Himachal Pradesh
Board of School Education
Dharamshala, Himachal Pradesh

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दिनांक: 23-10-2026

From:

Secretary
Himachal Pradesh Board of School Education,
Dharamshala, District Kangra, Himachal Pradesh.

MOST URGENT

To:

All Principals-cum-Coordinators,
Himachal Pradesh State Open School (Study Centers),
Himachal Pradesh.

Subject: **Guidelines for Online Registration/Admission for Examinations of Classes 8th, 10th, and 12th under HPSOS to be conducted in March 2027 examination session.**

Respected Sir/Madam,

Please find enclosed the necessary instructions regarding online registration and admission for the upcoming Himachal Pradesh State Open School (HPSOS) examinations for Classes 8th, 10th, and 12th scheduled for March 2027.

The **Principals – cum - Coordinator and Assistant Coordinator** of each HPSOS Study Centre shall be held personally responsible for ensuring full compliance with these instructions. Any deviation or non-compliance will be viewed with utmost seriousness, and appropriate action shall be initiated against the Principal – cum - Coordinator and Assistant Coordinator of the concerned study centre in accordance with the existing rules.

It has been observed that some study centres are not properly guiding students regarding their admissions and eligibility criteria, even though all relevant information is clearly mentioned in the **instructions**, **notifications**, **prospectus**, and **other guidelines** issued by the Board from time to time. Therefore, it is reiterated that all **Principals – cum - Coordinator** and **Assistant Coordinators** of HPSOS Study Centres must ensure that students are guided strictly as per the existing rules. In case of any issue regarding the HPSOS system, study centres are instructed to contact the Board Office using the official contact details already provided.

In continuation of these guidelines, all **Principals – cum - Coordinator** and **Assistant Coordinators** of HPSOS study centres are hereby informed that the online registration and admission process for Classes 8th,10th, and 12th will commence from **02nd November of 2026**. All concerned are advised to ensure that the process is carried out strictly in accordance with the prescribed instructions;

1. The Himachal Pradesh State Open School (HPSOS) has transitioned to a fully online application system for Classes 8th,10th, and 12th starting from the March 2024 examination session. The previously used Supporting Admission Form (SAF) has been discontinued, and **offline forms are no longer accepted** under any circumstances.
2. All Study Centres are strictly instructed to ensure that every field of the online application form is carefully verified and accurately filled. No column shall be left blank under any circumstances. Further, all required **supporting documents** must be duly **scanned** and **uploaded** with the online application form.
3. Under the Himachal Pradesh State Open School (HPSOS), eligible candidates can apply under five distinct appearing types:
    - **Full Subjects – Availing TOC**: Candidates opting for full subjects while availing Transfer of Credit from previous qualifications.
    - **Full Subjects – Direct Admission**: Fresh candidates appearing in all subjects without availing Transfer of Credit (TOC) shall be admitted under this category. **Direct admission** in the Science Stream is also included in this category.
    - **Reappear**: Candidates reappearing in subjects they did not pass previously under HPSOS.
    - **Improvement of Performance**: Candidates seeking to improve their marks in previously passed subjects under HPSOS only.
    - **Additional Subject**: Candidates appearing in an extra subject beyond their original curriculum.
4. Before filling any online application form of eligible candidate, Study Centres must thoroughly read the latest HPSOS Prospectus and ensure compliance with all **eligibility conditions**, **subject rules**, and **instructions**. In case

of any doubt regarding eligibility or admission provisions, clarification should be obtained from the Board Office before submission of the application form.

Availability of Prospectus:

- The updated HPSOS Prospectus is available on the official HPBOSE website: www.hpbose.org.
- It can also be accessed through the login credentials of the respective HPSOS Study Centre.

5. All HPSOS study centers are **strictly instructed** to conduct **online admissions under HPSOS only within the scope of affiliation granted by HPBOSE** for regular examinations;
   - Admissions beyond the **approved scope**—whether in terms of **class level** or **stream**—will be considered a **violation of Board norms**.
   - Such violations may result in **cancellation of HPSO recognition** by the **Himachal Pradesh Board of School Education (HPBOSE)**.
6. At the time of registration, critical details such as the **candidate's name, father's/mother's name, date of birth, gender, permanent address, Aadhaar number, mobile number, Transfer of Credit (TOC) subjects**, and **appearing type** must be entered accurately and carefully in the online application form. Further, it is mandatory to **scan** and **upload** the candidate's latest **passport-size photograph, signature**, and all other required supporting documents with the online application form.
7. Once submitted, the application forms must be downloaded, verified, and retained at the study center along with the supporting documents. The supporting documents of examinees must be retained securely at the respective study centres and must not be submitted to the Board office. In the future, the Board may request these documents from the concerned study centres. If the documents are not available when required, departmental action will be initiated against the coordinator/assistant coordinator, and the recognition of the study centre may be revoked.
8. Each form must bear the **signatures** of both the **candidate** and the **study center in-charge/Assistant Cooordinator**.
9. Under the Himachal Pradesh State Open School (HPSOS), the facility of Transfer of Credit (TOC) in classes 8th, 10th, and 12th shall be granted only to those students who have previously studied under the Himachal Pradesh Board of School Education / Himachal Pradesh State Open School (HPSOS) within the last five years.
10. Under HPSOS, all students applying for examinations in subjects involving practicals must compulsorily appear for both **theory** and **practical** examinations.
11. Under HPSOS, a minimum gap of two years is mandatory for students seeking admission to Class 10th after completing Class 8th, and to Class 12th after completing Class 10th. Students who have not completed the required two-year gap will not be eligible to appear for the Class 10th or Class 12th examinations.
12. Students who have passed Class 10th from any other recognized board and wish to seek admission to Class 12th under HPSOS must have passed in **English, Hindi**, and **Mathematics (Standard)**. These subjects are mandatory for eligibility.
13. After submission of online forms for this session, any corrections in candidate particulars must be requested through official letters. These requests must be submitted strictly within the timeline specified in the HPSOS calendar. Late submissions or informal requests will not be entertained under any circumstances.
14. **Conduct of PCP classes for learners of Class 8th, 10th and 12th under Fresh Admission and Additional Subject categories is mandatory. All HPSOS Study Centres shall organize and conduct PCP classes strictly in accordance with the guidelines and schedule prescribed by HPSOS.**
    I. **The attendance records and other prescribed reports relating to PCP classes shall be submitted to the Board Office on or before 19.02.2027.**
    II. **Non-compliance with the conduct of PCP classes or failure to submit the required attendance records may result in withholding of admit cards of the concerned learners and suspension of payments admissible to the Study Centre, including Core Staff Payment, PCP Payment, Miscellaneous Payment, and Contingency Payment.**
15. Under Himachal Pradesh State Open School (HPSOS), the examination fee structure (without late fee) for admission to Classes 8th, 10th, and 12th has been fixed as follows, keeping candidates' interest in mind:

Sr. No.	Appearing Types	8th	10th	12th
1	Fresh Admission (Direct)	₹2400/-	₹3000/-	₹2900/-

Sr. No.	Appearing Types	8th	10th	12th
2	Fresh Admission (With TOC)	₹2600/-	₹2900/-	₹2800/-
3	Re-appear (One or Full Subjects)	₹800/-	₹1000/-	₹800/-
4	Improvement of Performance (within 1 year)	NA	₹1000/-	₹1000/-
5	Additional Subject	NA	₹1100/-	₹1100/-
6	Special Marks Improvement Exam	NA	Fig "A"	Fig "A"

Fig "A" – Special Marks Improvement Exam Fee Details

Attempts	Theory Fee (₹)	Practical Fee (₹)
1st	₹1500 per subject	₹250 per subject
2nd	₹2000 per subject	₹350 per subject
3rd	₹2500 per subject	₹450 per subject

16. The examination fee for candidates seeking admission under Himachal Pradesh State Open School (HPSOS) has been determined by the Board office in the interest of students. All study centers are strictly instructed to collect only the fee prescribed by the Board. Any instance of overcharging or unauthorized fee collection will lead to immediate suspension of the concerned study center and may attract further departmental action.
17. If any study center under Himachal Pradesh State Open School (HPSOS) registers a candidate without verifying their eligibility, the entire responsibility for such incorrect admission will rest with the concerned study center. All centers are strongly advised to thoroughly check the eligibility of candidates before processing any admission.
18. Candidates whose results are declared under the Compartment category must first appear for the Compartment examination as per the prescribed schedule. Admission under Himachal Pradesh State Open School (HPSOS) will be permitted only if the candidate fails to pass in both allotted attempts.
19. Under the Himachal Pradesh State Open School (HPSOS), the **Special Marks Improvement Examination** is conducted every year in the month of September. Admissions for this purpose must be done strictly under the corresponding session only. **All study centres are directed to carefully read the notification of this examination, which is already attached in the prospectus, and kindly guide the candidates as per these notifications for their admission.**
20. Examination fees under Himachal Pradesh State Open School (HPSOS) have been fixed keeping the interest of candidates in mind. However, the Board office has received several complaints that some study centers are collecting excess fees from candidates. In this regard, all study centers are strictly instructed to ensure that only online examination fees are collected.

    After successful online fee submission, all candidates must be issued a **system-generated fee receipt** along with the **Transaction ID**. Two copies of the receipt must be generated—one to be given to the candidate and the other to be securely retained by the study center.

    Both copies of the receipt must bear the signatures of the candidate and the study center in-charge.
21. Candidates who have passed their previous class from an institution/board that is not recognized or considered equivalent by the Himachal Pradesh Board of School Education (HPBOSE) are not eligible to apply under Himachal Pradesh State Open School (HPSOS).

    The list of recognized/equivalent boards/institutions approved by HPBOSE is available on the Board's official website: www.hpbose.org.
22. Since, September 2024 examination session onwards, candidates who have passed Classes 8th, 10th, and 12th under Himachal Pradesh State Open School (HPSOS) are being issued original certificates along with photographs. Therefore, it is mandatory to upload a **clear** and **high-quality** recent **photograph** of the candidate while filling the online application form.
23. Since the curriculum for State Open School (SOS) and regular students is the same, and the certificates issued by HPSOS and the Himachal Pradesh Board of School Education (HPBoSE) are considered equivalent, the following decisions have been made:
    - **Unified Question Paper**: The **same question paper** shall be used for both HPSOS and HPBOSE regular students across all subjects. However, this provision shall not apply to **Direct Science** and **Additional**

Subject (Mathematics/Biology) categories, for which separate **syllabi** and separate **question papers** may be prescribed by the Board. Study Centres shall ensure that learners are made fully aware of this distinction at the time of admission

- **Single Shift Examination**: The examination will be conducted in a single shift as per the shared date sheet.
- **No Internal Assessment (INA) for SOS**: As there is no provision for internal assessment in SOS examinations, marks obtained in theory subjects will be proportionally scaled using a standard conversion table based on maximum marks (100, 80, 60, 40).

24. **Staff Structure for Activities Related to Himachal Pradesh State Open School (HPSOS) at Study Centers:**
    I. **Coordinator (Head of Affiliated Study Center):** All activities related to HPSOS at the affiliated study center will be carried out under the supervision of the Coordinator. The registration of candidates, online examination forms, and other documents must be thoroughly verified and authenticated by the Coordinator after complete scrutiny.
    II. **Assistant Coordinator:** The Coordinator may appoint one Assistant Coordinator from among the teaching or clerical staff of the center. The Assistant Coordinator will assist the Coordinator in all HPSOS-related activities and will be responsible for maintaining complete records, including filled online admission forms, registration details, examination forms, eligibility-related documents, and fee records of the candidates.
    III. **Helper:** Only one Helper may be appointed from the subordinate staff under the Coordinator for support in HPSOS-related tasks.

25. It is mandatory for all candidates seeking **Fresh Admission** under HPSOS, including **Direct Admission** in the **Science Stream**, to submit an **affidavit** declaring that they have not **already passed** the same class in any stream or any higher class from HPSOS, HPBOSE, or any other recognized Board. All Principals-cum-Coordinators and Assistant Coordinators shall ensure strict compliance with this requirement at the time of admission and verification of documents. No admission shall be processed without obtaining the prescribed **affidavit** from the candidate.

26. It has been observed that, under the **Special Marks Improvement Examination (SMIE)** in HPSOS, some candidates' online forms are being submitted for both Class 10th and Class 12th in the same session by study centres. This practice is not acceptable. Therefore, study centres are strictly directed not to fill online forms for both classes of the same candidate in the same session under HPSOS. All study centres must also provide proper guidance to the concerned candidates in this regard to ensure strict compliance with Board rules. Any violation of this directive will be viewed seriously.

27. All HPSOS Study Centres shall deposit the prescribed HPSOS study centre **renewal fee** on or before **31st March** every year. Failure to do so may result in **suspension** or **cancellation** of the Study Centre as per Board rules.

28. All HPSOS Study Centres shall **procure** HPBOSE-prescribed books from the nearest **BDICs** or **authorized book sellers** for learners under **Fresh Admission**, **Additional Subject**, and **Special Marks Improvement Exam** categories and ensure their timely distribution. Copies of the book purchase receipts shall be submitted to the Board Office by **31.03.2027**.

29. Requests for **change of Study Centre** shall be submitted by the learner to the concerned Study Centre, which shall verify and forward the case to the Board Office for approval as per rules.

30. It has been observed that many HPSOS Study Centres are not maintaining their records in a proper and consistent manner due to the absence of standardized formats. This has resulted in discrepancies in documentation, difficulties during verification, and challenges in ensuring transparency and accountability. To address this issue, HPSOS has revised the existing instructions by incorporating the new and amended rules and has introduced uniform standardized formats for record-keeping. All concerned HPSOS Study Centres are therefore directed to strictly adhere to these instructions and maintain records only in the prescribed formats. **The instructions and standardized formats are available in the Study Centre login as well as in the prospectus.**

31. It has also been observed that some school authorities are allowing candidates to appear in examinations even when the concerned students do not possess a valid admit card. In this reference, all school authorities are hereby strictly directed not to allow any candidate to appear in the examination without a **valid admit card.** Compliance with this instruction is mandatory and must be ensured at all examination centres under HPSOS.

Himachal Pradesh
Board of School Education
Dharamshala, Himachal Pradesh

Himachal Pradesh State Open School (HPSOS) – Examination Queries

For any queries related to examinations of Classes 8th, 10th, and 12th under HPSOS, please refer to the following contact details:

Branch	Phone	Email
8th / 10th	01892-242199	hpbosesososm1.32@gmail.com
12th	01892-242152	hpbosesososp2.33@gmail.com
HPSOS Admin	01892-242159	hpbosesososadmin.31@gmail.com

Your cooperation and strict adherence to these instructions are solicited to uphold the integrity, transparency, and efficiency of the HPSOS examination process.

Thanks

Ankush Sharma, HPAS
Secretary, HPBOSE