

**DIRECTORATE OF GOVERNMENT EXAMINATIONS  
ANDHRA PRADESH :: AMARAVATI**

**From**

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Director of Government Examinations,  
Andhra Pradesh, Gollapudi,  
Vijayawada.

**To**

All the Heads of High Schools  
presenting the pupils for  
S.S.C Public Examinations,  
March/April, 2023.

**Rc.No: 150/B-1/SSC-2023, Dated: 23-11-2022**

**Sir/Madam,**

**Sub:-** S.S.C., O.S.S.C., and S.S.C (Vocational Course)Public Examinations,  
March/April 2023 – Important instructions for feeding the students data  
Online and for the preparation of Manual Nominal Rolls for submission  
of the same to the Office of the District Educational Officer– Issued –  
Reg.

**Ref:-** 1. G.O. Ms. No. 136, School Education (Prog.II) Dept, Dt: 22-08-2022.  
3. This office due dates notification vide Rc.No.149/B-1/SSC-2023,  
Dt: 22-11-2022.

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It is hereby informed to all the Headmasters/Principals/Correspondents of all  
the High Schools in the State of Andhra Pradesh, presenting Regular/Private/OSSC  
Candidates for SSC Public Examinations, March/April – 2023 that the students data  
has to be fed online by using their respective User ID and Password provided by the  
O/o DGE in the website “[www.bse.ap.gov.in](http://www.bse.ap.gov.in)” for the generation of Nominal Rolls.

As per the orders contained in the G.O.Ms.No.41, School Education (Prog.II)  
Dept., Dated: 28-06-2019., the following are the changes in the existing pattern.

1. There will be no weightage for internal marks for class X.
2. SSC board examinations will be conducted for 100 marks duly following the 6  
paper pattern vide the reference 1<sup>st</sup> cited.
3. **1<sup>st</sup> language, 2<sup>nd</sup> language, 3<sup>rd</sup> language, Mathematics, General Science  
and Social Studies subjects contain one paper each and each paper will  
be conducted for 100 marks.**
4. **For the General Science subject, Answer Booklets for Physical Science  
and Biological Science will be distributed separately.**
5. In the first language, Composite paper 1 is for 70 marks and paper 2 is for 30  
marks.

All the Heads of Secondary Schools shall submit the Manual Nominal Rolls to the O/o DEO with in the  
stipulated time mentioned in the Due dates Notification

**IMPORTANT NOTE:**

1. The list of schools and particulars of candidates are being mapped strictly with the CHILD INFO data provided by the Commissioner of School Education, AP, Vijayawada. **For any discrepancy in the data of Schools /Students, please contact the Office of the Commissioner of School Education, A.P, as the Commissioner of School Education, A.P is the competent authority to resolve the issues associated with Child Info.**

2. Only the Schools which have obtained the Opening Permissions/ ETRs from the competent authority and submitted the same to the O/o DGE are permitted to apply for SSC Public Examinations, March/April-2023.

Preparation of online Nominal Rolls should be entrusted to a Sr./Jr. Assistant or a Teacher who is familiar with the preparation of Nominal Rolls and dealing with examination work to avoid mistakes. Utmost care should be exercised while feeding the candidate's name along with surname, Father's name along with surname, Mother's name along with surname, Date of Birth, Community Code, PH category and Special English subject of the candidates etc.

The following are the instructions for the updating data through online in the website **[www.bse.ap.gov.in](http://www.bse.ap.gov.in)** in respect of Regular / Private Candidates appearing for the S.S.C./O.S.S.C and S.S.C. Vocational Course Public Examinations, March/April-2023.

**I. CATEGORIES OF STREAMS :**

There are three categories of candidates appearing for SSC Public Examinations, March/April-2023.

**a) GENERAL STREAM OF SSC:**

1. **Regular candidates:** Students presently studying X class in Government, Zilla Parishad, Municipal, A.P. Residential, APBCW Residential, APSW Residential, APTW Residential Schools, KGBV High Schools, A.P Model Schools, Government Tribal Welfare ASHRAM Schools (GTWAHS), Recognized Private Aided and Recognized Private Unaided schools.
2. Private Candidates (Once failed Candidates)

b) **SPECIAL STREAM [OSSC]:**

1. Regular candidates studying X class (OSSC) in OSSC stream.
2. Private candidates (OSSC once failed candidates).

c) **SSC VOCATIONAL COURSE:**

1. Students who opted SSC of Regular stream and vocational course appearing for vocational subjects for SSC Public Examinations, March/April-2023.

**II. INSTRUCTIONS FOR ONLINE REGISTRATION OF STUDENTS AND GENERATION OF NOMINAL ROLLS.**

1. Before entering the student's information in the website application, the HMs are instructed to scan all the following documents and keep the scanned copies as well as hard copies ready for uploading and reference.
2. All the scanned copies shall be in “.jpg” or “.jpeg” format only.
  - a. Scanned images of the passport size black and white photo of the students with a size between **30KB to 40KB**.
  - b. Scanned images of the signatures of the students **between 10KB to 20 KB** size only.
  - c. Scanned copy of PH certificates (if any) issued by the Medical Board only with a size between **50KB to 100KB** only.
  - d. Scanned copy of Special English permission copy (if applicable) with a size between **50KB to 100KB** only.
  - e. Scanned copy of Age condonation orders (if applicable) with a size between **50 KB and 100KB** only.
3. All the particulars have to be filled up strictly in accordance with the Admission Register of the School only.
4. Read the instructions/ user manual that are issued in this regard and supplied to you carefully before filling up the application and confirming the data.
5. The child info student's data is on the website of Director, Government Examinations, Andhra Pradesh: [www.bse.ap.gov.in](http://www.bse.ap.gov.in). Edit option is available for all the fields except Child ID.

6. A space of 42 characters including spaces is provided for columns to furnish the Name of the Candidate including surname, Father's name including surname, Mother's name including surname.

The Headmaster has to follow the guidelines given below in filling up the candidate's name, father's name and mother's name:

- i) **Candidate's Name : 42 characters with spaces (including Surname).**
- ii) **Father's Name : 42 characters with spaces (including Surname).**
- iii) **Mother's Name : 42 characters with spaces (including Surname).**

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

- i. Enter Surname of the Candidate duly elaborating and the Candidate's Name separately and to see that the entire name including spaces shall not exceed 42 characters.
- ii. Father's Surname & Father's Name and Mother's Surname & Mother's Name should enter separately by Abbreviating to fit in 42 characters.
- iii. Before updating the Mother's name in the online application, the H.M has to take a declaration from the parent concerned, duly entering the same in the school Admission register as per the orders issued by the Government of Andhra Pradesh vide Memo No. 7679/PE-Ser-II/A2/2010., Dt: 14-09-2010 to incorporate Mother's name in the SSC Pass certificates in addition to the father's name from March 2011 exams onwards. In case, if the mother is either a Govt. or Private Employee, mother's name has to be written as per the mother's SSC and a declaration has to be taken from the mother (Annexure -A) and has to be kept with the Head Master along with office records and has to produce the same when instructed.

7. For uploading candidate's photograph, use **"Black and White Passport Size"** (i.e.,) **35 x 45 mm** photographs with white background or light color for more clarity. The photo should be scanned in "**.jpg**" Format of 30KB – 40KB size. The candidate's signature is also scanned in "**.jpeg**" Format of 10KB–20KB size and uploads the photograph and signature of the candidate in the fields provided in the online application.

8. While entering the date of birth the Head Master has to enter the date of birth as per the Admission Register only. In case of underage candidates, please refer VII (7) in this booklet.
9. While opting the PH category, utmost care has to be taken and the languages shall be opted carefully for all PH categories.
10. The PH Certificate shall be issued by the competent authority only. The PH category has to be opted as per the PH Certificate only and exemptions shall be availed based on the G.O. Ms. No. 86, School Education (Prog.II) Dept, Dt: 29-12-2021 and & DGE Proceedings Rc.No. GE-COOR0NINT/2021-DGE, dated:02-02-2022, available on the official website - [www.bse.ap.gov.in](http://www.bse.ap.gov.in).
11. **Special English (11E)**:-If the candidates from other States of India or other country whose mother tongue is not Telugu and joined in VI class or later are exempted from studying “Telugu” as “Second Language”. The DEO is the competent authority to permit such candidate for exemption of studying Telugu as Second Language and the DEO is the competent authority to permit the candidate to opt Special English (11E) as Second Language. In such a case, the orders of the DEO have to be uploaded during the online registration of the candidate. For syllabus of the Special English (11E), please refer to Para 13 (d) of this booklet.
12. **Migration Certificate**:
  - a. Before entering the details of the candidates online, the Headmaster has to seek the information regarding the requirement of **migration certificate** from the individual candidates who desires to get admission for their higher studies in other States.
  - b. The Headmaster has to select the option “**Migration Certificate**” for those who requires it and an amount of **Rs. 80/- per candidate** shall be added to the examination fee and the Headmaster has to pay the required amount (Examinations fee + fee for Migration Certificate) through the payment gateway after confirming the candidate details.
13. In case of vocational candidates, fee has to be paid after submission of vocational details only. After payment of fee only, **the confirmation has to be done individually. Once confirmed, the particulars of the candidate**

**cannot be edited. The Printout of the submitted application can be taken after confirmation.**

14. Similar instructions shall be followed for the OSSC and Vocational candidates also.
15. After the print out of NR data is taken, it should be verified personally by the Headmaster with reference to the Admission register, particularly the entries relating to the **candidate's name along with surname, Father's name, Mother's name along with surnames, Date of Birth and Community Code of the candidate, Medium of instruction and subject codes.**
16. The names which are on rolls of the School as per the child info alone should be considered and forwarded as Regular candidates.
17. **The names which are not on rolls of the School should not be considered and should not be forwarded as Regular candidates.** For example, one school "X" has 2 or more branches but has recognition for one branch only, however, the school management has forwarded the NRs of school or branch which doesn't have the recognition. **In such a case, the school management shall not forward the NRs of the school which doesn't have recognition. If any such cases are noticed at a later stage, the recognition of such schools will be cancelled and the schools shall be liable for penal action.**
18. Special care shall be taken while entering the names of the candidates which sound similar or which may have similar spellings, to avoid any kind of confusion.
19. **The number of Regular candidates forwarded shall be confined to that of the child info only as furnished by the Commissioner, School Education, A.P.**

### **III. SPECIFIC INSTRUCTIONS:**

#### **a. REGULAR CANDIDATES**

- i. Care should be taken to see that the particulars pertaining to the Surname and Name of the candidate, Surname and Father's name, Surname and Mother's name, Surname date of birth, and subjects offered for 1<sup>st</sup>language and 2<sup>nd</sup>language, community code, Medium of instruction, P.H. code and identification marks

etc. **Particulars in the submitted online application and the corresponding entries in the School Admission Register must be one and the same.** There shall not be any difference in the particulars given in NR that of entered in online application and School Admission Register as this will lead to complications for corrections of any mistakes in the future.

- ii. **A declaration from the parents shall also be taken for the confirmation of above particulars.**
- iii. Identification marks mentioned in the admission register shall be verified physically and care should be taken while feeding in the online application in the case of regular candidates.

**b. VOCATIONAL CANDIDATES:**

- i. For SSC vocational candidates the Director, Government Examinations will enable the school wise vocational trades for traditional schools and the schools which come under Samagra Shiksha Vocational trades (AP Model School related vocational trades).
- ii. The HMs concerned shall enter the student's data through online application as per the child info.

**c. O.S.S.C. CANDIDATES:**

- i. For filling the data of OSSC candidates pertaining to both regular and private (once failed candidates), the Head Master concerned has to select the option either OSSC Regular or OSSC Private in the online application and fill up the particulars and select the OSSC. The data of the OSSC Regular students is mapped with the Child Info.
- ii. In respect of once failed candidates, **correct previous Roll Number with month & year** has to be entered in the online application.

**d. PRIVATE CANDIDATES (ONCE FAILED):**

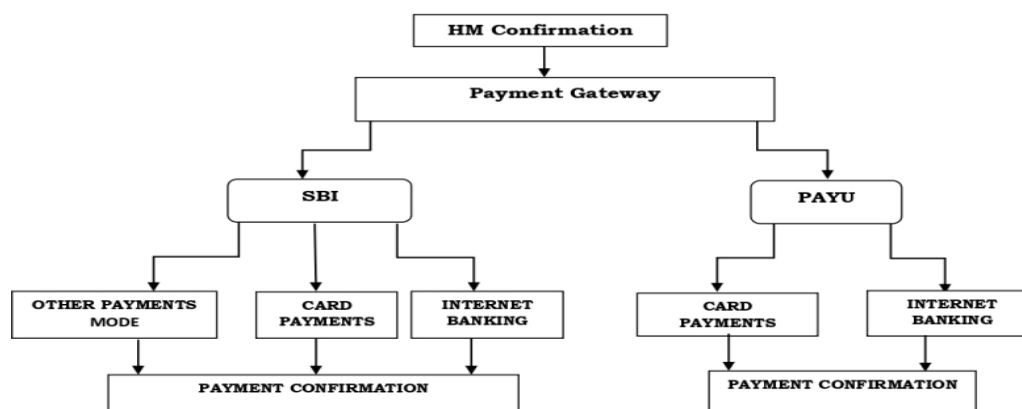
- i. All once failed private candidates shall be insisted the Roll number of the previous appearance in their online application.

**e. O.S.S.C PRIVATE CANDIDATES:**

The details of the OSSC Private candidates can be entered online by selecting from the drop down menu. (Refer User Manual).

#### IV. REMITTANCE OF FEES:

The fee has to be remitted online duly following the user manual after generating the NR and confirming the data.



#### **Note:**

1. No charges for SBI Bank Debit Cards, other Bank Debit Cards through SBI gateway.
2. For Credit Cards /Net Banking, charges are applicable when paid through SBI Gateway.
3. Through “PAYU” gateway charges are applicable for all kinds of transactions except RUPAY cards.
4. The Headmasters/Principals/Heads of Schools are strictly instructed to pay the Examination fee for all the students whoever registered in the child info.
5. In case of Vocational Schools, the amount has to be paid only after confirmation of the SSC, Vocational and Migration (if require) only, total amount has to be paid. Individual payments shall not be allowed for SSC/Migration/ Vocational fee separately.

#### V. **Fee Exemption:-**

1. The candidates belonging to Scheduled Castes / Scheduled Tribes and Backward Classes who are appearing for SSC March/April - 2023 for the first time as Regular candidates and whose parental income does not exceed **Rs.24,000/- per annum in urban areas and Rs.20,000/- per annum in**

**rural areas or land holding not exceeding 2.5 acres wet land/5 acres dry land in Rural areas** are exempted from the payment of examination fee.

2. As such, the Headmasters are requested to satisfy themselves about the Parental income by insisting upon a certificate issued by the Mandal Revenue Officer as per rules, and retain the same in the school to produce before the officers and audit, if sought for, and also to submit to this office on demand.
3. The students pertaining to the KGB Vidyalayas only are exempted from the payment of examination fee as per the orders in the G.O.Rt.No.999, School Education (SSA) Dept, Dt: 20-11-2007.
4. Candidates who **register from any PH category are exempted from paying the examination fee** as per the orders in the G.O. Ms. No. 86, School Education (Prog.II) Dept, Dt: 29-12-2021.

#### **VI. IMPORTANT INSTRUCTION:**

The School Headmasters who were restricted from uploading the data in this office website are instructed strictly not to submit the Online NRs and student applications to the O/o DGE. Such Online NRs and student applications if received, by this office, shall not be considered.

#### **VII. OTHER INSTRUCTIONS REGARDING COMBINATION OF GROUPS, SUBJECTS, PAPERS AND MAXIMUM MARKS.**

1. The Candidates are advised to appear for correct combination of subjects and for this purpose, the school shall furnish correct group codes and paper codes for the First Language and Second Language.
2. The Regular candidates appearing for the SSC Public Examinations March/April-2023 shall opt Group-A and Group-B only under First language, as per the details given below.

The existing Group A combinations available for 1<sup>st</sup> language:

| Description of Paper | Subject   | Marks     |
|----------------------|-----------|-----------|
| First Language       | 01T & 02T | 100 Marks |
|                      | 01H & 02H | 100 Marks |
|                      | 01U & 02U | 100 Marks |
|                      | 01K & 02K | 100 Marks |
|                      | 01A & 02A | 100 Marks |
|                      | 01O & 02O | 100 Marks |

The existing Group B combinations available for 1<sup>st</sup> language Composite Course:

| <b>Description of Paper</b> | <b>Subject&amp; Marks</b> |                   |
|-----------------------------|---------------------------|-------------------|
| Composite course            | 03T-70Marks               | 04S-30Marks       |
|                             | 03U-70Marks               | 05/06/08H-30Marks |

3. All Regular candidates those who are appearing for SSC Public Examinations, March/April-2023 have to follow first language TELUGU, HINDI, URDU, TAMIL, KANNADA, ODIYA without Part B (without Bit paper).
4. (i) The Continuous and Comprehensive Evaluation (CCE) pattern is being followed for the academic year 2022-23 with the following Six (6) papers as per the orders in the G.O.Ms.No: 136, SE (Prog-II) Dept, Dated: 28-08-2022.

| <b>Subjects and Marks</b>                                     |                                          |
|---------------------------------------------------------------|------------------------------------------|
| <b>Subject</b>                                                | <b>Total Marks for final Public Exam</b> |
| First Language<br>(Telugu/ Hindi/Kannada/ Odiya/ Tamil/ Urdu) | 100 Marks                                |
| Second Language (Telugu/ Hindi/ English)                      | 100 Marks                                |
| Third Language (English)                                      | 100 Marks                                |
| Mathematics                                                   | 100 Marks                                |
| Science                                                       | 100 Marks                                |
| Social Studies                                                | 100 Marks                                |
| <b>Total</b>                                                  | <b>600 Marks</b>                         |

|                                                                                                        |           |           |
|--------------------------------------------------------------------------------------------------------|-----------|-----------|
| Composite Course First Language Paper-I<br>{Telugu (03T)/ Urdu(03U)}                                   | 70 Marks  | 100 Marks |
| Composite Course First Language Paper-II<br>{Sanskrit (04S)/ Hindi(08H)/<br>Arabic (05)/ Persian (06)} | 30 Marks  |           |
| <b>OSSC</b>                                                                                            |           |           |
| OSSC Main Language Paper-I<br>(Sanskrit/Arabic/Persian)                                                | 100 Marks |           |
| OSSC Main Language Paper-II<br>(Sanskrit/Arabic/ Persian)                                              | 100 Marks |           |

**5. Weightage of Marks and Duration of the Examination:**

**a) Language Subjects:**

100 marks per subject and the examination duration will be 3 hours and additional 15 minutes for reading the question paper (3 hours 15 minutes) for all the language subjects.

The duration is 3 hours 15 minutes for OSSC main language/First language composite course.

**b) Non Language Subjects-**

Mathematics, Science and Social Studies –Each subject for 100 marks and the examination duration will be 3 hours and additional 15 minutes for reading the question paper (3 hours 15 minutes).

6. **AGE LIMIT:- Candidates shall complete 14 years of age as on 31-08-2022; in other words, they must have been born on or before 01-09-2008.**
7. The fee for obtaining orders of condonation of age is **Rs.300/-** and shall be remitted through CFMS Challan only. The competent authorities for issuing age condonation orders are as follows:
  - a. The Head Master concerned is the competent authority to condone the shortage of age upto 1 ½ years in case of Government, ZP High Schools, Municipal High Schools, AP Residential, APBCW Residential, APSW Residential, APTW Residential, KGBV High Schools, A.P. Model Schools, Government Tribal Welfare Ashram Schools (GTWAHS) as per the G.O. Ms, No.40 Edn (Ser.V) Dept: dt:07-05-2002 and Govt. Memo No.17120/Exams/2004. Edn (SE Exams) Dated:08-06-2006.
  - b. The DEO of the district concerned is the competent authority to condone the shortage of age up to 1½ years as per rules in vogue i.e., for students of other than the above managements.
  - c. Above 1½ year and up to 2 years, the Director, Government Examinations, A.P., Vijayawada is the competent authority to condone the shortage of age in case of students of all managements.
8. No age relaxation shall be given above 2 years and as such no such applications should be accepted and forwarded to the office of the Director of Government Examinations, A.P., Vijayawada as per

Govt.Memo.No.17120/Exams/2004, Dt:08-06-2006. Memo is available in website.

**9. PHYSICALLY CHALLENGED/ SPECIALLY DISABLED:-**

| <b>Disability Category</b>                                                                                                                                                     | <b>Disability Code</b> | <b>Name of the Disability</b>                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Physical Disability – Locomotor Disability                                                                                                                                     | HL (1)                 | Leprosy Cured Persons                                                                                                              |
|                                                                                                                                                                                | HC (2)                 | Cerebral Palsy                                                                                                                     |
|                                                                                                                                                                                | HD (3)                 | Dwarfism                                                                                                                           |
|                                                                                                                                                                                | HM (4)                 | Muscular Dystrophy                                                                                                                 |
|                                                                                                                                                                                | HA (5)                 | Acid Attack Victims                                                                                                                |
|                                                                                                                                                                                | LE (16)                | Permanent Physical Impairment of Extremities (Hand, Foot, etc.)                                                                    |
|                                                                                                                                                                                | LS (17)                | Permanent Physical Impairment of Spine                                                                                             |
|                                                                                                                                                                                | LA (18)                | Permanent Physical Impairment - Amputation                                                                                         |
|                                                                                                                                                                                | LF(19)                 | Permanent Physical Impairment – Club Foot and other Conditions                                                                     |
|                                                                                                                                                                                | LN(20)                 | Permanent Physical Impairment due to Chronic Neurological Conditions                                                               |
|                                                                                                                                                                                | LL (21)                | Spinal Cord Injuries                                                                                                               |
| Physical Disability – Visual Impairment                                                                                                                                        | BB (6)                 | Blindness                                                                                                                          |
|                                                                                                                                                                                | BL (7)                 | Low Vision                                                                                                                         |
| Physical Disability – Hearing Impairment                                                                                                                                       | DD (8)                 | Deaf                                                                                                                               |
|                                                                                                                                                                                | DH (9)                 | Hard of Hearing                                                                                                                    |
| Physical Disability – Speech and Language Disability                                                                                                                           | DS (10)                | Speech and Language Disability                                                                                                     |
| Intellectual Disability                                                                                                                                                        | CS (11)                | Specific Learning Disabilities:<br>i. Dyslexia<br>ii. Dysgraphia<br>iii. Dyscalculia<br>iv. Dyspraxia,<br>v. Developmental Aphasia |
|                                                                                                                                                                                | CA (12)                | Autism Spectrum Disorder                                                                                                           |
|                                                                                                                                                                                | CI (22)                | Intellectual Disability                                                                                                            |
| Mental Behavior                                                                                                                                                                | SM (13)                | Mental Illness                                                                                                                     |
| Disability caused due to Chronic Neurological Conditions & Blood Disorders                                                                                                     | SN (14)                | Chronic Neurological Conditions:<br>i. Multiple Sclerosis<br>ii. Parkinson's Disease                                               |
|                                                                                                                                                                                | SB (15)                | Blood Disorders:<br>i. Haemophilia<br>ii. Thalassemia<br>iii. Sickle Cell Disease                                                  |
| <b>NOTE:</b> For more details on disability-specific exemptions and concessions, please refer to G.O.Ms.No. 86, School Education Dept (Prog.II) Dept, Dated: 29-12-2021, and & |                        |                                                                                                                                    |

**Note :-** The headmasters shall follow the above rules while filling the online NR for PH students.

10. Forwarding schools have to maintain a Record/Register containing the particulars of the candidates presented for the S.S.C Examinations till he/she passes the Examinations, duly noting the marks secured by them at every sitting along with the Roll number, Month and Year of Examination, Serial number of the certificate/failed memorandum etc., and should be able to produce before the Director, Government Examinations as and when asked for. The Head of the institution will be solely held responsible for not maintaining such Register/Record. Photo of the candidate should also be affixed in page concerned of the Register.
11. The online applications of the candidates who were involved in malpractice earlier should not be forwarded without permission letter from this office. As such, the Heads of Schools are strictly informed to exercise more care and vigil over such occurrences and not to give scope for any such lapses, since it attracts punishment as per "THE PREVENTION OF MALPRACTICES ACT 25 OF 1997.
12. **Special Instructions for English Medium students:**
  - a) In case, any student opts for Telugu as 1<sup>st</sup> Language, he/she should opt only Hindi as a second Language and he/she shall not opt or choose Special English as 2<sup>nd</sup> Language under any circumstances as Special English under Second Language is dispensed with.
  - b) Only 09H and 09T are available under Second Language and no other Language is admissible under Second Language.
  - c) However, 11E is allowed to be taken only for those out-State and outside country candidates with the prior permission of the DEO.
13. **IMPLEMENTATION OF THREE LANGUAGE FORMULA:**
  - a) All the Regular candidates appearing for the first time for the SSC Public Examinations to be held in 2023 shall appear compulsorily

with Telugu as either 1<sup>st</sup> language or 2<sup>nd</sup> language duly following the Three Language formula as per the orders of the Government in the G.O.Ms.No.86, Education (SE-C & TBP) Department, Dated: 02-07-2003. Otherwise the candidates will not be admitted for the ensuing SSC Public Examinations, -2023.

- b) As per the Proceedings of the Director, School Education, A.P., Hyderabad, on Rc.No.196/E1-1/2008, Dt:09-06-2009, all the District Educational Officers in the State are instructed to take effective steps to implement G.O.Ms.No.86, Edn (SE-C&TBP) Dept., dated:02-07-2003 and all students studying in State Syllabus in the State of Andhra Pradesh in Secondary level shall compulsorily study Telugu and appear in SSC Public Examinations, March-2011 and onwards with Telugu as a subject / paper compulsorily.
- c) All the Headmasters of the Secondary Schools presenting the pupils for SSC Public Examinations, 2023 in the State are instructed to follow the above orders scrupulously and implement “Three Language Formula” without any deviations as per the Government orders in vogue. Disciplinary action will be initiated against the Headmaster concerned, in case of any deviation from the above Government Orders.
- d) **SECOND LANGUAGE [Special English (11E)]:**  
(1<sup>st</sup> year Intermediate English Text Book non-detailed and grammar).

The following is the prescribed syllabus for the candidates who are appearing for the SSC Public Examinations to be held in March/April 2023.

| Lessons to be followed by the students who are going to appear for SSC Public Examinations, March/April-2023.<br>(Regular & Private once failed ) |                            |                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------|
|                                                                                                                                                   | <b>Title of the lesson</b> | <b>Author</b>                                   |
| 1                                                                                                                                                 | Engine Trouble             | R. K. Narayan                                   |
| 2                                                                                                                                                 | The Last Leaf              | O. Henry                                        |
| 3                                                                                                                                                 | The Immaculate Child       | Munshi Premchand (Translated by PC Ghai)        |
| 4                                                                                                                                                 | Will He Come Home?         | P. Sathyavathi<br>(translated by Y. Padmavathi) |

|    |                                            |                |
|----|--------------------------------------------|----------------|
| 5  | The Informer(One Act Play)                 | Bertolt Brecht |
|    | <b>Grammar</b>                             |                |
| 1  | Parts of Speech                            |                |
| 2  | Articles                                   |                |
| 3  | Prepositions                               |                |
| 4  | Sentence Patterns                          |                |
| 5  | Time, Tenses and Aspects                   |                |
| 6  | Modal Auxiliaries                          |                |
| 7  | Concord: Agreement of Subject and Verb     |                |
| 8  | Active and Passive Voice                   |                |
| 9  | Reported Speech                            |                |
| 10 | Degrees of Comparison                      |                |
| 11 | Clause Analysis and Synthesis of Sentences |                |
| 12 | Question Tags                              |                |
| 13 | Phrasal Verbs                              |                |
| 14 | Correction of Sentences                    |                |

14. All the Heads/Headmasters of the institutions are requested to follow the above instructions scrupulously and enter the data online as per the schedule notified for this purpose.

#### **VIII. INSTRUCTIONS FOR FILLING UP OF MANUAL NOMINAL ROLL:**

1. The soft copy of Manual Nominal Roll (MNR) is available in this office website "[www.bse.ap.gov.in](http://www.bse.ap.gov.in)" in ".pdf" format. All the Heads of Secondary Schools in the state shall take printout of MNR in A3 size only.
2. All the instructions mentioned above for updating the online data have to be followed while filling up of the MNR.
3. In the 1<sup>st</sup> line, the Candidate's name with elaborated surname in capital letters only shall be written not exceeding 42 characters using blue/black ball point pen only strictly in accordance with Admission Register of the School.
4. In the 2<sup>nd</sup> line, Father's name with elaborated surname in capital letters only shall be written by not exceeding 42 characters using Red ball point pen only strictly as per the Admission Register only.
5. In the 3<sup>rd</sup> Line, Mother's name along with elaborated surname in capital letters only shall be written not exceeding 42 characters using Red ball point pen only as per admission register only for an unemployed mother.
6. In case, if the mother of the candidate is either Govt. or private employee, the name of the mother shall be written as per the SSC of the

mother and '**ME**' shall be written in the Remarks column against the name of the mother using Red ball point pen only.

7. A declaration shall be obtained from the mother of the candidate in case if the mother is either a Govt. Employee or a Private Employee and has to be kept with school records and to be produced to this office when instructed by the DGE, A.P. (Annexure-A).
8. As the Child ID is mandatory, it has to be written correctly in the last column of MNR for all the students.
9. Utmost care has to be taken while writing the date of birth strictly as per the Admission Register only.
10. In case of underage candidates, the head master shall mention '**UA**' in the remarks column against the name of the candidate using Red ball point pen only. The copy of Challan pertaining to underage candidate for obtaining age condonation shall be enclosed with the NR. The head master concerned has to keep the same for the school records.
11. Care must be taken while filling up the columns for medium, 1<sup>st</sup> language, second language and PH codes.
12. In case of OSSC and Vocational courses, utmost care has to be taken while filling up of columns for Oriental language and Trade codes (enclosed with this booklet).
13. The Head Master concerned has to fill all the required information in the MNR Front Page and he/she has to affix his signature on the certificate of the MNR i.e. back page of the MNR.
- 14.** The particulars filled up in the Manual Nominal Roll may be treated as final. No further corrections shall be entertained at any level of examination process. This Manual Nominal Roll is final for further corrections in SSC.
- 15. The Following documents shall be submitted at DEO Office concerned only.**

#### **REQUIRED DOCUMENTS:**

- a) Fully Filled Manual Nominal Roll.
- b) Original PH Medical Certificate of the candidate. (Issued by Medical Board Only).

c) Covering letter with the following details in tabular format:

1. SSC School Code
2. U-DISE Code
3. Name of the School
4. Address of the School
5. Name of the Mandal
6. Name of the District
7. Number of Candidates (Medium Wise)
8. Number of Candidates who paid the fee
9. Number of PH Candidates (Category wise)
10. Number of Candidates appearing for 11E
11. Number of Candidates with Age condonation orders
12. Child ID

16. The details fed in the website and that of NR (manual) must be one and the same and must tally with that of Child Info (after correcting the spelling errors). Any deviation in this regard will be viewed seriously.

**Note: Only the Schools which are permitted to upload the data of the students in this office website are permitted to submit the manual NR.**

**IX.** The HMs of all the institutions are instructed to go through the following Government G.Os and Memos from the following website link <http://portal.bseap.org/RESULTJUL20/frmDisplayManagement.aspx> and ensure strict compliance while filling the online application.

**SD/- D DEVANANDA REDDY  
DIRECTOR  
GOVERNMENT EXAMINATION**

Copy to all Superintendents/Officers of this Office for information and necessary action.

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

Copy to all the District Educational Officers in the state for information and necessary action.

Copy to RJDSEs Visakhapatnam, Kakinada, Guntur and YSR Kadapa for information with a request for follow up action with concerned DEOs.

Copy to Director, SCERT for information.

Copy submitted to the Commissioner, School Education for favor of kind information.

Copy submitted to the Special Chief Secretary to Government, School Education Department, Government of A.P. for favor of kind information.  
Copy submitted to Addl. PS for Hon'ble Minister for Education, Andhra Pradesh, Amaravati for favor of kind information.

**ANNEXURE -I**  
**S.S.C. & O.S.S.C. PUBLIC EXAMINATIONS**  
**GROUP COMBINATIONS**

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

**(i)First Language Subject codes:**

**GROUP – A:(100 Marks per subject)**

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

1.Telugu (01T/02T), 2.Hindi (01H/02H), 3.Urdu (01U/02U), 4.Kannada (01K/02K), 5.Tamil (01A/02A), 6.Odiya (01'O'/02 'O').

**GROUP – B:**

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

**Paper-I : 70 Marks** – Mother Tongue (03T/03U) in final exam.

**Paper-II: 30 Marks** – Any of the three allied classical Languages.

(Sanskrit (04S) / Arabic (05) / Persian (06) / Hindi (08H)).[The combinations are like 03T/04S, 03U/05, 03U/06, 03U/08H.]

**ii) Second Language Subject codes:**

Telugu-09T/Hindi-09H / Special English-11E for **100 Marks**.

**iii) Third Language subject codes for 100 Marks:**

The 13E &14E are the codes for third language English (both regular and once failed candidates ) who are going to appear for SSC Public Examinations, March/April-2023.

**iv)Non Language Subject Codes:**

Mathematics-15&16 for **100 Marks**.

General Science- 19&20 for **100 Marks**.

Social Studies- 21&22 for **100 Marks**.

### **I.SSC PATTERN**

As per SSC pattern, the three Language Formula is as follow:

| <b>Groups</b>  | <b>1<sup>st</sup> Language</b>                          | <b>2<sup>nd</sup> Language</b> | <b>3<sup>rd</sup> Language</b> |
|----------------|---------------------------------------------------------|--------------------------------|--------------------------------|
| <b>Group A</b> | 01T&02T                                                 | 09H                            | English                        |
|                | 01H&02H<br>01U&02U<br>01K&02K<br>01A&02A<br>01'O'&02'O' | 09T                            | English                        |

| <b>Groups</b>  | <b>1<sup>st</sup> Language</b> | <b>2<sup>nd</sup> Language</b> | <b>3<sup>rd</sup> Language</b> |
|----------------|--------------------------------|--------------------------------|--------------------------------|
| <b>Group B</b> | 03T/04S                        | 09H                            | English                        |
|                | 03U/08H<br>03U/05<br>03U/06    | 09T                            | English                        |

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

As per OSSC pattern, the three language formula is as follow:

| <b>Oriental Classical Language</b>                         | <b>I Language (to be raised to 100 Marks)</b> | <b>II Language</b> | <b>III Language</b> |
|------------------------------------------------------------|-----------------------------------------------|--------------------|---------------------|
| (23/24) Sanskrit-200<br>23- paper 1 -100<br>24-paper 2-100 | (03T) Telugu (for 70 marks)                   | Hindi (09H)        | English             |
| (25/26) Arabic-200<br>25-paper 1 -100<br>26- paper 2-100   | (03U) Urdu (for 70 marks)                     | Telugu (09T)       | English             |
| (27/28) Persian-200<br>27- paper 1 -100<br>28- paper 2-100 | (03U) Urdu (for 70 marks)                     | Telugu (09T)       | English             |

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

### **III. VOCATIONAL PATTERN**

#### **q. TRADE CODES (Traditional):**

| <b>Sl. No.</b> | <b>Trade Codes</b> |                  | <b>Vocational Description of the Courses</b>                 |
|----------------|--------------------|------------------|--------------------------------------------------------------|
|                | <b>Theory</b>      | <b>Practical</b> |                                                              |
| 1.             | 31                 | 32               | Garment Making, Embroidery, Knitting & Laundry,              |
| 2.             | 33                 | 34               | Poultry                                                      |
| 3.             | 35                 | 36               | Pisciculture                                                 |
| 4.             | 37                 | 38               | Horticulture                                                 |
| 5.             | 39                 | 40               | First-Aid, General Medicine, Nutrition and Health & Hygiene. |
| 6.             | 41                 | 42               | Electrical wiring and Domestic Appliances.                   |
| 7.             | 43                 | 44               | Radio, Transistor and TV maintenance and Repairs.            |
| 8.             | 45                 | 46               | Farm Machinery- maintenance Repairs and General Mechanism.   |
| 9.             | 47                 | 48               | Composing, Printing and Book-Binding.                        |
| 10.            | 49                 | 50               | Wood-work and Cabinet making.                                |
| 11.            | 51                 | 52               | Sericulture.                                                 |
| 12.            | 53                 | 54               | Refrigeration & Air-Conditioning.                            |
| 13.            | 55                 | 56               | Secretarial Practice.                                        |
| 14.            | 57                 | 58               | Computer Techniques.                                         |

**Available Media with Code Number: 1.31E/T/U/O, 2.33E/T/U, 3.35E/T/U, 4.37E/T/U, 5.39E/T/U/O, 6.41E/T/U/A, 7.43E/T/U/A, 8.45E/T/U, 9.47E/T/U, 10.49E/T/U, 11.51E/T/U, 12.53E/T/U, 13.55E/T/U, 14.57E, (E-English., T-Telugu, U-Urdu, A-Tamil, O-Odiya.)**

**r. TRADE CODES FOR AP MODEL SCHOOLS:**

| <b>Sl.<br/>No.</b> | <b>Trade Codes</b> |                  | <b>Description of the Vocational Courses<br/>(only English Medium is available for this courses )</b> |
|--------------------|--------------------|------------------|-------------------------------------------------------------------------------------------------------|
|                    | <b>Theory</b>      | <b>Practical</b> |                                                                                                       |
| 1.                 | 61                 | 62               | IT & ITES                                                                                             |
| 2.                 | 63                 | 64               | Beauty & Wellness                                                                                     |
| 3.                 | 65                 | 66               | Retail                                                                                                |
| 4.                 | 67                 | 68               | Tourism & Hospitality-House Keeping Attendant                                                         |
| 5.                 | 71                 | 72               | Banking, Financial Services and Insurance (BFSI)                                                      |
| 6.                 | 75                 | 76               | Agriculture                                                                                           |
| 7.                 | 77                 | 78               | Apparel & Made-Ups                                                                                    |
| 8.                 | 79                 | 80               | Physical Education                                                                                    |
| 9.                 | 81                 | 82               | Telecom                                                                                               |
| 10.                | 83                 | 84               | Electronics                                                                                           |
| 11.                | 85                 | 86               | Multi Skill Foundation Course (MSFC)                                                                  |
| 12.                | 87                 | 88               | Construction                                                                                          |
| 13.                | 89                 | 90               | Tourism & Hospitality – Food and Beverage Trainee                                                     |

**SD/- D DEVANANDA REDDY  
DIRECTOR  
GOVERNMENT EXAMINATIONS**

**Annexure-A**

(In case the mother of the candidate is either Govt. or Private Employee)

I, (Smt \_\_\_\_\_(as per my  
SSC), W/o Sri \_\_\_\_\_ and mother of  
Sri/Kum \_\_\_\_\_ declare that I am a  
Government/ Private Employee and I agree that my name in my son's/daughter's  
Secondary School Certificate (SSC) shall be recorded as  
\_\_\_\_\_,as per my own SSC. I also assure  
that I/My husband shall not claim any changes to my name in my son's/daughter's  
SSC in the future.

Signature of the mother of the candidate

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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