



Himachal Pradesh  
Board of School Education  
Dharamshala, Himachal Pradesh

क्रमांक: हि०शि०बो०(३१)/हि०प्र०रा०मु०वि० प्र० शाखा/Sept, 2026/ 25001-300

दिनांक 27-3-26

From:

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

**MOST URGENT**

To:

All Coordinators  
Himachal Pradesh State Open School (Study Centers)  
Himachal Pradesh

**Subject: Guidelines for Online Registration/Admission for Examinations of Classes 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> under IIPSOS to be conducted in September 2026 examination session.**

Respected Sir/Madam,

Please find enclosed the necessary instructions regarding online registration and admission for the upcoming Himachal Pradesh State Open School (IIPSOS) examinations for Classes 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> scheduled for September 2026.

As per the notification, No. **Hi.Shi.Bo(31)IIPSOS Admin/Instructions & Standardized Formats/24202-550 Date:28-01-2026**, the amended instructions for HP SOS Study Centres along with the standardized formats have already been uploaded under each study centre's User ID. All IIPSOS Study Centres are hereby directed to adhere strictly to these instructions and adopt the prescribed standardized formats with immediate effect for record-keeping purposes across all classes under IIPSOS.

The **Coordinator and Assistant Coordinator** of each IIPSOS 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 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 Coordinators and Assistant Coordinators of IIPSOS Study Centres must ensure that students are guided strictly as per the existing rules. In case of any issue regarding the IIPSOS system, study centres are instructed to contact the Board Office using the official contact details already provided.

In continuation of these guidelines, all Coordinators and Assistant Coordinators of IIPSOS study centres are hereby informed that the online registration and admission process for Classes 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> will commence from **16<sup>th</sup> April 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 (IIPSOS) has transitioned to a fully online application system for Classes 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> 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.



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2. All study centers are strictly instructed to ensure that every field in the online application form is carefully read and accurately filled, with no column left blank.
3. Under the Himachal Pradesh State Open School (HPSOS), 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 out students' online application forms, it is **strongly advised** to carefully read the **eligibility criteria laid down by HPSOS**. These guidelines are published in the **amended HPSOS Prospectus**, which contains **important eligibility conditions and revised instructions** for the online application process;
  - ✓ The updated Prospectus is available on the **official HIPBOSE website: [www.hpbose.org](http://www.hpbose.org)**.
  - ✓ It can also be accessed through the **login ID of the respective HPSOS study centers**.
5. All HPSOS study centers are **strictly instructed** to conduct **online admissions under HPSOS only within the scope of affiliation granted by HIPBOSE** 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 (HIPBOSE)**.
6. It is mandatory to scan and upload the candidate's photograph, signature, and all verified supporting documents during submission.
7. At the time of registration, critical personal details such as the candidate's name, parents' names, date of birth, gender, permanent address, Aadhaar number, mobile number, Transfer of Credit (TOC) subjects, and appearing type must be entered clearly and correctly.
8. 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.
9. Each form must bear the signatures of both the candidate and the study center in-charge.
10. Under the Himachal Pradesh State Open School (HPSOS), the facility of Transfer of Credit (TOC) in classes 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> 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.



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11. Under HPSOS, all students applying for examinations in subjects involving practicals must compulsorily appear for both theory and practical examinations.
12. Under HPSOS, a minimum gap of two years is mandatory for students seeking admission to Class 10<sup>th</sup> after completing Class 8<sup>th</sup>, and to Class 12<sup>th</sup> after completing Class 10<sup>th</sup>. Students who have not completed the required two-year gap will not be eligible to appear for the Class 10<sup>th</sup> or Class 12<sup>th</sup> examinations.
13. Students who have passed Class 10<sup>th</sup> from any other recognized board and wish to seek admission to Class 12<sup>th</sup> under HPSOS must have passed in English, Hindi, and Mathematics (Standard). These subjects are mandatory for eligibility.
14. 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.
15. PCP classes for Classes 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> under HPSOS will be conducted strictly as per the HPSOS calendar.
16. Conducting PCP classes is mandatory under HPSOS. Non-compliance by any study center will result in the withholding of all payments—including Core Staff Payment, Miscellaneous Payment, Contingency Payment, and PCP Payment. In addition, disciplinary action may be initiated, and the concerned study center may face cancellation of its recognition.
17. Under Himachal Pradesh State Open School (HPSOS), the examination fee structure (without late fee) for admission to Classes 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> has been fixed as follows, keeping candidates' interest in mind:

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

Attempt	Theory Fee (₹)	Practical Fee (₹)	Remarks
1 <sup>st</sup>	₹1500 per subject	₹250 per subject	Roll number remains same for all three attempts
2 <sup>nd</sup>	₹2000 per subject	₹350 per subject	
3 <sup>rd</sup>	₹2500 per subject	₹450 per subject	

18. 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.
19. 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.



20. 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.
21. 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.**
22. 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.

23. 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](http://www.hpbose.org).

24. Since, September 2024 examination session onwards, candidates who have passed Classes 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> 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.
25. Since the curriculum for State Open School (SOS) and regular students is the same, and the certificates issued by SOS and the Himachal Pradesh Board of School Education (HPBOSE) are considered equivalent, the following decisions have been made:

- **📄 Unified Question Paper:** SOS and regular students will receive the same question paper for all subjects.
- **🕒 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).

26. **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.



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- 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.
27. It shall be mandatory for every candidate seeking admission under the stream Direct Admission in Science Stream to **submit an affidavit** affirming that he/she has not already passed the same class in any other stream or in any higher class. Furthermore, all candidates applying for Fresh (Direct) Admission under HPSOS shall also be required to **submit an affidavit** affirming that he/she has not already passed the same class in any other stream or in any higher class. Therefore, all Coordinators and Assistant Coordinators are hereby strictly directed to enforce this requirement without fail. Any lapse in compliance will be viewed seriously and dealt with as per Board rules.
28. It has been observed that, under the Special Marks Improvement Examination (SMIE) in HPSOS, some candidates' online forms are being submitted for both Class 10<sup>th</sup> and Class 12<sup>th</sup> 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.
29. As some study centres have not submitted the HPSOS study centre renewal fee, their online form filling rights are hereby suspended with immediate effect until further orders. The concerned study centres are directed to clear their outstanding dues without delay, failing which the suspension will continue. Only upon full payment of the renewal fee will their online form filling rights be re-enabled. This directive is binding and must be complied with in letter and spirit. Any lapse will be viewed seriously and dealt with as per Board 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 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.



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## Himachal Pradesh State Open School (HPSOS) – Examination Queries

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

Branch	Phone	Email
8 <sup>th</sup> / 10 <sup>th</sup>	☎ 01892-242199	✉ <a href="mailto:hpboosesosm1.32@gmail.com">hpboosesosm1.32@gmail.com</a>
12 <sup>th</sup>	☎ 01892-242152	✉ <a href="mailto:hpboesesosp2.33@gmail.com">hpboesesosp2.33@gmail.com</a>
HPSOS Admin	☎ 01892-242159	✉ <a href="mailto:hpboesesosadmin.31@gmail.com">hpboesesosadmin.31@gmail.com</a>

Study centers must ensure that correct details are entered and valid documents are uploaded in the online application forms.

- **Incorrect entries or uploads will result in application rejection.**
- **The concerned study center will be held fully responsible for such rejections.**

Strict compliance with these instructions is essential to uphold the integrity and efficiency of the HPSOS examination process.

Thanks

**Dr. (Major) Vishal Sharma, HPAS  
Secretary, HPBOSE**