GOVERNMENT OF ANDHRA PREDESH

SSC PUBLIC EXAMINATIONS MARCH 2020

HM Activity:-

NR Fields to be verified by uploading Authority (HMs) of Concerned Schools for SSC Public Examinations March 2020 :

All the Head Masters are requested to furnish the students' data through online compulsorily. If any school fails to furnish the school data they cannot be included in the Nominal Rolls for the SSC Public Examinations March 2020. Before entering the student information in the website, the following documents shall be kept for ready reference.

a) Original Admission Register.

b) Opening Permission orders / ETRs in respect of Private schools and Aided Schools and Additional Sections Sanction order copies if any

c) Age Condonation orders

d) All category Original PH Certificates

e) Scanned image of the black and white passport size photo of the students in the prescribed 'JPG' format. (Size 40 KB to 50 KB only).

f) Scanned image of the Signature of the students in the prescribed 'JPG' format. (Size 15 KB to 20 KB only).

Recognition orders to be uploaded:

a. Permission order for the **new private schools** that are recognized for the current year 2019-20.

b. Schools which have taken **Renewal Recognition** orders in 2019 - 20

c. **Any new additional Sections** for SSC Public Examinations, March 2020.

1) **The Schools which are already having copies of Renewal Recognition orders / Additional Section Sanction orders for the year 2019 -20 and later need not upload in the website as they are already available in the website.**

2) Candidate's Name, Father's Name and Mother's Name with Surname is Mandatory (**If Surname is not necessary it may be ignored**) with capital letters abridged to 42 Characters only and No Special characters be used (Except Space).

3) **Date of Birth should be carefully checked with reference to the Admission Register/ Admission application.**

4) The Head master need to check thoroughly whether the student comes under underage or not. If the student belongs to underage the HM need to upload the underage certificate obtained from the authority concerned.

5) The private school managements have to upload the underage certificate proceeding orders which is obtained from the D.E.O upto 1½ years and up to 2 years from the DGE.

6) In the case of **caste** (i.e: OC, BC, SC, ST) the Head Master has to carefully verify with reference to the Admission Register/ Admission application. Sub Caste is mandatory for BC Candidates (i.e. BC –A, BC –B, BC –C, BC–D and BC – E).

7) All **mediums** shall be displayed in the dropdown box for easy identification and the HM need to verify medium of the Students.

8) The Head Masters have to carefully verify the Student's Photo and student signature while uploading.

9) The **Image and Signature** should be in the prescribed (as mentioned above)'JPG' format otherwise the software will not allow to upload.

10) The each **mole of Identification** shall be written in one line. Each line consisting of 45 Characters including space.

11) **Mode of payment of Fee through online:** The Head Masters/ Principal / Correspondent may pay the fee through **Debit/Credit/Net banking User Charges will be applicable.**

A. <u>For Fee Exemption for SSC Public Examinations:</u>

1) **Exemption from Payment of Examination fees by the Regular Students SCs, STs and BCs of X Class - Income Limit Fixed as per G.O.MS.No. 109 Dated: 18-02-2009.**

2) **Examination fee to be exempted to all PH Students to encourage their turnout in SSC examinations as per G.O.MS.No.14, Dated: 31-01-2019.**

3) **The above mentioned two G.Os are available in the website www.bseap.com for ready reference.**

B. For PH Candidate:

The Head Master has to verify the PH Certificates submitted at the time of joining in the school. The HM need to upload the PH Certificate obtained from the concerned authority and the subjects offering by them category wise mention below.

a) Deaf & Dumb students/Speech/Multiple Disability including Deaf blindness Candidate (PH Category -1) **should opt any one language out of three languages.**

b) Visually Handicapped (PH Category –2) and orthopedically challenged students/ Parkinsons Disease /Musculor Dystrophy/ Locomotor (PH Category –3) **shall appear for all subjects.**

c) Dyslexia students / Specific Learning Disabilities (PH Category -4) are **exempted from appearing 3rd Language English.**

d) Intellectual Disability /Mental Retardation/Multiple Sclerosis (PH Category-5), Autism Spectrum Disorder(ASD)(PH Category - 6),Cerebral Palsy (CP)(PH Category -7), Low Vision (LV) (PH Category – 8) **shall appear for all subjects.**

C. For Vocational Students:

The Vocational School Head Masters should verify **Vocational Trade Names, Trade Codes and Vocational Medium.** The medium shall be mentioned separately for Vocational SSC Candidate which is different from the medium of the same Candidate in SSC course.

D. For OSSC Students:

1) The Head Masters of OSSC Schools have to verify OSSC **data fields** in respect of OSSC students.

   a. The Candidate will have only one paper for **first language** Composite Telugu (03T) and Composite Urdu (03U) and there is no 2nd paper for the 1st language of OSSC students.

b. **Second language** i.e. Hindi (09H), Telugu (09T) and Spl English (11E) shall be shown in the drop down box for selection of the subject and there is no 2nd paper for the 2nd language.

c. **Third language** i.e. English (13E &14E) as usual.

d. **Out of 3 non-languages**, candidates will opt only two non-languages.

e. **OSSC Main language**s i.e. Oriental Sanskrit (23/24), Oriental Arabic (25/26) and Oriental Persian (27/28) students only.

E. **For once failed candidates:** HM to log in to www.bseap.org for students of 2017, 2018, 2019 and confirm for old pattern (with 20:80 ratio).

Note:

1. The HM has to login with their User Id and Password which is already given to them.

2. The HMs have to take out the print out and verify thoroughly all the entries, if any correction / mistakes occurred once again edit the data and later upload the scanned signature of Headmaster which should not be between 15 KB and 20 KB and submit. This will enable the payment gateway.

3. The Head Masters/ Principal /Correspondent are responsible for entire process i.e. entering and uploading the student's information in the website along with all required documents. if any deviations in uploading are viewed serious and stringent action will be initiated against the concerned.

Dy.E.O Activity:-

NR Fields to be verified by Verifying Authority (Dy.DEO) of Concerned Schools for SSC Public Examinations March 2020:

1) The Dy.E.O is requested to instruct to the Head Masters to verify thoroughly before forwarding the data through online to the Dy.E.O to avoid/ minimize the errors.

2) New Schools Recognition orders, Renewal Recognition orders and any new Additional Section Orders need to be uploaded by Head Master of the concerned School. The uploaded documents need to be verified by concerned Dy.E.O.

3) The Dy.E.O has to verify the NRs and other related documents that are submitted by Head Masters concerned in the division concerned.

4) The Dy.E.O has to verify opening permission orders, Renewal Recognition orders / Additional Section Sanction orders for the year 2019 -20 and later is already available in the website.

5) **The Dy.E.O has also thoroughly verify which was uploaded by the HM, the given below fields.**

   a. Strength of the Students.

   b. Fee particulars i.e.Challan Details

   c. Age Condonation orders

   d. All category Original PH Certificates if any

   e. For Vocational Schools, Strength of the Vocational Students and Fee particulars i.e.Challan Details.

   f. For OSSC Schools strength.

   g. Opening Permission / ETRs in respect of Private schools and Aided Schools.

   h. Additional Sections Sanction order copies

4. **Challans to be verified:**
   1. Regular SSC Fee particulars and Challan details
   2. Vocational Fee particulars and Challan details

Note:

1. **The Dy.E.O has to login with their User Id and Password which is already given to them.**

2. **All the documents uploaded by the HM shall be verified thoroughly by the Verifying Authority (Dy.E.O) before submitting to the D.E.O.**

3. **The Dy.E.O as the Verifying Authority has to constitute one team to ensure the checking of the NR data received from the HMs before submitting through online to the D.E.O.in the given time line.**

4. **The Verifying Authority (Dy.E.O) is responsible for verification of the student's information in the website.**

5. **The Dy.E.Os have to call for explanation from the Head Masters/ Principal /Correspondent in his/her jurisdiction and take necessary action if they fails to upload properly NR and other related documents by the HM.**

D.E.O Activity:-

Confirming Authority (D.E.O) :

1) The DEOs have to login with their User Id and Password which is already given to them.

2) The D.E.O as a confirming Authority has to constitute one team to ensure the Confirmation of the NR and other relevant documents forwarded by the Dy.E.O through online before submitting it to the DGE in the given time line.

3) If the Dy.E.O fails to verify the NR data and all related documents submitted by HM, the DEO has to issue Show Cause Notice regarding the lapse of the Dy.E.O.

4) As a confirming authority, if the D.E.O fails to forward the accurate/proper information to the DGE, it may be viewed seriously and stringent action will be initiated against the concerned.

DIRECTOR 20|11|19

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