

APPLICATION FORM FOR PERMISSION TO APPEAR AS A NON-INSTITUTIONAL PRIVATE CANDIDATE IN CERTAIN SUBJECT(S) IN THE HS FINAL EXAMINATION, 2019

[INCOMPLETE APPLICATION WILL BE REJECTED FORTHWITH]

To

The Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Sir,

I have the honour to request you to permit me to appear as a Non-Institutional Private candidate in the subject(s) in the HS Final Examination, 2019 under the category of Certain Subject.

I do hereby declare that I have fulfilled the academic requirements to become eligible for appearing in the HS Final Examination, 2019 against the afforested subject(s). My particulars are given below:

- 1. Name of the Applicant :
[BLOCK LETTERS]
- 2. Father's Name :
[BLOCK LETTERS]
- 3. Mother's Name :
[BLOCK LETTERS]
- 4. Home Address :
C/o
Vill./Town
P.O.Dist.
PIN
- 5. Address for correspondence: C/o
Vill./Town
P.O.Dist.
PIN Mobile no.
- 6. Name of the Institution [through which applied] :
- 7. Particulars of passing HS Final Examination :

Name of Examination	Name of Board/Council/University	Year of passing	Roll	No	Name institution from where passed

- 8. a) Subject(s) the candidate is intending to offer in HS Final Examination
.....
- b) Name of the Course of higher studies for which passing of the intending subject(s) is/are required
.....
- 9. Name of the medium (permitted by the Council) in which the candidate intends to appear.....

Yours faithfully,

Full signature of the Applicant
Contd to page-(2)

Enclosures:

(i) Copies of Admit Card, Mark-sheet and Registration Certificate of the last H.S. Final Examination attested by the Head of the Institution from where the candidate passed the HS Final Examination.

(ii) A recent conduct certificate in original and pass certificate of the HS Final Examination.

(iii) Copies of permission letter from the Council for appearing in the HS First Year Examination in Certain Subject(s) and the relevant marks-sheet attested by the head of the Institution from where the candidate appeared.

(iv) A non-refundable permission fee of **Rs. 200/- (Rupees two hundred)** only in the form of Bank Draft of Nationalized Bank located at Guwahati in favour of the Secretary, Assam Higher Secondary Education Council must accompany each application. Payment may also be made through Council's Challan available at Noonmati Branch of the Assam Co-operative Apex Bank Ltd.

REMARKS OF THE HEAD OF THE INSTITUTION FORWARDING THE APPLICATION

- a) This is to certify that I have verified the particulars furnished by the candidate with reference to the original certificate produced and recommended his/her case for consideration by the Council.
- b) It is also certified that the candidate passed the HS Final Examination under Roll.....
No and he/she could not pass/could not appear in the HS Final Examination in the subject(s) of(which was one of the subjects of his/her combination but eligible for appearing in the Examination of that subject inyear).
- c) It is also certified that the subject(s) is/are taught in our Institution.

Date

Signature of the Head of
the Institution with seal

LAST DATE OF RECEIPT OF APPLICATION BY THE COUNCIL 25-9-2018

**APPLICATION FOR PERMISSION TO CHANGE THE INSTITUTION FOR
NON-INSTITUTIONAL PRIVATE CANDIDATE PREVIOUSLY
UN-SUCCESSFUL IN THE H.S. FINAL EXAMINATION**

Affix passport size photograph attested by the head of the institution attended last
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SUBMISSION OF INDIVIDUAL EXAMINATION FORMS & FEES AT THE DESIRED NEW INSTITUTION IS LIABLE TO BE CANCELLED UNLESS TRANSFER ORDER IS ISSUED AS PER RULES BY THE COUNCIL.

[Change of Institution is not allowed in case of COMPARTMENTAL / BETTERMENT/REAPPEAR CATEGORY Candidate]

1. Name of the Applicant :
[BLOCK LETTERS]
2. Father's Name in full :
[BLOCK LETTERS]
3. Mother's Name in full :
[BLOCK LETTERS]
4. Home Address :
C/o
Vill./Town
P.O. Dist.
PIN
5. Address for correspondence : C/o
Vill./Town
P.O. Dist.
PIN Mobile.....
6. Change of Institution fromHS School/College to
..... HS School/College.
7. Distance between the Institutions k.m.
8. Particulars of the HS Final Examination appeared last
Rollno.....Year.....Result.....
Registration No..... of Session
9. Name of the Institution attended last.....
10. No. of chance(s) for appearing in the HS Final Examination already availed of
11. Whether the student was expelled in any previous HS Final Examination appeared under the Council
..... (Yes /No) if yes, mention
RollNo.....StreamYear of appearing
12. Reason for change of Institution (with original document to justify the change)
.....
13. Subjects in which appeared last:
a) English.....b) MIL (.....) c).....
d) e) f)
14. To be identified by: Name
Address
[the identifier should normally be any teacher
of the Institution to where transfer is sought]

DECLARATION BY THE APPLICANT

I do hereby declare that I was not successful in any HS Final Examination of the Council and my chances of appearing in the HS Final Examination are not exhausted.

Date

Signature of Applicant

REMARKS OF THE PRINCIPAL ON REASONABLENESS OF THE CHANGE OF INSTITUTION

I have personally verified his/her Registration Certificate and found that the permissible chances of his/her appearing in the HS Final Examination are not exhausted. He/she is still a non-institutional private candidate of our Institution. Reasonableness of his/her transfer is

.....

Date:

Signature of Head of the Institution attended last (with seal)

THE FOLLOWING DOCUMENTS ARE TO BE ENCLOSED

- a) Letter from the identifier clearly identifying the candidate. This letter is to be countersigned by the Principal (proforma enclosed)
- b) A certificate from the Head of the Institution to where the transfer is sought for by the Candidate stating clearly (i) that provision exists for all the subject(s) offered by the candidate and (ii) that the identifier is personally known to his/her and he/she is satisfied with the reliability of the identifier (proforma enclosed).
- c) Documents to justify the change of Institution.
- d) Two copies of passport size photograph of the applicant duly attested by the Head of the Institution attended last.
- e) Attested copies of Marks-sheet, Admission Card and Registration Certificate of the last HS Final Examination appeared.
- f) A prayer from the father/guardian of the candidate is to be submitted explaining about the unavailable circumstances /reasons for which the transfer is required.
- g) A non-refundable permission fee of **Rs. 200/- (Rupees two hundred)** only in the form of Bank Draft of Nationalized Bank located at Guwahati in favour of the Secretary, Assam Higher Secondary Education Council must accompany each application. Payment may also be made through Council's Challan available at Noonmati Branch of the Assam Co-operative Apex Bank Ltd for his son/daughter.

N.B. Any application without these documents and without being field up with proper information/particulars shall be rejected. Cases of candidates who did not appear in HS Final Examination, 2018 shall not be considered for transfer of Institution. Change is allowed only from one Recognized Institution to another Recognized Institution.

Change of Institution is not applicable in the same locality.

(A) CERTIFICATE FROM IDENTIFIER [specimen copy]

{from a subject teacher of the Institution where transfer is sought for}

Certified that Shri/Smtison/daughter of
.....of Vill. / Town
.....P.O.Dist.....is
known to me very well. I shall identify him/her at examination hall when necessary.

Countersigned

Name in full

Designation

Principal

(Date & Seal)

**(B) CERTIFICATE OF THE HEAD OF THE INSTITUTION
[Specimen copy]**

Certified that all the subject(s) offered by the candidates are taught here in my Institution. The subject
.....in his/her combination is not taught in my Institution.

The identifier of the candidate is known to me and I am satisfied with the reliability of the identifier.

Signature of the Principal with seal

**(C) MEDICAL CERTIFICATE
[Specimen copy]**

Certified that son /daughter of
.....
..... of Vill/Town P.O.....
.....Dist. has been suffering from
.....
..... he/she has been undergoing treatment under my care since
He/she is advised to medication and come for regular check up.

Countersigned

District Health Officer/
Supdt. Of Civil Hospital
Date & Seal

Signature of Designated Doctor with date & seal

**(D) PERMANENT RESIDENT CERTIFICATE
GOVT. OF ASSAM
[Specimen copy]**

Office of the Circle Office/SDCOffice

Memo No.Date.....

TO WHOME IT MAY CONCERN

Certified that Sri/Smti.(father of the applicant) of
Vill./TownP.O.
Dist.permanently resides under my Revenue Circle/Block/District
Date

Signature of Designated Officer
[with seal]

APPLICATION FORM FOR PERMISSION TO APPEAR IN THE HS FINAL EXAMINATION, 2018 WITH MIL SUBJECT NOT TAUGHT IN RECOGNIZED INSTITUTION

To

The Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Sir,

With due respect I beg to state that I intended to offer the subject of as my MIL subject (the course of which is not offered in the Institution in which I am studying) in the ensuing HS Final Examination, 2019under the provision of private coaching.

Necessary particulars are furnished below:

1. Name of the Recognized Institution through which applied
2. Name of the Student [in block letter] :
3. Class with session :
4. Stream :
5. Date of Admission [for regular students only] :
6. For candidates appearing in the HS Final Examination
.....Council's letter according permission to offer the MIL subject of
.....in the HS Final Examination
.....Vide No.

Dated

Date

Signature of Student

RECOMMENDATION OF THE PRINCIPAL

Recommended as there is no provision of offering the said MIL subject in my Institution.

Date:

Signature of the Principal
[with seal]

Enclosure –

1. A coaching certificate from the private tutor who is teaching the MIL subject.
2. Attested copies of HSLC Mark sheet and Admit Card.
3. Attested copies of Admission Card and Mark sheet of the HS First Year Examination and Registration Certificate in case of candidates appearing in the HS Final Examination.
4. A non refundable application fee of **Rs. 100/- (Rupees One hundred)** only in the form of Bank Draft of Nationalized Bank located at Guwahati in favour of the Secretary, Assam Higher Secondary Education Council must accompany each application. **Payment may also be made through Council's Challan available at Noonmati Branch of the Assam Co-operative Apex Bank Ltd, Guwahati-21**

PRIVATE COACHING CERTIFICATE

**[COACHING CERTIFICATE IS TO BE GIVEN BY REGULAR TEACHING IN THE SAID SUBJECT IN
A HS SCHOOL/COLLEGE]**

Certified that Sri/ Smti.who is a student of HS First Year Class of the session ofCoaching sessionofHS School/ College has been receiving in the MIL subject.....under my guidance towards completing the syllabi prepared for the aforetasted subject. He/she declared to be eligible for offering the MIL subject ofwhile appearing in the Final Examination.

Signature

Name of the Teacher

.....HS School/ College

Educational Qualification

Designation (if any)

Counter signature of the Principal of the Institution where the student is studying

Signature of the Head of the Institution
[with seal]

□ □ □

APPLICATION FORM FOR PERMISSION TO APPEAR AS A NON-INSTITUTIONAL FEMALE PRIVATE CANDIDATE IN THE HS FINAL EXAMINATION, 2019

To,

The Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Sir,

I have the honour to request you to allow me to appear as a Non Institutional Female private candidate in the HS Final Examination, 2019.

My particulars are given below.

1. Name of the Applicant :
[BLOCK LETTERS]
2. Father's Name in full :
[BLOCK LETTERS]
3. Mother's Name in full :
[BLOCK LETTERS]
4. Home Address :
C/o
Vill./Town
P.O.Dist.
PIN
5. Address for correspondence : C/o
Vill./Town
P.O.Dist.
PIN Mobile No.
6. Name of the Recognized / Permitted Institution through which the candidate passed the HS First year Examination (with permission letter from the Council)
Roll No. Year.....permitted by the Council vide order.
No.....Dated.....
7. Registration NoSession
8. Particulars of passing HSLC Examination of SEBA or equivalent Examination.
a) Name of the Board/ University:.....
b) Year of passing:
c) Roll..... No.
d) Total marks secured.....Division.....
e) Name of the Institution from where passed
9. Name of the medium [permitted by the Council] in which the candidate intends to answer.....
10. Subjects to be offered :
11. Declaration by the Applicant:

I do hereby declare that the permissible chances of my appearing in the HS Final Examination are no exhausted.

Date

Signature of Applicant

Enclosure:

1. HSLC or equivalent Examination Pass Certificate and copies of relevant Mark-sheet and Admission Card duly attested by the Head of the Institution from where passed.
2. Attested copy of Registration Certificate.
3. Copies of HS Final Examination Mark-sheet and Admit Card, if already appeared and unsuccessful, duly attested by the Head of the Institution from where appeared.
4. A recent conduct Certificate in original from the Head of the Institution
5. Copies of permission letter from the Council for appearing in the HS First Year Examination with the relevant Marks-sheet attested by the Head of the Institution from where the candidate appeared.
6. Bank Draft/ Challan [Assam Co-operative Apex Bank Ltd. Noonmati Branch, Guwahati-21]
No Datedfor **Rs. 200/- (Rupees two hundred) (non refundable)** only drawn in favour of the Secretary , Assam Higher Secondary Education Council payable at any Nationalized Bank at Guwahati.

REMARKS OF THE HEAD OF THE INSTITUTION FORWARDING THE APPLICANT

- A) This is to certify that I have verified the particulars furnished by the candidate with reference to the original certificate produced and recommended his/her case for consideration by the Council.
- B) It is also certified that the candidate was appeared in the HS Final Examination in under Roll No..... and he/she could not pass/could not appear in the HS Final Examination.....
- C) It is also certified that the subject(s) is/are taught in our Institution.

Date:

Signature of the Head of the Institution

[with seal]

□ □ □

**APPLICATION FORM FOR PERMISSION TO APPEAR AS A NON-INSTITUTIONAL DEFENCE
PERSONNEL/TEACHER PRIVATE CANDIDATE IN THE HS FINAL EXAMINATION, 2019
[INCOMPLETE APPLICATION WILL BE REJECTED FORTHWITH]**

To

The Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Sir,

I have the honour to request you to permit me to appear as a Non-Institutional Defence Personnel/Teacher Private candidate in the HS Final Examination, 2019.

My particulars are given below:

1. Name of the Applicant :
[BLOCK LETTERS]
2. Father's Name in full :
[BLOCK LETTERS]
3. Mother's Name in full :
[BLOCK LETTERS]
4. Home Address :
C/o
Vill./Town
P.O.Dist.
PIN
5. Address for correspondence : C/o
Vill./Town
P.O.Dist.
PIN Mobile no.
6. Particulars of passing HSLC/ 10th Examination Conducted by SEBA or other Boards:

Name of Examination	Name of Board/Council	Year of passing	Roll	No	Division	Name of Institution from where passed

7. Name of the recognized/ permitted Institution through which the candidate passed the HS First Year Examination..... or appeared in the HS Final Examination Roll No..... Year..... Permitted by Order No.....
.....dated
8. Subjects offered in the HS First Year Examination:
1. English..... 2. MIL (.....) 3.....
4. 5. 6.
9. Name of the medium (permitted by the council) in which the candidate intends to appear
.....
10. Name of Institution/Department etc. (where the candidate is serving)
.....

- 11. Name/Designation of the Controlling Officer
.....
.....
- 12. Date of joining in the continuous service
- 13. Post held by the candidate

DECLARATION BY THE APPLICANT

I do hereby declare that the permissible chances of appearing in the HS Final Examination of the candidate are not exhausted.

Yours faithfully,

Full signature of the Applicant

REMARKS OF THE HEAD OF THE INSTITUTION

This is to certify that I have personally verified the particulars furnished by the candidate with reference to the original certificates produced and recommended his/her case for consideration by the Council. It is further certified that the candidate appeared in the HS First Year Examination, as a Teacher/Defence Personnel Private Candidate with permission from the Council vide letter No.....dated.....and was successful.

I know nothing against his/her character and conduct. He/she is eligible to appear in the HS Final Examination, 2018.

Signature of the Head of the Institution
[Through which the candidate appear
in the last HS First Year/Final Examination]
(with seal)

Enclosures:

- 1. HSLC or equivalent examination passed certificate and copies of relevant Mark-sheet and Admit Card duly attested by the Head of the Institution from where passed.
- 2. A certificate in original by the Controlling Officer showing details of continuous service with date of joining of the Candidate after passing the HSLC or equivalent examination.
- 3. Attested copy of Registration Certificate
- 4. A non-refundable permission fee of **Rs.200/- (Rupees two hundred)** only in the form of Bank Draft of Nationalized Bank located at Guwahati in favour of the Secretary, Assam Higher Secondary Education Council must accompany each application. Payment may also be made through Council's Challan available at Noonmati Branch of the Assam Co-operative Apex Bank Ltd.
- 5. Copy of marks –sheet of HS Final Examination, if already appeared and unsuccessful, duly attested by the Head of the Institution from where appeared.
- 6. Copy of HS First Year Examination marks-sheet duly attested by the Head of the Institution from where passed and relevant copy of permission letter.
- 7. Copy of relevant permission letter from the Council for appearing in the HS First Year Examination, 2018 (duly attested by the Head of the Institution from where appeared).

CERTIFICATE TO BE FURNISHED BY A TEACHER PRIVATE/DEFENCE PRIVATE CANDIDATE

Certified that Sri/Smti. Son/ daughter of
..... is serving continuously as an
.....Teacher/Defence Personal in the
School/Platon w.e.f to this date. (Only for teacher) The school is Govt/
Provincialized/Recognized by the respective authority w.e.f

Signature & Seal of
Controlling Authority.

NOTIFICATION

Dated – 13/08/2018

No. AHSEC/EXB/NOTIFICATION/2019/2/3269 : It is hereby notified for information of all intending and eligible candidates who are desirous of appearing in the HS Final Examination, 2019 under the following categories:

- a) As Teacher / Female / Defence Personnel Private candidates.*
- b) In certain subject/subjects*
- c) Permission for change of Institution in respect of Non Institutional Private candidates*
- d) MIL subject permission not taught in the Institution.*

(a) TEACHER/FEMALE/DEFENCE PERSONNEL PRIVATE CANDIDATES

- (i) Candidates who on being accorded permission by the Council to appear as Teacher/Female/Defence Personnel Private candidates in the HS First Year Examination, 2018 (Arts stream only with subject without practical parts) and passed the said examination will have to obtain permission from the Council for appearing in the HS Final Examination, 2019 (Arts Stream). They are also required to register their names in the Council before appearing in the HS Final Examination, 2019 (Arts Stream).
- (ii) Candidates who were permitted to appear in the HS Final Examination, 2018 as Teacher/Female/Defence personnel Private candidate, but could not come out successful are also required to obtain fresh permission from the Council for appearing in the HS Final Examination, 2019 (Arts Stream) including those candidates as stated in b (i) above.

(b) CERTAIN SUBJECT(S)

- (i) Candidates who passed the HS First Year Examination, 2017 in certain subject(s) with due permission from the Council are required to obtain similar permission for appearing in the HS Final Examination, 2019 in the same subject(s).
- (ii) A unsuccessful candidate of the HS Examination of previous years, who could not pass/could not appear in the fourth elective subject and if he/she is eligible for appearing in that subject as evinced from the Admission Card and mark-sheet may appear in the HS Final Examination, 2018 in that subject obtaining prior permission from the Council.

(c) CHANGE OF INSTITUTION

An unsuccessful examinee of 2018 may change his/her institution for appearing in the HS Final Examination, 2019 for which he/she should avail permission from the Council through Head of the Institution he/she attended last.

(d) MIL SUBJECT NOT TAUGHT IN AN INSTITUTION

A candidate who passed the HS First Year Examination, 2018 in MIL subject which not taught in an Institution with due permission from the Council are required to obtain similar permission for appearing in the HS Final Examination, 2019 in the same subject.

SUBMISSION OF APPLICATION FORMS, LAST DATE & FEES ETC.

Willing and eligible candidates of the above categories are to apply in the respective prescribed forms (specimen copies are available with the Principal of the Recognized Institutions) and the Council's website www.ahsec.nic.in through the Principal of the Institutions wherefrom they appeared in the HS Final Examination, **2018 on or before 25/09/2018** with non-refundable **Rs. 200/- (Rupees Two Hundred)** only for **Certain Subject, Teacher/Defence Personnel/Female Private category candidate and for Change of Institution. Rs 100/- (Rupees One Hundred)** for **MIL subject not taught in Institution**. Payment should be made through Bank Draft drawn in favour of the Secretary, AHSEC payable at any Branch of Nationalized Bank located at Guwahati or through Council's Challan in Noonmati Branch of the Assam Co-operative Apex Bank Ltd, Bamunimaidam, Guwahati-21, the respective fee receipt counter of which is in the Council premises also.



Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Memo No. AHSEC/EXB/NOTIFICATION/2016/2/3269 (A)

Date: 13/08/2018

Copy to..

1. The Chairman, AHSEC for favour of his kind information
2. The Controller of Examinations for information
3. All officers of Council for information
4. Programmer, AHSEC for uploading the same in the Council's website.
5. Principals of all College/HS Schools under the jurisdiction of the Council
6. Superintendents of all Branches of the Council
7. Office file



Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21