may be fixed and notified by the Board from time to time.
- (6) The candidates who have not paid the requisite fee should not be included in the statement of candidate forms and his/her application also should not be forwarded to the Board.
- (7) No form or fee shall be accepted beyond the seventh day from the last date fixed for submission of forms and fees by the Board.
- (8) A candidate who submits his/her application after the last date fixed for submission of forms and fees shall be fined a late fee as fixed by the Board from time to time which will be collected and submitted by the head of institution to the Board along with other fees and forms.

- (9) No fee and form will be accepted in the Board's Office. direct from the candidates.
- (10) All fees are to be paid in Cash or by Bank Draft through the State Bank of India or any Scheduled Bank/Mizoram Co-operative Apex Bank or by Indian Postal Order pledged in favour of the Secretary, Mizoram Board of School Education, Aizawl.
- (11) Statement of candidates in the appropriate forms (HSLC/5, MSLC/I,PSE/1) shall be prepared in triplicate by the Headmaster, High School/Middle School or the Head Teacher, Primary School as the case may be, indicating the following categories of candidates, separately, as the case may be.
 - (a) Male Regular (b) Female Regular (c) Male Institutional Private (d) Female Institutional Private (e) Male Private (f) Female Private (g) Male Supplementary (h) Female Supplementary.
- (12) Of the three copies of statement of candidates forms to be prepared by the head of school as indicated in sub-regulation (11) above, one copy is to be kept in the School as Office Copy and the remaining two copies are to be submitted to the Board's Office along with fees and other relevant forms.
- (13) The candidates belonging to Scheduled Castes, Scheduled Tribes and other backward communities are to be indicated in the space provided in the "Statement of Candidates" forms as follows 'SC' for Scheduled Caste. 'ST' for Scheduled Tribes and 'OBC' for Other Backward Communities.
- (14) In the case of High School Leaving Certificate Examination, the First Language of the Candidate and the subject to be offered in lieu of "Work Education" and additional subject, if offered, must be shown correctly against each candidate on the statement Form (HSLC/5) and strictly in conformity with the instructions at Appendix I to these Regulations.
- (15) While preparing the 'Statement of candidates' form, special care must be taken to enter correctly the personal information of the candidates, that is, name, father's name, date of birth, etc. Personal records of the candidate cannot be changed subsequently once these have been recorded in the Board.

Issue of 19. (1)
Admit Cards
(High School
Leaving Certificate Examination)

The candidate who fulfills all the requirements, shall be issued an 'Admit Card' by the Board for admission to the Examination.

The following information shall be shown on the Admit Card of the candidates:-

- (a) Name of the candidate
- (b) Father's name of the candidate
- (c) Roll number allotted to the candidate
- (d) Name of examination to which admitted
- (e) Date of birth of the candidate
- (f) Photograph of the candidate (to be pasted)

- (2) In the event of loss or damage of the original Admit Card, a duplicate copy of the same may be issued on application by the candidate to be submitted along with one copy of his/her passport size photograph to the Secretary of the Board in the prescribed form shown in Appendix II to these Regulations, and on payment of the prescribed fee as fixed by the Board from time to time.

Allotment and change of Examination Centre.

20. (1) Candidates from the same Institution must take their examination at the same Centre to which the institution concerned has been allotted by the Board.
- (2) Private candidates including Supplementary Candidates shall take their examination at the Centre to which the institution through which they submit their application, has been allotted by the Board.
- (3) No candidate can choose his/her centre of examination according to his/her convenience.
- (4) A candidate may, however, apply for change of Centre of Examination under exceptional circumstances for which an application in the prescribed form (as shown in Appendix IV to these Regulations) should be submitted through the head of the institution concerned in accordance with the following directions, namely—
- (a) each application for change of Centre is to be submitted in duplicate along with the prescribed fee, as fixed by the Board from time to time, to be paid as directed in sub-regulation (10) of regulation 18;
 - (b) No application for change of centre shall be entertained after the last date fixed for submission of forms and fees for admission to the examination concerned;
 - (c) Each candidate applying for change of centre should furnish two passport size copies of his/her recent photograph attested by the Head of Institution concerned along with his/her application for change of examination centre.

- (5) Once the permission for change of centre is granted for a particular centre, further change, thereafter, shall not be permitted and the fee paid for the purpose cannot be refunded.
- (6) In case the application for change of centre is not granted, the fee paid for the purpose shall be refunded to the candidate, provided the candidate submits an application for such refund.
- (7) An examinee applying for change of centre should satisfy himself/herself at least one week before the commencement of the examination that his/her application has been granted.
- Refund and for future examination fee.** 21. (1) Fees already paid may be refunded where the name of a candidate is being withdrawn by the Head of Institution concerned.
- (2) When a candidate's application for admission to the examination is rejected on account of a false statement made by him, the entire fee paid by the candidate shall be forfeited to the Board.
- Subjects for examinations.** 22. (1) Subjects for the various school examinations under the Board shall be as shown in the "Curriculum and Syllabi" for the various stages of school education approved and published by the Board as amended from time to time.
- (2) Every Private Candidate specified under regulations 11, 12, 13, and 15 shall be required to take any one of the Additional Subjects, mentioned in the Curriculum and Syllabi for High School as approved by the Board, as compulsory subject in lieu of "Work Education" which should, however, be other than the one already offered as Additional Subject, if offered.
- (3) A candidate (Regular or Private) if so desires, may offer one additional subject and the marks obtained therein in excess of the required pass marks, shall be added to the aggregate marks obtained by the candidate.
- (4) The subject offered by a candidate in lieu of "Work Education", and/or Additional subject, once accepted by the Board, shall be final and no subsequent change shall be allowed.
- (5) A candidate if so desires, may drop his/her Additional Subject, at any time, before or during the examination, and in such case, the examination of the candidate shall not be affected.
- Criterion for determining** 23. (1) Passing or failing of a candidate in the School Leaving Certificate Examination shall be determined on the basis of

success or failure in the School Leaving Certificate Examination.

marks obtained by the candidate in the compulsory subjects plus excess over pass marks obtained in the Additional subject, if any.

(2) In order to qualify for a clear pass in the School Leaving Certificate Examination, a candidate should obtain a minimum of the following marks —

(a) Thirty Five Percent of the total full marks in the aggregate and

(b) Thirty Three Percent of the full marks in each subject.

(3) (a) Minimum percentage of marks in the aggregate for various categories of pass shall be as follows :

Distinction	—	75 percent and above
First Division	—	60 percent and above but below 75 percent
Second Division	—	50 percent and above but below 60 percent
Third Division	—	35 percent and above but below 50 percent

(b) Minimum marks for a "Letter" in a subject shall be 80 percent or above of the full marks in that subject.

(4) A candidate who fail in not more than two subjects but secure the required 35 percent of the total full marks in the aggregate in the High School Leaving Certificate Examination, shall be eligible to appear in those subjects at the Supplementary Examination as specified under regulation 16.

Cancellation of Admission to the Examination.

(1) If it is found subsequently at any time that the admission of a candidate to the examination has been done through error, malpractice, fraud, improper conduct or the very admission of the candidate to the final standard of school stage is found to be irregular, the Board shall have the power to cancel the candidates admission to the examination and the candidate shall forfeit the examination fee paid by the candidate, notwithstanding the inclusion of the candidate's name in the list of examinees, or the candidate's actual appearance at the examination, and also to debar the candidate from appearing at subsequent examination/examinations as the Board may determine in each case.

(2) The Board shall be competent to admit a candidate to the examination provisionally, where any enquiries in respect of the candidate's eligibility for admission to the examination are in progress or contemplated, and in the light of the findings of the enquiries, to deal further with the case as per the provisions of these regulations.

Eligibility to re-appear for improvement of Results/Division.

25. (1) A candidate who has passed the High School Leaving Certificate Examination of the Board and desires to re-appear for improvement of his/her result/division, may be permitted to do so at the next examination of the Board, to the examination the results of which the candidate desires to improve, subject to the following conditions ;
- (a) the candidate taking such subsequent examination shall be required to appear in all the subjects and on the syllabus of the year in which he/she will be re-appearing in the examination;
 - (b) this facility shall be available only to a candidate who has not pursued further studies after passing the the examination, the result of which the candidate desires to improve;
 - (c) the candidate taking such subsequent examination shall appear as Private Candidate;
 - (d) Change of subject (s) will not be allowed while re-appearing for improvement of Result/Division.
 - (e) In the event of the candidate attaining lower performance than that he/ she had attained previously, his/her previous result shall be allowed to stand.
- (2) A candidate shall be required to pay a Registration fee of Rs. 40/- or as prescribed by the Board from time to time, in addition to other fees to be paid by Private candidate.
- (3) The candidate shall not be required to appear at the Selection Test Examination for Private candidates as provided in regulation 14.

The candidate re-appearing for improvement of Result/Division must submit his/her application through the head of the institution attended last along with the following

- (a) application in prescribed form
- (b) prescribed fees
- (c) two passport size copies of his/her recently taken photograph duly attested;
- (d) admit card of the previous examination in original;
- (e) A certificate from a Gazetted Officer to the effect that he/she has not pursued further studies after he/she passed the High School Leaving Certificate Examination of the Board

Eligibility to appear in one subject.

26. (1) A candidate, who desires to appear in one isolated subject in the High School Leaving Certificate Examination shall be allowed to do so only on the following conditions:—

(a) the candidate must have passed the High School Leaving Certificate Examination or any Equivalent Examination of the Board or must be a holder of any title or Certificate recognised by Mizoram Board of School Education;

(b) the candidate shall offer only such subject of which the examination is conducted by the Board;

(c) the candidate shall offer only such subject not offered by him/her in the previous examination passed by him/her;

(d) the candidates shall be given only a certified statement of marks obtained in the isolated subject and he/she shall not be entitled to the award of any Certificate or prizes of the Board;

(e) the candidate shall pay the same rate of fee as prescribed for Supplementary Candidates per subject, plus permission fee as prescribed by the Board from time to time;

(f) the candidate must submit his/her application in the prescribed form and fees through the head of any High School recognised by the Board, along with the following documents:

(i) the prescribed fees

(ii) two passport size copies of recently taken photographs of the candidate duly attested

(iii) a certificate from a Gazetted Officer to the effect that the candidate has passed the examination as required under clause (a) clearly stating the examination passed.

(2) Failed candidate under these regulations shall be eligible to re-appear in the same subject at any subsequent examination of the Board under the same condition as prescribed under sub-regulation (1) above.

Penalties for unfair means.

27. (1) If a candidate is found to have made a wrong statement in his/her application form for admission to the examination or has attempted to secure or has secured admission to the examination by making a false document, the candidate shall be deemed to have used unfair means.

(2) In case the candidate has not already appeared at the examination, his/her application shall be liable to be rejected and the fees, if already paid, shall be forfeited.

- (3) In case the candidate has not already appeared at the examination and whether his/her result has not yet been declared or has been declared or has been declared and certificate Issued his/her results and certificate (if already issued) shall be liable to be cancelled.
- (4) If at any stage a candidate is found to have tampered with any entry in the certificate or statement or marks, or Migration Certificate or any other Examination document that might have been issued to him/her by the Board, the candidate shall be deemed to have used unfair means and the Board may even cancel his/her result, if deemed necessary.
- (5) If a candidate is found communicating or attempting to communicate with an examiner or any other person connected with the examination with the object of influencing him in any way or using abusive or obscene language in the answer book, the candidate shall be deemed to have used unfair means. Such candidate may be disqualified by the Board from passing the examination in the year and may further be debarred from appearing at any examination of the Board for a period which may extend to five years.
- (6) A candidate shall not be permitted to write on the Answer Book his/her name or signature or any other sign, which may disclose his/her identity to the Examiner. A candidate found doing any of the above shall be deemed to have used unfair means and shall be liable for punishment under sub-regulation (5).
- (7) A candidate is forbidden to carry into the Examination Hall or have in his/her possession, during the hours of examination, any printed materials, or any writing or scribblings which may have a bearing on the subjects of the Examination, other than the Admit Card, If a candidate is found with such materials in the examination hall he is liable to be expelled.

If the candidate throws away the incriminating materials when confronted, the materials are to be collected and a report made to that effect by the Invigilator to the Centre Superintendent, enclosing the incriminating materials. If the Superintendent is satisfied with the report of the Invigilator, he shall expel the candidate from the examination and submit a report in the Expulsion Report form shown in Appendix V to these Regulations to the Secretary.

- (8) Candidate consulting with one another, copying from others' answer scripts, looking at others' papers, trying to help others by allowing his/her answer scripts to be copied or looked at or by any other means or suspected to be attempting unfair means shall be warned by the Invigilator by writing "Warned" on the top left-hand corner of the front

page of the candidate's answer book and the fact reported immediately to the Centre Superintendent, who may expel the candidate concerned if his/her answer tally with those of the corresponding candidate's answers. In all such cases, the Centre Superintendent shall make a list of warned candidates of each room and supply the succeeding invigilators with the respective lists for their reference and guidance. The Centre Superintendent will immediately, at the close of the Examination, forward to the Secretary, a complete list of such warned candidates and the expulsion report if expelled any.

- (9) If a candidate is found smuggling and answer book in or out of the Examination Hall, or is found impersonating or indulging in any other misconduct of a serious nature or found with deliberate previous arrangement to cheat in the examination, the candidate shall be expelled from the examination and shall be declared unfit for admission to any future examination of the Board, provided that the Board may, on the expiry of five years and in special cases, exempt a candidate from the future operation of this regulation.
- (10) Any person other than a candidate who commits an offence under these Regulations shall be dealt with as under :-
 - (a) the Board may, if so decided, handover the case to the Police or to the authorities whose control the person may be at the time;
 - (b) the Board may enforce penalties, as it deem fit, according to the nature of the offence.
- (11) The names of candidates who threaten or intimidate any invigilator shall be reported immediately to the Board as well as to the Police. The Centre Superintendent shall be Com-pitent to expel Such Candidate (s) with out any further explanation and the Candidate Shall be liable to be punished as specified under Regulation 27.5.
- (12) In such cases of unfair means not covered by these Regula-tions, the Board shall enforce penalties on the merit of each case, as it deem fit.
- (13) The names of candidates who are punised under these Regu-lations, shall be communicated to the Boards of Secondary/ School Education in India.

Publication
of Results.

28. (1) The Board may declare and publish the results of the candidates who have appeared for the High/Middle/Primary School Leaving Certificate/Supplementary Examinations on such date and in such manner as the Board may decide.
- (2) In any case where it is found that the results of the exami-nations have been effected by errors or other matters of

whatsoever nature, the Board shall have powers to amend such result(s) in such manner as shall be in accordance with the true position and to declare such amended result(s) as it may consider necessary in that behalf.

- (3) In any case where it is found that the results of the examinations as declared and published by the Board, have been affected by any malpractice, fraud or any other improper conduct whereby an examinee has, in the opinion of the Board, been a party or privy to, or conceived at such malpractice, fraud or improper conduct, the Board shall have the power at any time, notwithstanding the issue of School Leaving Certificate or the award of a prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board may consider necessary in that behalf.

**Supply of
Marks**

29. (1) The marks obtained by a candidate in each subject shall be supplied to the candidate in a printed form of "Statement of Marks" after the declaration of results.
- (2) The Marksheets of regular candidates of High School Leaving Certificate Examination will be sent to the heads of their respective schools. The candidates shall collect their marksheets from the Office of the school concerned.
- (3) The marksheets of Private candidates and those who appeared under Supplementary Rules of High School Leaving Certificate Examinations, shall be sent to the Centre Superintendent of their respective Examination Centre. The candidates shall collect their marksheets from the Centre Superintendent concerned.
- (4) The marksheets of candidates of Middle School Leaving Certificate/Primary Scholarship/Primary School Leaving Certificate Examinations shall be sent to the respective Examination Centre Superintendent for issue to the candidates concerned.
- (5) In the event of loss or damage of an original marksheet, duplicate copy of the Marksheet may be issued by the Board, to the candidate, on application in the prescribed form as shown in Appendix II to these Regulations and on payment of requisite fee as fixed by the Board from time to time.

**Award of
Certificate.**

30. (1) The High/Middle/Primary School Leaving Certificate granted to a successful candidate shall be in the form as prescribed by the Board. The Certificate shall show the candidate's name in full, his/her father's name, date of birth, year of examination and the Division which the candidate has secured in the Examination. The Certificate shall be issued and signed by the Controller of Examinations on behalf of the Board.

- (2) The Certificate of all successful candidates in the School Leaving Certificate Examinations shall be sent to the Centre Superintendent of the respective Examination Centres for issue to the candidates concerned.
- (3) In the event of loss or damage of an Original Certificate, a duplicate copy of the Certificate may be issued by the Board on application submitted by the candidate in the prescribed form, shown in Appendix III to these Regulations, and on payment of the requisite fee as fixed by the Board from time to time and in the manner as shown below :
 - (a) the application must come through the head of the institution through which the candidate passed the examination;
 - (b) the application must be accompanied by an original affidavit sworn before a 1st Class Magistrate by the candidate or his/her Guardian if the candidate is a minor and a Police report testifying the loss or damage of the original certificate. It is also to be stated clearly how the original certificate was lost, and steps taken to regain or trace the lost certificate;
 - (c) Fee for Duplicate copy of Certificate is to be paid in the manner as prescribed in sub-regulation (10) of regulation 18.
- (4) If the original Certificate is partially damaged the remaining portion should be attached to the application.
- (5) Duplicate Certificate shall be sent to the Head of Institution concerned and in no case will the certificate be handed over direct to the applicant or on authority letter.

Verification of Marks obtained by a candidate in a subject

31. (1) Any candidate who has appeared at the examination of the Board, may apply to the Secretary of the Board for verification/scrutiny whether the candidate's answers, in any particular subject, have all been examined and that there has been no mistake in the totaling of marks in that subject and the tabulations has been done correctly, but not for re-evaluation of the answers. Such application must be made by the candidate to the Secretary, through the Head of the school through which the candidate appeared at the examination, within one month from the date of publication of the results and must be accompanied by the requisite fee per paper as fixed by the Board, from time to time, for post-Publication Scrutiny of Marks.
- (2) Post-Publication Scrutiny of marks shall be allowed upto two subjects only for a candidate in any particular Examination.

- (3) No candidate shall claim or be entitled to re-examination/re-evaluation of his/her answers.
- (4) The verification/scrutiny of marks shall, in no case, be done in the presence of the candidate or his/her guardian/representative, nor will the answer books and/or the results of the verification be shown to him/her or his/her guardian/representative.
- (5) If, as a result of verification/scrutiny made under this Regulation, it is discovered that there has been either an omission to examine and mark any answer or answers and/or a mistake in the totalling of the marks, it shall be corrected by the Controller of Examinations, duly attested and dated, and if as a result of this correction, the candidate's results, as already declared, is altered in any way, the candidate shall be informed of the correct result immediately.
- (6) If on verification/scrutiny, a failed candidate is found to have passed the examination or the result of a candidate as already published is altered, a corrigendum to the results already published shall be issued by the Secretary, indicating the correct result of the candidate after verification/scrutiny.
- (7) The decision of the Secretary of the Board, regarding the result of verification/scrutiny made under this Regulation shall be final.

Migration Certificate 32. A Migration Certificate may, on application in the prescribed form as shown in Appendix—II, and on payment of the prescribed fee, be granted to a candidate who has passed the examination conducted by the Board. The fee for Migration Certificate shall be paid as prescribed in sub-regulation (10) of regulation 18.

Provisional Certificate 33. A Candidate who has passed the High School Leaving Certificate Examination of the Board, may be granted a "Provisional Certificate" of having Passed the examination, on application in the prescribed form as shown in Appendix—II to these Regulation, and on payment of the requisite fee, as fixed by the Board from time to time and in the manner as prescribed in sub-regulation (10) of regulation 18.

Norms for the opening of Examination Centre 34. (1) The following shall be the norms to be followed for the opening of Examination Centre :—

- (a) The School to be selected for a Centre of Examination should fulfil —
 - (i) It should be a school recognised by the Board, (High School Leaving Certificate/Middle School Leaving Certificate/Primary Leaving Certificate Examination; unrecognised school may be considered if found necessary and otherwise found suitable).

- (ii) the school should have standard-size classrooms, well-lighted and properly ventilated and should be properly walled to be free from outside interference;
- (iii) the school should have permanent building (s);
- (iv) the school should have standard desks and benches and furnitures which should be arranged as per specifications laid down by the Board.
- (v) there should be adequate sanitary arrangements for boys and girls within the premises of the school;
- (vi) the school should have a campus big enough to be cordoned off during the hours of examination;
- (vii) the school campus should be so located as to be free from noise, hazards and other sources of disturbance;
- (viii) the school should have proper lighting facility and good water supply;
- (ix) the school management should be competent and reliable and should be in the hands of a properly constituted authority of Managing Body and possess an assured financial stability.
- (b) The school should be able to provide or the school authority should be able to arrange for enough accommodation for boys and girls coming from outside.
- (c) The school should be open for inspection to person or persons deputed by the Board and to the District Education Officer or his representative concerned.
- (d) There should be a Government Treasury or a Police Station or a Security Post within a reasonable distance from the school for depositing all confidential documents relating to the Examination.
- (e) There should be a regular post Office which can handle registered insured letters/percels, within easy reach from the school.
- (f) There should be good roads and regular bus/transport service to and from the area.
- (g) There should be a hospital or dispensary or any other government medical facilities within the area.
- (h) There should be at least hundred candidates who will appear at the Centre.

- (2) Notwithstanding anything provided in sub regulation (1) the School which fulfil all the conditions in sub-regulation (1) may be considered even if the candidate in such a school are less than one hundred.
- (3) The Board reserves the right to reselect a School as Examination Centre for the areas, in case the selected schools fails to fulfil the conditions laid down or on any other grounds the Board may think fit and proper for such action.
- (4) Not withstanding the conditions as laid down in these Regulations, all the schools already selected as Examination Centre shall be deemed to have been selected and approved under these Regulations.

Conditions 35
and mode of
appointment
of paper
Setters,
Moderators,
Examiners,
Scrutinizers,
Tabulators &
Head Examiners.

- (1) The Controller of Examinations shall prepare lists of persons suitable for appointment as Paper Setters, Moderators, Examiners, Scrutinizer, Head Examiners and Tabulators and make such appointments as may be necessary.
- (2) The qualifications, experience and other criteria for determining the suitability of a person for appointment as Paper Setter, Moderator, Examiner, Scrutinizer, Head Examiner and Tabulator shall be prescribed by the Board from time to time.
 - (3) A person shall be disqualified for being appointment as a Paper Setter or Moderator
 - (a) If a near relation of his appearing in the Examination concerned in that subject (near relation shall include, Husband, Wife, Sons and daughters);
 - (b) if he is coaching or has coached or worked as a private tutor during the two years preceding the year of examination of any candidate appearing the examination;
 - (c) If he has published any note or annotations of text-books prescribed for the examination concerned ;
 - (d) if his name has been removed by the Board from the approved panel of names for any reason whatsoever.
- (4) Ordinarily two Paper Setters and one Moderator will be appointed for each paper)
- (5) Records of persons eligible for appointment as Paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners and Tabulators will be maintained by the Contraller of Examinations.

- (6) The names of Paper Setters, Moderators, Examiners and Tabulators and the distribution of Answer Books to be examined shall be kept strictly confidential by all concerned.
- (7) If at any time it comes to the notice of the Board that a person appointed as a Paper Setter, Moderator, Examiner, Head Examiner, Scrutinizer and Tabulator has been guilty of any dishonesty misconduct or culpable negligence, the Board may cancel his/her appointment forthwith and appoint someone else in his/her place.

- Withholding of or reduction in the remuneration payable to Paper-Setters, Moderator, Examiners, Tabulators, Head Examiners and/or Scrutinizers. 36. The Board shall have full right to withheld in full or in part or refuse the remuneration earned by Paper Setter, Moderator, Examiner, Head Examiner, Scrutinizer and Tabulator in case of—
- (a) negligence or omission on his part in carrying out the work entrusted to him in accordance with the instructions given to him from time to time.
- (b) his making a false declaration or statement either in the form of application for his appointment or any other documents submitted to the Board in connection with his/her appointment.

- Appointment of persons for the conduct/management of examinations. 37. All persons appointed for or entrusted with the conduct or management of any examination under these regulations shall be deemed to be public servant within the meaning of section 21 of the Indian Penal Code, 1860 and shall be governed by the relevant sections of the Mizoram Prevention of Malpractices at Examinations Act 1990.

- Duties and responsibilities of persons appointed for entrusted with the conduct/management of examinations. 38. (1) Any person who is appointed as a paper setter or a moderator at any examination shall not supply or cause to be supplied the question (paper) prepared by him or moderated by him, as the case may be, or a copy thereof or communicate the contents of such papers to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the appointing authority in this behalf, shall be liable to be punished as specified under regulation 37 above, if he/she contravenes this regulation.
- (2) Any person who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purpose of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner except in accordance with the instructions given to him in writing by the authority which entrusted the work to him, shall be liable to be punished as specified under regulation 37, above, if he/she contravenes the provision of this regulation.

(3) Any person who is entrusted with the custody or is otherwise in possession of any question paper set for the purposes of any examination shall not, prior to the conduct of such examinations, supply or distribute or cause to be distributed or supplied any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or give possession thereof to him shall be liable to be punished as specified under regulation 37 if he/she is found to have contravened the provision of this regulation.

(4) Any person, who being entrusted with the conduct, invigilation; supervision, evaluation of answer sheets, tabulation or appointed as Paper Setter, Moderator, Examiner or Scrutinizer or for any other works connected with the examination or publication of its results, fails to discharge his/her duties honestly or refuses to discharge any function assigned to him/her shall be liable to be punished as specified under regulation 37 above.

Abetment of Offences 39. Whoever abets any offences punishable under these regulations shall be punishable with the punishment provided for such and offence as specified in these regulations.

Correction of date of birth, name, title, etc. 40. (1) The date of birth of a candidate as furnished by the candidate himself/herself in his application for appearing in the School Leaving Certificate Examination and supported by the Headmaster of the School through which the candidate appeared in the School Leaving Certificate Examination shall be final, and shall not be subsequently altered, except when the date of birth of a candidate has been wrongly recorded through clerical mistake in the Board Office, in which case, the date of birth of a candidate may be corrected on application from the candidate through the Headmaster of the School concerned to the Secretary of the Board within 3 months from the date of publication of the results.

(2) The name and/or title of a candidate as furnished by the candidate and supported by the Head of the Institution through which the candidate appears in the School Leaving Certificate Examination and recorded in the Board as such shall not be subsequently altered except when the mistake occurs in recording the name and title in the Board's Office and/or wrong reporting (spelling only) by the Head of Institution. The name and title may be corrected on application to the Secretary of the Board from the candidate with endorsement of the Head of the Institution through which the candidate appeared to the examination, and within 3 months from the date of publication of the results.

- (3) Change of Name and title of a candidate may be granted if desired by a candidate at his/her own accord on the following conditions :
- (a) the candidate desirous of changing his/her name and title shall have to apply to the Secretary of the Board for such change through the Head of the Institution through which he/she appeared at the examination ;
 - (b) an affidavit duly sworn before a First class Magistrate effecting the change of name and/or title, therein should be attached to the application;
 - (c) a paper cutting from a local newspaper wherein such change of name and/or title was announced.
- (4) When the change of title is due to marriage, the attestation of the application by the husband should also be forwarded to the Board.
- (5) All such applications for change of name and/or title should be accompanied by an application fee as fixed by the Board from time to time to be paid in the manner as provided in sub-regulation (10) of regulation 18.
- (6) Applicant will have to pay usual fees for fresh certificate, Admit Card, Mark Sheet, etc. if change of name and/or title is granted.

Dengchhuana,
Secretary to the Govt. of Mizoram,
Education & Human Resources Department.

APPENDIX - I

(See Regulation 18)

Instruction for filling up Col. O.9. (Column for subject of the Statement of Candidates From HSLC/5. The subjects are to be shown in symbols in the following order.

First Language	: All Candidates
Subject offered in lieu work Education	: Institutional Private candidates only.
Additional subject	: All candidates (If offered) to be SHOWN WITHIN BRACKET

NOTE : Other compulsory subjects viz. English, Mathematics, Science, Social Science are not to be shown.

LIST OF SUBJECT SYMBOLS TO BE USED

FIRST LANGUAGE		EXAMPLE
Mizo	— Mz	Regular/Inst. Private offering Additional Subject
Hindi	— Hin	
Nepali	— N	—Mz/Alt. E/N/B/Hin etc.
Bengali	— B	
Assamese	— As	Regular/Inst. Private offering Additional subject
Manipur	— Mn	=Mz. (Cg)
Alternative English	— Alt. E	
 SECOND LANGUAGE		
English	— E	Private candidate offering no ad- ditional subject but offering Com- mercial Geography in lieu of WE =Mz. Cg
 COMPULSORY SUBJECTS		
Mathematics	— M	
Science	— Sc	Private candidate offering Com. Geography. in lieu of WE and addl. subject
Social Science	— Soc	
Work Education	— WE	=Mz. Cg (H)
 ADDITIONAL SUBJECTS		
History	— H	
El. of Civics & Economics	— Cv	
Commercial Geography	— Cg	
Home Science	— Hsc	
Advanced Mathematics	— m	

APENDIX - II

(Application for issue of Provisional/Migration Certificate,
Duplicate Marksheet/Admit Card etc.)
(See regulation 19,29,32,33)

To,

The Secretary,
Mizoram Board of School Education,
Aizawl : Mizoram.

Sir,

I have the honour to request you kindly to issue me —
_____ for which my necessary particulars are given below

1. Name in full (in block letters) _____

2. Father's Name in full _____

3. Name of Examination _____
4. Roll No. _____ Centre No. _____ Year _____
5. Total Marks obtained _____ Results _____ Div _____
6. Regular/Private/Supplementary _____
7. School from which appeared in the above Examination _____
-
8. Home address : _____ Address for correspondence _____
 Vill/Town _____ Vill/Town _____
 P.O. _____ P.S. _____ P.O. _____ P.S. _____
 District _____ District _____
9. Purpose for which the document is necessary _____
-

Yours faithfully,

Date :

Signature of the Candidate

Memo No. _____ Date _____

Forwarded and recommended for issue of the above document Particular furnished have been checked and found correct.

Signature of the Head of the
Institution with Official Seal

FOR USE IN THE BOARD'S OFFICE

Statement verified and found correct

Dealing Assistant/Tech.Astt. _____ Superintendent (Exam) _____
 May be issued/May not be issued _____ Fee paid vide _____
 Receipt No. _____
 Date _____

Controller of Examinations
Mizoram Board of School Education

Appendix - III

(Application for issue of Duplicate Certificate)
(See regulation 30)

To,

The Secretary,
Mizoram Board of School Education,
Aizawl : Mizoram.
Through the Principal/Headmaster/Headmistress

Subj : APPLICATION FOR ISSUE OF _____

Sir,

I have the honour to request you kindly to issue me _____
for which my necessary particulars are given below :-

1. Name in full (in block letters) _____
 2. Father's Name in full _____
 3. Name of Examination _____
 4. Roll No. _____ Year _____
 5. Total Marks obtained _____ Results _____ Div. _____
 6. Regular/Private/Supplementary _____
 7. School from which appeared in the above examination _____
-
8. Home/Address : _____ Address for correspondence _____
 Vill/Town _____ Vill/Town _____
 P.O. _____ P.S. _____ P.O. _____ P.S. _____
 District _____ District _____
 9. Purpose for which the document is required _____
-
10. What happened to the original document _____
-
11. Enclosed : State Bank of India Bank Draft/IPO
 No. _____ Date _____
 For _____

Yours faithfully,

Signature of the Candidate

Date _____

Memo No _____ Date _____

Forwarded and recommended for issue of the above document Particulars furnished have been checked and found correct.

Signature of the Head of the
 Institution with Official Seal

PLEASE—NOTE

1. One application shall be made for one document only.
2. The application must come through the Head of the Institution through which the candidate passed the final examination.
3. The application for Duplicate Certificate must be accompanied by an original affidavit sworn before a 1st Class Magistrate by the candidate or his/her guardian if the candidate is minor.
4. Police report to testify the loss or damage of the original Certificate. It is also to be stated clearly how the original certificate was lost, and action taken to recover the lost certificate.
5. If the original certificate is partially damaged, the remaining portion should be attached with the application.

6. Duplicate Certificate will be sent to the Head of the Institution concerned and in no case, will be handed over direct to the applicant or on authority letter.

7. The Fee for Duplicate document is to be paid in cash or SBI Bank Draft payable at Aizawl Branch, or Indian Postal Order pledged in favour of the Secretary, Mizoram Board of School Education, Aizawl.

(For use in the Board's Officer)
Statement Verified and found correct

<u>Dealing Asst.</u>	<u>Tech. Asst.</u>	<u>Superintendent (Exam)</u>
May be issued	May not be issued	Approved/Not Approved

Controller of Examinations
Mizoram Board of School Education

Secretary
Mizoram Board of School
Education

Fee paid vide Receipt No,
No. _____

Duplicate Certificate issued
vide Book No. _____
sl. No. _____ Date _____

Signature of the
Dealing Assistant

Signature of the
Dealing Assistant

APPENDIX-IV

Form No.HSLC/12

(See regulation 20(4))

MIZORAM BOARD OF SCHOOL EDUCATION
AIZAWL-796001

HIGH SCHOOL LEAVING CERTIFICATE EXAMINATION 19.....
(APPLICATION FOR CHANGE OF CENTRE OF EXAMINATIONS)

1. Name in full (in block letter) Mrs/Miss _____
2. Father's Name _____
3. Examination _____
4. School _____
5. Regular/Private/Supplementary _____
6. Candidates Address (in full) _____
7. Subject (Add. Subject offered) if any _____

8. The Modern Indian Languages from which Translation is to be made into English or English Composition in lieu of Translation Paper _____
9. Date of birth of the Candidate _____
10. Change of Centre prayed for : From _____
: To _____
11. Reasons for the change of Centre _____
12. To be identified by (Photograph of the candidate attached)

Countersigned

.....
Headmaster/Headmistress
School.....
P.O.....

.....
Candidate's Signature in full
Date.....

RULES FOR CHANGE OF CENTRE OF EXAMINATION

Attention of the Heads of Institutions is invited to the following rules, which are to be strictly observed :

1. Candidates from the same Institutions must take their examination at the same centre which is allotted for the Institution concerned in consideration of the best interest and convenience of the candidates presented from his school—No candidate can choose his/her centre of examination according to his/her convenience.
2. A candidate may however, apply for change of centre of examination under exceptional circumstances for which the application should be sent through the Head of the Institution concerned in accordance with the following directions:
 - (a) Each application for change of centre is to be submitted in DUPLICATE and in the above specified form with the requisite fee for each candidate.
 - (b) No application for change of centre will be entertained after the last date fixed for the submission of fee and form for admission to the examination concerned.
 - (c) Change of Centre is not allowed if there is no provision for teaching his/her First Language subject in any of the Institutions of the centre where such change is sought for.
3. An examinee applying for change of centre should satisfy himself or herself at least a week before commencement of the examination that his or her application has been granted.
4. Once the permission for change of centre has been granted, the fee paid for the purpose cannot be refunded.
5. Two copies of Passport size Front-View Photographs (duly signed and attested) should be enclosed.
6. Centre Fee is to be paid by the candidate to his new centre.

APPENDIX-V
(See regulation 27 (11))

MIZORAM BOARD OF SCHOOL EDUCATION
AIZAWL - 796001

No. Ex/Expulsion _____
Dated _____

EXPULSION REPORT

To,

The Secretary,
Mizoram Board of School Education
Aizawl

Sir,

I beg to report that Roll No. _____ Name _____ a candidate of the MSLC/PSE/HSLC/ITI Final Examination, 19 _____ at my Centre was found copying from printed manuscript/loose sheet/books in (subject) _____ Paper on _____ He/She was detected re-handed while copying, by Invigilator Shri _____ in presence of _____ Shri _____

The answerscripts of the candidate is seized and he/she has been expelled and debarred from appearing at the remaining examinations. His/Her answer-script with incriminating documents and the original report of the Invigilator concerned are forwarded herewith.

Enclo : Incriminating
documents

Centre Superintendent
Centre No. _____

Signature of the Invigilator
Who detected.