



Himachal Pradesh Board of School Education, Dharamshala (Kangra)-176213

HIMACHAL PRADESH STATE OPEN SCHOOL

Terms & Conditions for Center Creation (Private Schools)

The categories of Examination Centers are as under:-

- A- Center for +2 Schools
- B - Center for Middle/Matric

1. The Application for SOS examination centre will be accepted through online mode only.
2. Online application link will be available at Board's website within stipulated time period. The stipulated time period and detail of late fees for filing the online application is as under:-

For Centre creation

To be held in March

- a). 01st October to 31st October of the year preceding the examination (Without late fees)
- b). 01st November to 15th November of the year preceding the examination (With late fees of Rs 5,000/- in addition to other requisite fees)
- c). 16th November to upto extended time period of the year preceding the examination as approved by the Competent authority of the Board (With late fees of Rs 10,000/- in addition to other requisite fees)

To be held in September

- a). 01 June to 30th June of the year preceding the examination (Without late fees).
 - b). 01st July to 15th July of the year preceding the examination (With late fees of Rs 5,000/- in addition to other requisite fees)
 - c). 16th July to upto extended time period of the year preceding the examination as approved by the Competent authority of the Board (With late fees of Rs 10,000/- in addition to other requisite fees)
3. No application for creation of Examination center will be considered unless minimum 35 candidates are likely to appear in the Centre.
 4. The Requisite staff for conduct of examination shall be made available by Centre Itself, However remuneration to such staff will be paid by the board.
 5. It is mandatory to provide the following arrangements at their own cost:-
 - a). An application along with written consent of all Principal/Principals of other schools opting for the centre shall be accompanied with affiliation letter of willing schools.
 6. All requisite arrangements as required for regular examination centre of the Board shall be mandatory.

7. Fee Structure:-

It will be mandatory to all schools/colleges, which apply for creation of examination center, will deposit all requisite fees except short candidate fee along with application, detailed fee structure is as under:-

- i) **Center Creation Fee** 7000/-
- ii) **Short Candidate Fee:-**

During each Session when the number of candidates for theory examination falls short of the prescribed limit of 35 an extra fee @ 3000/- per center or as prescribed by the Board from time to time will also be charged.

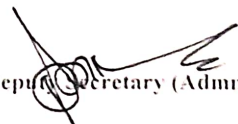
- iii) Additional expenses for booking of parcels will be made by the school from own funds.



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Note:-

1. The Board reserves the right to abolish the center after it has been created, if it is found that the conditions laid down have not been fulfilled or the center is not working to the satisfaction of the Board.
2. All private School affiliated to Board are required to apply for creation of examination centre separately for each examination session.


Deputy Secretary (Admin.)