



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

Terms & Conditions for Center Creation/ Up- Gradation/Retention/Renewal:-

The categories of Examination Centers are as under:-

- A- Center for +1/+2 in colleges
- B - Center for +1/+2 in Schools
- C - Center for Matric

1. The institutions applying for creation/up-gradation/retention/renewal of examination center should apply through online mode only.
2. Online application link will be available at Board's website within stipulated time period. The detail of stipulated time period, extension of time alongwith late fees are as follows:-

For Centre creation/up-gradation

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

For Retention/Renewal

- a) W.e.f. 01st August to 31st August of the year preceding the annual examination (Without late fees)
 - b) W.e.f. 01st September to 15th September of the year preceding the annual examination (With late fees of ₹ 1,000/- in addition to other requisite fees)
 - c) W.e.f. 16th September to upto extended time period of the year preceding the annual examination as approved by the Competent authority of the Board (With late fees of ₹ 2,000/- in addition to other requisite fees)
3. No application for creation of Examination center will be considered/entertained unless the 15 candidates likely to appear in the Center.
 4. It will be mandatory to the proposed examination center to make available the staff for the conduct of Board examination, for which remuneration will be payable.
 5. It is mandatory to upload the following requisite documents for new centre creation/up-gradation alongwith application: -
 - i) A recommendation letter from the concerned Deputy Director, Higher Education in respect of creation of examination center at their respective institute.
 - ii) A plan of the building of the school should be attached alongwith this application. The portion of the building intended to the center of examination should be marked with red pencil. The measurements of each room/hall should be given and if these inter-connected, this fact should also be indicated in the plan.
 - iii) A rough sketch indicating the location of previous examination center, nearest Police Station/Post Office and Tehsil/District headquarter distance between each place, nature of roads, means of conveyance from the main road etc. by the institute should also be attached.
 - iv) Written consent from the local postal authority be obtained for booking of answer-books parcel. If such facility is not available, transit expenses shall be borne by the concerned institution.
 - v) A resolution of local Panchayat to check out-side interference as well as use of unfair means during examination.
 - vi) A resolution of concerned school's SMC in respect of creation of examination center at their respective institute.
 - vii) Written consent of the Principal/Principals of other schools opting that center as their examination center. Copy of Affiliation letter of willing school/schools.
 6. It is mandatory to provide the following arrangements at their own cost:-
 - i) To construct a boundary wall (5ft. high)/barbed wire around the school building.
 - ii) Adequate number of inter-connected rooms with proper ventilation and windows fitted with grills/wire-gauge.
 - iii) To provide electricity to the rooms to be used for examination center, and in case of power failure backup arrangement should be made.
 - iv) To provide urinals for use of the candidates close to the examination rooms for the boys and girls separately.
 - v) To provide furniture/desk etc. (single seated desk) to all the candidates appearing at the center.
 - vi) CCTV cameras, one DVR with minimum capacity of six month backup & LED/LCD system must be installed in examination center as per requirement of students sitting arrangement as well in all halls/rooms to be used for examination and also in campus with internet connectivity and power backup before creation of center.
 - vii) A fully secured room installed with a double lock Steel/Iron almirah under the surveillance of CCTV Cameras for storage of Question papers and other examination material received from the Board, and also one steel box permanently free of charges for keeping answer-books/stationery will be provided.
 - viii) One wall clock in each examination hall/room should be installed during the days of examination.



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7. Fee Structure:-

It will be mandatory to all schools/colleges, which are applying for creation/up-gradation/retention/renewal of examination centers shall deposit all requisite fees except short candidate fee along with application, detailed fee structure is as under:-

i) Inspection fees:-

Proposed examination center inspection fees for all Govt./Privately managed Board affiliated institution - ₹ 5000/- (non-refundable).

ii) Center Creation Fee:-

Center for Matric - ₹ 6000/-
Center for Plus Two - ₹ 6000/-
Center for Matric & Plus Two - ₹ 12000/-

iii) Center Up-gradation Fee (Matric to Plus two) - ₹ 6000/-

iv) Center Retention/Renewal Fee:-

Center for Matric - ₹ 2000/-
Center for Plus Two - ₹ 2000/-
Center for Matric & Plus Two - ₹ 3000/-

v) Short Candidate Fee:-

During each year when the number of candidates for theory examination falls short of the prescribed limit of 60 candidates (50 candidates for tribal area) in respect of C category examination centers and 40 candidates (30 candidates for tribal area) in respect of A & B category examination centers, Fee @ ₹300/- per short candidate for each category of center or as prescribed by the Board from time to time will also be charged.

vi) Earnest Money Deposit (for all privately managed Board affiliated institutes):-

It will be mandatory for all Privately managed Board affiliated institutes to deposit a sum of ₹10,000/- as Earnest Money Deposit on refundable basis. This amount shall remain deposited with the Board as long as the affiliated institute desired to have examination center and shall be refunded if school makes a request to discontinue as the examination center. However, this amount will be forfeited by the Board in case of cancellation of examination center due to unfair practices related to examination.

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

Note:-

1. The Board reserves the right to abolish the examination 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. Privately managed Board affiliated institute(s) will be designated as examination center on temporarily basis only. Thereafter, it will be mandatory to submit an application for renewal of their respective examination center on yearly basis, failing which such institution have to apply afresh by completing all codal formalities as well as depositing all requisite fees such as center creation and inspection fees.

Dr. Maj. Vishal Sharma (HPAS)
Secretary

Phone No. for enquiry:-
01892-242161

Recommendation-cum-NOC from Deputy Director, Higher Education
in respect to the creation/upgradation of examination center in Govt./Board affiliated institute.

The institution named _____ has applied for recommendation/no objection regarding designating the said institute as an examination center for conducting examination of _____ Board class(es). They have produced the following requisite documents as mentioned under terms & conditions issued by Himachal Pradesh Board of School Education: -

- i) A plan of the building of the school applying for the creation/up-gradation of the center. The portion of the building intended to be the center of examination should be marked with red pencil. The measurements of each room/hall should be given and if these are inter-connected, this fact should also be indicated in the plan.
- ii) A rough sketch indicating the location of the schools applying for the center, with respect to each other, previous center, nearest Police Station/Post Office and Tehsil/District headquarter, distance between each place, nature of roads, means of conveyance from the main road etc.
- iii) Written consent from the local postal authority for booking of answer-books parcel to be obtained. If there is no facility for booking of parcels from local Post Office, transit expenses shall be borne by the concerned institution.
- iv) A resolution of local Panchayat to check out-side interference as well as use of unfair means during examination.
- v) A resolution of concerned school's SMC regarding creation/up-gradation of examination center at respective school.

After verification of the aforesaid documents, whether the said institute is recommended to be designated as an examination center or not. The comments of this office are recorded in the space provided below.

Deputy Director (Higher Education) _____
(with stamp)