

PROSPECTUS 2011-12

(With Application form for Enrolment)

SECONDARY EDUCATION COURSE

HIMACHAL PRADESH STATE OPEN SCHOOL (HPSOS)

UNDER THE AUSPICES OF

H. P. BOARD OF SCHOOL EDUCATION DHARAMSHALA-176700

Reasons to Make Himachal Pradesh State Open School (HPSOS) Your Choice

1. Freedom of Learner to Learn

With a motto to 'reach out and reach all', HPSOS under the auspices of Himachal Pradesh Board of School Education follows the principle of freedom to learn i.e. what to learn, when to learn, how to learn and when to appear in the examination is decided by you. There is no restriction of time, place and pace of learning.

2. Flexibility

The HPSOS provides flexibility with respect to:

Age Limit: There is no upper age limit for admission.

Choice of Subjects: You can choose subjects of your choice from the Scheme of Studies.

Examination: Public Examinations are held twice a year . Nine examination chances are offered in five years. You can take any examination during this period when you are well prepared and avail the facility of credit accumulation also.

Credit Accumulation: You can choose to appear in anyone or more subjects in the examination and earn credits which will be accumulated till all subjects required for certification are successfully completed.

3. Relevance

The HPSOS courses and programmes are functional, useful in daily life and also set the pathway for further studies. Successful alumni of an SOS can pursue higher studies in any of the Universities, Colleges, and institutes etc.,

4. Transfer of Credits

This is a golden opportunity to the candidates who have failed in the Matriculation examination of the H P Board of School Education in March, 2009 onwards. In this facility learner has the freedom to avail transfer of credit of passed subjects and to appear only in that particular subject in which he/she remained unsuccessful.

5. Recognised Quality Education

The SOS in collaboration with NIOS takes conscious steps to provide quality education. The State Govt. has vested authority with HPSOS under the auspices of HPBOSE to conduct Public Examinations and provide Secondary and in subsequent years Senior Secondary level certificates, which are equivalent to the certificates provided by other Boards on reciprocal basis.

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Application form for Enrolment for Secondary Examination of HPSOS

Learner's Responsibilities: At a Glance

Do not fill up the Application Form without careful reading of the instructions.

Do not leave any column blank in the Application Form for Enrolment.

Do not submit Application Form for Enrolment without supporting documents.

Do not pay extra amount for admission and examination over and above the prescribed fee as mentioned in the prospectus.

Do not miss out the Personal Contact Programme (PCPs) in each subject which all Study Centers of the HPSOS have to provide on compulsory basis.

Do not forget to submit at least one TMA in each subject (wherever applicable) as you may be debarred from the Public Examination and/or your result may be declared as “INCOMPLETE”

Do not indulge in any unfair means such as copying, impersonation, etc.

A learner seeking admission through Study Centers in 2011-2012 can appear first time only in March- April Examination of next calendar year i.e. 2012 or as may be fixed by the HPSOS.

Most of the information about HPSOS that you may need during the course of your studies is available on our website. Please log on www.hpeducationboard.nic.in . Whenever you communicate with the HPSOS of HPBOSE, please do not forget to mention your name, enrolment number and full address.

Himachal Pradesh State Open School (HPSOS) of H.P. Board of School Education (HPBOSE)

1. An Open Schooling System with a Difference

The HPSOS has been set up under the auspices of the H.P. Board of School Education Dharamshala-176700 on the basis of a Project Proposal designed and developed in collaboration with the National Institute of Open Schooling(NIOS), Ministry of Human Resource Department, Govt. of India to start the Secondary Education Programme from 2011-2012 Academic session followed by Senior Secondary in subsequent years.

It provides educational opportunities to persons like you who wish to study further and qualify for a better tomorrow. The mission of HPSOS is to provide education to all with special concern for out of school girls and women, rural youth, working men and women who because of one or the other reason could not continue their education with the formal system . HPSOS operates through a network of Study Centers created in the selected Government schools in the Pradesh.

1.1 Features and Flexibilities in HPSOS

- O **Age Limit:** There is no upper age limit for admission; the minimum age for enrolment is 14 years for Secondary course completed on or before 31st July of the year of admission i.e. 2011.
- O **Choice in Subjects and Medium of Instructions:** HPSOS offers its courses in English and Hindi mediums. You can choose any of the medium for studies at Secondary level. You should choose your subjects carefully keeping in view your plans for higher studies, job requirements and requirement of Board/Universities you wish to join after passing the Secondary Course from HPSOS.
- O **Continuous Assessment:** During your course of study, you will know your progress through Tutor Marked Assignments (TMAs). Submission of one TMA in each subject is compulsory, as you may be debarred from the Public Examination.
- O **Flexible Scheme of Examination:** Public examinations are conducted by HPBOSE twice a year. You can get nine chances to appear in the public examinations over a period of 5 years of registration.
- O **Credit Accumulation:** You can choose to appear in anyone or more subjects in any examination and earn credits which will be accumulated till all subjects required for certification are successfully completed within a period of 5 years of registration.
- O **Transfer of Credit:** This is a golden opportunity to the candidates who have failed in the Matriculation examination of the H P Board of School Education in the annual examination of March, 2009 or later. In this facility learner has the freedom to avail transfer of credit of passed subjects by paying a nominal TOC fee of Rs. 100/- per subject and to appear only in that particular subject in which he/she remained unsuccessful

- O **Validity of Admission:** Your admission is valid for five years. For Public Examination at Secondary level, you may take nine or fewer chances to successfully complete the course during this period.
- O **Part Admission:** Under this scheme, you may take admission in one or more subjects but not more than four subjects. On passing, you will be issued only the Marks sheet.

1.2 Scheme of Studies:

The Scheme of Studies for Secondary Course of HPSOS is shown below in **Table-1**. For obtaining a pass certificate, You are requested to pass in all compulsory subjects of Group A and one out of two subjects i.e. regional language and one elective subject of Group B.

Table-1

GROUP A (Compulsory Subjects)

Code No.	Subject
1	English
2	Mathematics
3	Hindi
4	Social Science
5	Science & Technology

GROUP B

Regional Languages:

Any one of the languages out of the following:

Code No.	Subject
6	Urdu
8	Sanskrit
24	Punjabi
19	Tamil
20	Telugu

Elective Subjects:

Any one of the following subjects:

Code No.	Subject
7	Art
9	Agriculture
10	Commerce
11	Economics
12	Social Reconstruction
13	Home Science
14	Music Vocal
15	Music Instrumental
16	Dancing
17	Drama
18	Elements of Engineering
25	Introductory Information Technology

2. Admission

Admission/Enrolment in Secondary Course of HPSOS is open to all persons residing in India irrespective of the race, creed, caste or class subject to the fulfillment of minimum qualifications and availability of seats in the Study Centers of HPSOS located in the selected Government institutions.

Admission is open to one and all from 23.09.2011 to 10.10.2011 without late fee and from 11.10.2011 to 17.10.2011 with late fee of Rs.200/- The admission will be through Study Centers on first come first serve basis, subject to the availability of the capacity of enrolment allotted to the Study Center by HPSOS. There will be no further extension of these dates except special permission from the Chairman of the HPSOS/HPBOSE.

2.1 Procedure for Admission through Study Centre

Apply on the prescribed Application Form for Enrolment, which is enclosed along with the Prospectus through any of HPSOS Study Centers only. The list of Study Centers spread all over the State in every Sub-Division is given in Appendix-B.

The detailed list of all the study centers of the Board can be seen at its website-www.hpeducationboard.nic.in.

Read all the instructions carefully before filling up the Application Form for Enrolment.

Submit your filled Application Form for enrolment along with relevant documents and requisite fee to the Study Center of your choice, at the earliest as seats available in the Study Centers are limited.

The Study Center will give you provisional admission letter-cum-receipt on receiving the filled up Enrolment Form along with fee. Your admission will remain provisional till the time it is confirmed to you by HPSOS through the concerned Study Center, subject to completion of the Enrolment Form in all regards along with receipt of fee.

2.2 Entry Requirements

Table-2: Entry Requirements

Requirement	Secondary Course
(a) Minimum Age	14 years as on 31 st July 2011 (Born on or before 31.07.1997)
<i>Supporting Documents</i>	(i) Attested copy of Birth Certificate issued by the Municipal Authority or Office of the Registrar of Birth and Deaths. or (ii) Transfer Certificate/ School Leaving Certificate showing applicant's date of birth, issued by the last school attended by the applicant. or (iii) Attested copy of Certificate of Middle Standard Examination in respect of candidates of HP Board of School Education only.

Note: Date of birth once given in the Admission Form will not be changed. Please check and state the correct date of birth.

(b) Minimum Educational Qualification:-

- (i) Candidates who have previously appeared and failed at the Matriculation Examination of the HPBOSE or equivalent examination of a recognized Board can appear at Secondary Course of SOS.
- (ii) Any other candidate who has passed the Middle Standard Examination of the HPBOSE or equivalent examination from a recognized Board/University or Elementary Education completion certificate issued under "The Right of children to free and compulsory Education Act, 2009" can appear at Secondary Course of SOS.

Provided that a candidate who has passed the Middle Standard Examination or equivalent examination from a duly recognized institution of any State/U.T. where Middle Standard examination is not conducted by the Board/University shall have to obtain the countersignature of the District Education Officer or an equivalent Officer of the State/U.T. on the certificates/ School leaving Certificates issued to him by the institution.

Provided further that the certificates/ S.L.C. issued by the Institution should indicate the subjects in which the candidate has passed the Middle Standard examination.

Note: (i) Enrolment Forms received without supporting documents will be rejected and fee will not be refunded.

2.3 Transfer of Credit (TOC)

Ex-students of Himachal Pradesh Board of School Education who have appeared for the Matriculation Examination and have passed in at least one subject, but have not qualified in the course, may seek admission in the Secondary course of HPSOS and can avail facility of Transfer of Credit (TOC) by paying a nominal fee of Rs. 100/- per Subject.

The facility of TOC will be permissible under the following conditions:

- (i) TOC facility will be given to the ex-students of H.P. Board of School Education only. You will have the option to get the credit transferred in the subjects which are passed with 33% marks in last three years (i.e. passed during March, 2009 or later.)
- (ii) TOC in the subjects having practical at Secondary level will be allowed only when you are successful both in theory and practical separately.
- (iii) You will have to give full details of the TOC subjects and marks obtained on the Enrolment Form at the time of admission. No TOC case will be considered thereafter.
- (iv) You will have to attach the original marks sheet issued by Board.
- (v) You will have to pay requisite TOC fee of an amount of Rs.100/- per subject for transfer of credit for the number of subjects in which TOC is required.

2.4 Dual Enrolment and Part Admission

Under this provision, if you are studying in a regular school, or have already passed Secondary examination or may other higher course from any recognized Board/University, you may opt for upto four subjects of your choice, to update knowledge and educational qualifications. However, on passing, only the marks sheet will be issued.

2.5 Fee Structure and Cancellation of Admission

- (a) Enrolment fee/Admission fee and other fees payable for Secondary Course is inclusive of charges for Enrolment, Personal Contact Programmes (PCPs), Identity Card, evaluation of TMAs. etc. Do not pay any additional amount of money for admission other than specified. Detail of fee is given as under:-

Name of Course	Fee
Secondary Course	Enrolment Fee =Rs. 600/- Enrolment Fee= Rs.300/- For Dual Enrolment/ Part Admission.
	Examination Fee= Rs. 150/- Per Subject plus Rs. 100/- Per Practical Subject.
	TOC Fee = Rs. 100/-Per Subject
	Subject Change Fee= Rs. 100/- Per Subject.

Note: Fee should be paid through a bank draft drawn in favour of Secretary, HPBOSE payable at Dharamshala.

HPSOS will not be responsible if the request for admission is not considered on account of short fee deposited with Study Centre or if no seat is available with the Study Centre.

Cancellation of Admission.

Your admission will be cancelled :-

- if the enrolment form is incomplete.
- if the fee paid is short,
- if the supporting documents are not complete.
- if false documents have been submitted,
- if the required educational qualifications are not fulfilled,
- if the minimum age criteria is not fulfilled,
- if incorrect or wrong information is given,

Note: Admission once cancelled will not be re-considered and fee paid will not be refunded under any circumstances.

Note: In case your Study Center stands cancelled after your enrolment through the said centre, you may send your application to the HPSOS Dharmshala-176 700 directly.

2.6 Confirmation of Admission

Admission to a particular course is normally confirmed by HPSOS by issuing an Identity Card having your admission particulars as per the record available in HPSOS. **If any discrepancy is noticed at any stage of admission even if the Identity Card is issued, the admission will be cancelled and result will not be declared, even if appeared in examination.**

Do check the particulars given in the Identity Card. Discrepancies, if any may be brought to the notice of the Study Centre immediately. The Identity Card will be issued only once. You should retain your Identity card carefully till you complete your study through HPSOS.

2.7 Other Facilities after Admission

(a) Issue of Duplicate Identity Card

In case of loss of Identity Card, a duplicate Card can be issued. For obtaining Duplicate Identity Card, first lodge an FIR with the concerned Police Station. Then apply on a plain paper to the Study Centre as listed in this Prospectus with (i) the copy of FIR, (ii) Bank Draft of Rs. 100/- drawn in favour of the "Secretary" HPBOSE, payable at Dharamshala, and (iii) two photographs out of which one photograph with your specimen signatures should be duly attested by the Co-ordinator of your Study Centre.

(b) Change of Subject(s)/Additional Subject(s)

During the admission period of five years, you can change one or more subject(s), provided the total number of subjects does not exceed seven. However, such a change is permissible within four years of your registration, so that you can appear in Public Examinations within the validity period of admission. No change/addition of subjects will be allowed for the first examination i.e. March-April, 2011 examination. Subject(s) passed cannot be changed.

For change of subject(s)/additional subject(s), you are required to submit your application on plain paper to the concerned Study Centre of HPSOS alongwith the prescribed fee of Rs. 100/- per subject.

The HPSOS will confirm such change or addition of subjects at your mailing address under intimation to your Study Center. Do keep in contact with your Study Center and ensure that the desired changes have been made.

2.8 About your Study Centre

The Study Centre chosen by you at the time of admission will provide the following services to you:

Issuing Prospectus containing Enrolment/Admission Form at the prescribed cost.

Accept filled in Enrolment/Admission Form with requisite prescribed fees only.

Issuing Identity Card/ Enrolment Number.

Holding 30 Personal Contact Programmes (PCPs) out of 15 are to be provided on compulsory basis for theory and practical classes as prescribed by HPSOS.

Tutor Marked Assignments (TMAs) one out of three has to be given on compulsory basis to the respective Study Centre for evaluation otherwise you may not be allowed to appear in the Public Examination and /or your result will not be declared.

Counseling to solve your problems/queries related to the course.

Accept application for change of subject(s) or additional subject(s) and forward the same to the HPSOS.

Informing the dates of payment of fees, examination date sheet, examination centers and other important information.

Display of results of Public Examinations and distribution of Marks sheet/Certificate issued by HPSOS(HPBOSE)

3. Instructional Process at HPSOS.

In HPSOS you have to learn on your own i.e. you are a self-learner. You can learn at your own pace and convenience. The instructional process comprises of studying materials, attending personal contact programmes at the Study Centre, and doing tutor marked assignments.

3.1 Study Material

The syllabi, duration, examination and certification etc. for the secondary course shall be the same as prescribed for the formal examinees of the Board. The Study Material in the shape of text books can be procured from any of the Sale Book Depots of the Board as per the list enclosed in **Appendix- A** Apart from this the Study Material can also be procured from the registered Book Sellers of the Board spread all over the State.

3.2 Personal Contact Programme (PCPs)

30 PCP classes of which 15 are compulsory, will be organized per subject for theory and 5 additional for subjects having practical on face to face basis, generally on weekends and holidays in the first year of admission by the Study Centers. Detailed programme of PCPs will be available with the Study Centers.

Note: Do not pay any extra amount to the Study Centers for attending PCP classes.

3.3 Tutor Marked Assignments (TMAs)

In order to check your progress during the course of study, you have to submit at least one out of three Tutor Marked Assignments (TMAs) in each subject. Collect the TMA booklets from your Study Center. You are required to submit your assignments regularly in each subject for evaluation at your Study Center as per following schedule:

TMA NO.	Date of Submission at your Study Centre
Assignment-I	31 st December, 2011
Assignment-II	15th January, 2012
Assignment-III	31 st January, 2012

There are three assignments in each subject. The subject teachers in the Study Center will correct these assignments and provide you feedback and suggestions for improvement. Learners will not be allowed to appear in Public Examination and/or their result will not be declared unless they have submitted at least one TMA in each subject. TMA should be submitted before appearing in the examination of the particular subject.

Note: Submission of one TMA in each subject is compulsory otherwise you may be debarred from appearing in Public Examination.

4. Examination and Certification

4.1 Public Examination

The Public Examination of SOS will be held twice in a year in the months of March-April and September on the dates fixed by the HPSOS/HPBOSE.

(a) Registration for Public Examination for admission through Study Centers.

To appear for the HPSOS examination, You must register through Study Centers as per schedule given below:

(i) For March-April Examination:-

* 1st December to 15th December (Without late fee)

* 16th December to 26th December (With late fee of Rs 200./- per subject)

(ii) For September Examination:-

* Dates to be notified in due course.

Procedure for Registration through the Study Centre.

(i) To register for the Public Examination of HPSOS being held in March-April and September you are required to go to the concerned Study Centre within the prescribed time schedule (announced in this Prospectus).

(ii) Filled up Examination form is to be deposited with the Co-ordinator of the concerned Study Centre along with the prescribed examination fee within the stipulated dates.

(iii) You must fill up the correct codes of the subjects (you choose) in the Examination Form. You can register for examination only in those subjects which you have selected at the time of admission or eligible otherwise. Do check the Subject-Codes you have filled in the Examination Form carefully.

IMPORTANT TO NOTE

Learners admitted to Secondary Course must ensure that for the purpose of obtaining a certificate at the Secondary level, a two year gap is essential from the year of passing the Middle (Class VIII) examination. If a student does not have the requisite gap of two years he/she can appear in maximum of five subjects only in the forthcoming March-April examination and subsequent September examination. The candidate will be eligible to appear in the remaining subjects only on completion of the two years gap.

No examination fee will be accepted at HPSOS headquarters.

In case, the Study Centre stands cancelled/non functional, the students may send Examination form and photograph duly attested by the Headmaster/Principal of a Govt./Private Affiliated

school alongwith fee in shape of Bank Draft directly to the HPBOSE, Dharamshala-176700 within prescribed dates in person or by post. The bank draft is to be drawn in favour of Secretary, H.P. Board of School Education, Dharamshala, payable at Dharamshala.

A student is required to contact his Study Centre or may log on HPSOS/HPBOSE website about two weeks prior to commencement of examination for finding out details regarding his/her examination and date sheets etc.

Allotment of Examination Centre is the prerogative of HPSOS. However, efforts are made to allot concerned Study Centre as Center of Examination keeping in view the availability of seating capacity. However, HPSOS shall allot any other Examination Center as per administrative conveniences.

A student is required to appear in the examination centre allotted to him/her by HPSOS. In case a student appears in an examination centre other than allotted by HPSOS, his/her result will be cancelled.

4.2 Scheme of Examinations:

The scheme of examination highlighting the codes of subjects, number of papers, maximum marks and duration of examination for each subject is given in the table below:

Secondary Examination:

GROUP A (Compulsory Subjects)

Code No.	Subject	No. of Papers	Maximum Marks	Duration (hours)
1	English	1	100	3
2	Mathematics	1	100	3
3	Hindi	1	100	3
4	Social Science	1	100	3
5	Science & Technology (Theory)	1	75	3
	(Practical)	1	25	3

GROUP B

Any one of the languages out of the following:

Code No.	Subject	No. of Papers	Maximum Marks	Duration (hours)
6	Urdu	1	100	3
8	Sanskrit	1	100	3
24	Punjabi	1	100	3
19	Tamil	1	100	3
20	Telugu	1	100	3

Elective Subjects:

Any one of the following subjects:

Code No.	SUBJECT	No. of Papers	Maximum Marks	Duration
7	Art (Art A & Art B)	1 & 1	60 & 40	3 & 3
9	Agriculture (Theory & Practical)	1 & 1	60 & 40	3 & 3
10	Commerce Elements of Business OR Elements of Book Keeping & Accountancy OR Typewriting - Eng. or Hindi (T & P)	1 1 1 & 1	100 100 25 & 75	3 3 3 & 3
11	Economics	1	100	3
12	Social Reconstruction	1	100	3
13	Home Science (T & P)	1 & 1	75 & 25	3 & 3
14	Music Vocal (T & P)	1 & 1	25 & 75	3 & 3
15	Music Instrumental (T & P)	1 & 1	25 & 75	3 & 3
16	Dance (T & P)	1 & 1	60 & 40	3 & 3
17	Drama (T & P)	1 & 1	60 & 40	3 & 3
18	Elements of Engineering (T & P)	1 & 1	60 & 40	3 & 3
25	Introductory Information Tech. (T & P)	1 & 1	40 & 60	3 & 3

Note : T- Indicates Theory & P- Practical.**4.3 Certification Criteria**

In order to pass in a subject and get a certificate of Secondary Course, the criteria laid down by HP SOS are given below:-

Course	Pass Criteria in a Subject	Certification Criteria
Secondary Course	A minimum of 33% marks separately in Theory and Practical subjects.	In order to pass the examination, a candidate appearing through HPSOS will be required to obtain 33% marks in all compulsory subjects of Group A and any one out of two subjects i.e. regional language and one elective subject of Group B.

4.4 Re-checking and Re-evaluation of Answer Scripts

If a candidate has appeared in the Public Examination and he/ she is not satisfied with the result, HP SOS provides an opportunity for re-checking and re-evaluation of answer scripts of theory papers only. The Examination Regulations for re-checking and re-evaluation of answer scripts applied to a learner of SOS will be the same as are applicable to formal candidates of HPBOSE.

4.5 Credit Accumulation

A student can avail as many as nine chances to appear in the Public Examinations for a course of study spread over a period of five years. HP SOS will keep the accumulated credits of student in particular subjects in its records till he/she clears all the required subjects for certification. The students must avail this flexible scheme of examination to learn well and to get better results. It may, however, become necessary for HP SOS to revise the syllabus of different courses from time to time and in that case the decision of HP SOS will be binding. Theory and Practical are considered as one unit and the student is required to pass separately in both papers with 33% marks. Hence, for appearing in a subject with practical at Secondary level, a student is required to appear in both theory and practical.

4.6 Unfair Means

In case of use of unfair means in the examination, the examination of candidate will be cancelled and he/she would be further debarred from appearing in the future examinations. Even admission of such student can also be cancelled.

4.7 Issue of Mark Sheet and Certificate

After the declaration of result candidate shall receive an Original Certificate through the concerned study centre. Migration Certificate will also be issued to successful candidates on written request in prescribed Proforma with requisite fee of Rs. 250/-.

4.8 Improvement of Performance

HP SOS allows a student to apply again in a subject, in which he/ she has already passed for improvement of performance, but only once.

A student is required to apply for improvement in the same manner as for appearing at the first examination by paying the required fee. This chance can be availed only once within five years from the time of admission. For subjects involving practical, a student has to appear in both theory and practical for improvement in the performance.

4.9 Application of Regulations

A learner of HPSOS will be regulated under the “H.P. Board of School Education Examination Regulations 1994” and the “Syllabi and Courses of study for Matriculation 2008”

Examination and other Miscellaneous Fees

(i) For Secondary Public Examinations

Examination fees	= Rs. 150/- per subject
Additional fees for Practical in subjects having both theory and practical	= Rs.100/-per subject
Late fee for Examination (after last date)	= Rs. 200/-per subject

(ii) Other Miscellaneous Fees

Duplicate copy of the certificate	= Rs. 300/-
Migration certificate	= Rs. 250/-
Duplicate Marks Sheet	= Rs. 300/-
Duplicate Identity Card	= Rs. 100/-
Amanuensis (Writer) (per session)	= Rs. 20/- per subject
Re-checking of Answer Script	=Rs. 150/- per Answer Sheet
Re-evaluation of Answer Script	= Rs. 200/- per Answer Sheet

Note:-

The Examination fee is required to be paid by all learners

The fee once paid for Examinations will not be refunded or adjusted under any circumstances.

For obtaining duplicate copy of Mark Sheet, Certificate and Migration Certificate, download the Application Form from HP SOS website or obtain it from any outlet of the Board and from registered book sellers.

Interpretation:- If any question of interpretation of these regulations or any other point specially not covered by the regulations mentioned in this Prospectus arises, the Chairman will be the competent authority to take a final decision.

Appendix-A

LIST OF BOARD SALE BOOK DEPOTS FROM WHERE STUDY MATERIAL CAN BE PROCURED:-

<u>Sr No.</u>	<u>Name</u>	<u>Telephone No.</u>
1.	H.P. School Education Sale Book Depot Bhoranj Distt. Hamirpur-176045	94181 35307
2.	H.P. School Education Sale Book Depot Bilaspur Distt. Bilaspur-174001	01978 223875
3.	H.P. School Education Sale Book Depot Chamba Distt. Chamba-176310	01899 225185
4.	H.P. School Education Sale Book Depot Ghumarwin Distt. Bilaspur-174021	98054-10236
5.	H.P. School Education Sale Book Depot Hamirpur Distt. Hamirpur-177001	01972 224499
6.	H.P. School Education Sale Book Depot Jassur Distt. Kangra- 176201	01893 226576
7.	H.P. School Education Sale Book Depot Kullu Distt. Kullu -175101	01902 223116
8.	H.P. School Education Sale Book Depot Mandi Distt. Mandi-175001	01905 225193
9.	H.P. School Education Sale Book Depot Nahan Distt. Sirmour-173001	01702 222688
10.	H.P. School Education Sale Book Depot Paprola Distt. Kangra-176115	01894 242834
11.	H.P. School Education Sale Book Depot Shimla Distt. Shimla -171001	01772 841990
12.	H.P. School Education Sale Book Depot Rampur Distt. Shimla-172001	01782 234368
13.	H.P. School Education Sale Book Depot Reckong Peo Distt. Kinnaur-174001	01786 222113
14.	H.P. School Education Sale Book Depot Rohru Distt. Shimla -171207	01781 240603
15.	H.P. School Education Sale Book Depot Solan Distt. Solan – 173212	01792 221031
16.	H.P. School Education Sale Book Depot Una Distt. Una-174303	01975 225191

In addition to above Study Material can also be procured from H.P. Board of School Education Dharamshala-176700 and from the booksellers registered with the Board for sale of text-books and other printed documents.

Appendix-B

List of HPSOS Study Centre for the Session 2011-2012:-

Code No. **Name of Study Centre**

District Bilaspur:-

0101 GGSSS BILASPUR -174001
0102 GGSSS GHUMARWIN-174021

District Chamba:-

0201 GSSS BHARMOUR-176315
0202 GGSSS CHAMBA-176310
0203 GSSS CHOWARI-176302
0204 GSSS KILLAR (PANGI)-176323
0205 GSSS TISSA-176316

District Hamirpur:-

0301 GSSS BHORANJ-176045
0302 GHS BARSAR-174305
0303 GGSSS HAMIRPUR-177001

District Kangra:-

0401 GSSS DEHRA GOPIPUR-177101
0402 GBSSS DHARAMSHALA-176215
0403 GSSS JAISINGHPUR-176095
0404 GSSS JAWALI-176023
0405 GSSS NEW KANGRA-176001
0406 GGSSS NURPUR-176202
0407 G(Co-Edu)SSS PALAMPUR-176061

District Kinnaur:-

0501 GSSS RE-KONGPEO-172107

District Kullu:-

0601 GSSS ANNI-172026
0602 GSSS BANJAR-175123
0603 GGSSS KULLU-175101

District Lahaul Spiti:-

0701 GSSS KEYLONG-175132
0702 GSSS KAZA-172114

District Mandi:-

0801 GSSS GOHAR-175029
0802 GGSSS JOGINDERNAGAR-176120
0803 GSSS KARSOG-171304
0804 GGSSS MANDI-175001
0806 GGSSS SARKAGHAT-175024
0807 GGSSS SUNDERNAGAR-174401

District Shimla:-

0901 GSSS CHOPAL-171211
0902 GGSSS RAMPUR BUSHEHAR-172001
0903 GGSSS ROHRU-171207
0904 GGSSS PORTMORE SHIMLA-171002
0905 GGSSS THEOG-171201

District Sirmour:-

1001 GGSSS NAHAN-173001

District Solan:-

1101 GGSSS ARKI-173208
1102 GGSSS NALAGARH-174101
1103 GGSSS SOLAN-173212

District Una:-

1201 GSSS AMB-177203
1202 GGSSS UNA-174303

Instructions for filling up the Application form for Admission 2011-2012

General Instructions:

1. Before filling up the application form, please ensure your eligibility for admission as given in the prospectus, otherwise the application form will be cancelled and the fee paid by you will not be refunded. Neither any intimation will be sent to you, not any correspondence will be entertained in this regard.
2. One application form for Enrolment has been attached in the prospectus. This form is for computer scanning. Do not fold this form and do not attach any document with this form.
3. Information in the admission form should be filled in English only.
4. You should ensure that the particulars filled in the application form are correct. Don't leave any column blank in the admission form. You have to submit original form alongwith two photographs and signatures on form alongwith supporting documents at the Study Centre. Study Centre will issue provisional admission letter cum receipt to you.
5. Writing should be legible. Any cutting should be attested.

Other Instructions:

Your Enrolment Number: It will be filled by the Study Centre where you have deposited the admission form. Please leave it blank.

1. **Name of Candidate:** Write your name in block letters, in English. Each letter should be written in a separate column as per specimen given below, leaving one space between name, middle name and surname.

B	H	U	W	A	N		B	H	A	S	K	A	R		J	O	S	H	I
---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	---

You should mention your name as already recorded in your previous school or Board certificate.

- 2 & 3 **Father's Name and Mother's Name:** Write your father's name and mother's name in block letters in English as per specimen given below. Do not write Shri, Smt. Mr. or Mrs. before the name.

K	A	M	A	L		C	H	A	N	D	E	R		J	O	S	H	I
---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	---

Your father's name and mother's name should tally with your previous records. This will be recorded in the certificates. No change will be permitted later on. The students who don't want their father's /mother's name to be printed on the certificate. Kindly put cross XXXXXXXXXXXXXXXXXXXX upto 15 boxes given for father's name or mother's name.

4. **Date of Birth:** Mention your date of birth correctly. Attach the attested copies of documents in proof of date of birth as per the Table-2 in the prospectus. If, for example, your date of birth is 17th April 1986, it should be written as under.

17	04	1986
DATE	MONTH	YEAR

5. **Telephone No.** Please write your 10 digit mobile number/ landline number.
6. **Postal Address:** Please write your complete postal address in block letters in English.
7. **Gender:** Write 1 for Male and 2 for Female in the box provided.
8. **Category:** Write 1 for General, 2 for SC, 3 for ST, 4 for OBCs (Other Backward Classes) 5 for Handicapped and 6 for Ex-Servicemen in the box provided.
9. **Disability:** Write 1 for Locomotor disability, 2 for Visually impaired, 3 Mentally retardation, 4 for Mental illness, 5 Not applicable in the box provided.
10. **Course Applied for:** Write 2 for Secondary Course in the box provided.
11. **Nationality:** Write 1 for Indian and 2 for any other in the box provided.
12. **Your Previous Qualification:** Write VIII in the column.
13. **Religion:** Write 1 for Hindu 2 for Muslim 3 for Christian 4 for Sikh 5 for Jain 6 for Budhist 7 for Parsi and 8 for Jews.
14. **Annual Family Income:** Write 1 for upto 50,000/- 2 for upto 1,00,000/- 3 for upto 1,50,000/- in the box provided.
15. **Subject Choices:** Write code No. of the subjects chosen as scheme of studies in the box provided.
16. **Details of VIII Board Examination:** If you are seeking admission to Secondary Course you should mention the following:
a) The year when you have passed the Middle examination/ Equivalent Examination.

- b) The Roll Number of the Board/Institution.
- c) Write name of the Board/Institution from where Middle Standard examination passed.

17. Whether you are applying for Transfer of Credit (TOC): Write 1 for Yes and 2 for No.

18. Details of TOC Subjects: Please see relevant section of the prospectus.

19. Amount of Fee paid: The enrolment/admission fee is to be paid as prescribed in the prospectus through Bank Draft only in favour of the Secretary, HP Board of School Education payable at Dharamshala. No fee should be paid through cash.

Note:

Signature of the learner and Counter Signature of Parent/Guardian:

Learner and Parent/guardian are requested to sign the declaration with date as per column provided on back of the Application Form of admission.

Photograph: You should paste passport size (4cm x 3cm) photograph on the enrolment form. Photograph and Enrolment form should be duly attested by the Co-ordinator of the Study Centre.

Provisional admission letter-cum-receipt is given in this prospectus. Please take the provisional admission letter-cum-receipt from the Study Centre immediate after submission of your application for enrolment.

Himachal Pradesh State Open School (HPSOS) of
H.P. Board of School Education (HPBOSE)

Provisional Admission Letter-Cum-Receipt

(To be filled in by the Study Centre)

Received Application Form from _____
for admission to Secondary Course of HPSOS on dated _____
alongwith a fee of Rs. _____ through Bank Draft No. _____
dated _____.

Your Enrolment No. is

--	--	--	--	--	--	--	--	--	--

Please note this number carefully as you have to quote this for communication with your Study Centre/HPSOS.

Dated _____

Signature of Co-ordinator with seal

Study Centre Name _____

Code _____