



# The Gazette of Meghalaya

## PUBLISHED BY AUTHORITY

No. 19

Shillong, Thursday, May 7, 2026

17<sup>th</sup> Vaisakha, 1948 (S. E.)

*Separate paging is given on this part in order that it may be filed as a separate compilation.*

### PART-IIA

#### GOVERNMENT OF MEGHALAYA

#### NOTIFICATIONS

The 24<sup>th</sup> April, 2026.

**No.MBOSE/SSLC/Exam/219/R/2026/12361.**- In exercise of the powers conferred under Sections 12 (ii, iii, v and vi) and 23 (iii, v, vii, viii and ix) of the Meghalaya Board of School Education Act, 1973 (Act No. 10 of 1973), the Meghalaya Board of School Education makes the following Regulations with the approval of the Government:

#### CHAPTER - 1

#### SHORT TITLE, EXTENT, COMMENCEMENT AND DEFINITIONS

##### 1.1. Short Title, Extent and Commencement:

- (i) These Regulations shall be called the "Regulations for the Conduct of Secondary School Leaving Certificate (SSLC) Examination, 2026".
- (ii) These Regulations shall extend to all the Secondary schools in the State of Meghalaya.
- (iii) It shall come into force with effect from the date of its notification in the Official Gazette.

##### 1.2. Definitions:

In these Regulations, unless there is anything repugnant in the subject or the context;

- (i) "Act" means the Meghalaya Board of School Education Act 1973 (Act No. 10 of 1973).
- (ii) "Admission Register" means a Register maintained by the school for admissions of students.
- (iii) "Affiliation" means Conditional Affiliation of Secondary Schools to the Board after being granted the recognition by the concerned authority.
- (iv) "Candidate" means a student who seeks permission from the Board to sit for the Examination,
- (v) "Centre" means the place where the SSLC Examination is conducted.

- (vi) "Controller of Examinations" means the Director Accreditation and Controller of Examinations of the Board.
- (vii) "Compartmental" refers to candidates re-taking the failed subjects.
- (viii) "District School Education Officer (DSEO)" means Officer of Education Department who is in charge of school education in the district.
- (ix) "District Selection Test Committee" means a committee constituted by District School Education Officer for the purpose of conducting Selection Test.
- (x) "Examinee" means a candidate who appears in the SSLC Examination.
- (xi) "Gazetted Officer" means a Gazetted Officer under State or Central Government.
- (xii) "Government" means the Government of Meghalaya.
- (xiii) "Head of the Institution" means the Headmaster or Headmistress or Principal of the Secondary Schools.
- (xiv) "Institution" means the Secondary School in the state of Meghalaya imparting school education leading to the Secondary School Leaving Certificate (SSLC) Examination.
- (xv) "Improvement" refers to candidates appearing in the Second Examination to improve their marks.
- (xvi) "Migration Certificate" means a Certificate issued by MBOSE for pursuing further studies after passing the SSLC Examination or its equivalent.
- (xvii) "Officer-in-Charge" means the Officer-in-Charge of the SSLC Examination Centre.
- (xviii) "Registration" means Registration of regular students in Class IX or private students in the year of examination by the Board.
- (xix) "Sector" means an additional Institution or building requisitioned by the Officer-in - Charge duly approved by the Executive Chairman to conduct the Examinations.
- (xx) "Selection Test" means Test conducted by a concerned Affiliated Institution or the District Selection Test Committee for selecting students to appear at the SSLC Examination.
- (xxi) "SSLC Examination" means the Secondary School Leaving Certificate Examination conducted by the Board.
- (xxii) "Student" means both Regular student and Private student.
- (xxiii) "Transfer Certificate" means a Certificate issued to a student by an Institution on seeking transfer to another Institution.

**CHAPTER - 2****ADMISSION OF STUDENTS TO A SECONDARY SCHOOL****2.1. Admission Specific Requirements:****(i) Admission of Regular Students to Class IX:**

- (a) Admission:** A student shall be admitted to Class IX only if he/she has completed a regular course of study in Class VIII, passed the Annual Promotion Examination of Class VIII, and produced the requisite supporting documents issued by the concerned school.
- (b) Verification:** All supporting documents shall be verified by the Head of the Institution where admission is sought. Students transferring from other States/Union Territories shall submit a Transfer Certificate duly countersigned by the competent authority of the respective State/Union Territory.
- (c) Registration:** Every institution shall register its students of Class IX with the Board at the beginning of every academic session. Students need to submit relevant documents and fees which will be notified at the time of registration. PWD students are exempted from paying the fees.

**(ii) Admission of Regular Students to Class X:**

- (a)** A student shall be admitted to Class X in an Institution only if he/she:
  - (1) has completed a regular course of study and passed Class IX Internal/ Promotion Examination or its equivalent; and
  - (2) has obtained prior permission from the Board, within the stipulated time as notified by the Board, in cases of transfer from another institution or Board.

**(b) Re-admission of Failed Candidates:**

A student who has failed the SSLC Examination may be re-admitted to Class X immediately after the declaration of results, subject to the production of necessary documents (Mark Sheet, Admit Card, and Registration Card) and with due intimation to the Board.

**(iii) Admission Register:**

All institutions shall maintain an admission register and other relevant documents pertaining to the admitted students and the same shall be available to the Inspecting Officer(s).

**CHAPTER-3****EXAMINATION AND ELIGIBILITY****3.1. Scheme of Secondary School Leaving Certificate (SSLC) Examination:**

The Board shall conduct the Secondary School Leaving Certificate (SSLC) Examination twice within the same academic year, namely the 'First Examination' and the 'Second Examination'. The First Examination shall be compulsory, while the Second Examination shall be optional.

**3.2. Categories of Candidate:**

- (i) There shall be three (3) categories of candidates for the Secondary School Leaving Certificate (SSLC) Examination, namely Regular-1, Regular-2, and Private.
- (ii) Regular-1 Candidates shall be those who pursue a regular course of study, as prescribed by the Board, in a recognised Secondary School affiliated with the Board. This category shall also include unsuccessful candidates who have been re-admitted either in the same school or in another MBOSE-affiliated school and who attend a regular course of study. Regular-1 candidates who appear for improvement of results will be further categorised as 'Compartmental' or 'Improvement' as the case may be.
- (iii) Regular-2 Candidates shall be those who pursue a regular course of study, as prescribed by the Board, in a recognised Secondary School not affiliated with the Board. This category shall also include unsuccessful candidates who have been re-admitted either in the same school or in another recognised non-affiliated school and who attend a regular course of study. Regular-2 candidates who appear for improvement of results will be further categorised as 'Compartmental' or 'Improvement' as the case may be.
- (iv) Private Candidates shall be those who are enrolled, for the purpose of appearing in the SSLC Examination as Private Candidates, in affiliated schools designated as SSLC Examination Centres, in the year in which the examination is conducted.
- (v) Candidates migrating from other States or Boards shall be classified as Regular-1 or Regular-2, as the case may be, and shall not be permitted to be enrolled as Private Candidates.

**3.3. Eligibility to Appear at the SSLC Examination as Regular Student:**

A Regular candidate for the SSLC Examination should have

- a) passed Class IX Internal/ Promotion Examination after completion of the prescribed regular courses of studies for Class IX in a Secondary School of this Board or any other recognized Board.
- b) passed the Selection Test conducted by the Institution or Selection Test Board headed by District School Education Officer prior to the SSLC Examination after completion of the regular courses of studies for Class X.

Provided that a candidate who has been expelled from the SSLC Examination and debarred shall not be permitted to appear in the current SSLC Examination and may be allowed to appear in subsequent SSLC Examination(s), subject to the terms and conditions of such debarment and as may be notified by the Board from time to time.

**3.4. Admission to Examination for Regular Candidates:**

- (i) The Secondary School Leaving Certificate Examination will be open to such regular candidates who have submitted duly completed Application Forms along with the prescribed fees.
- (ii) The application form shall be forwarded by the Head of the Institution certifying that:
  - (a) the candidate has attended classes regularly and completed regular course of study as prescribed by the Board;
  - (b) the candidate has passed the Selection Test conducted by the school concerned;
- (iii) The Date of Birth of a candidate is as per the records in the Admission Register of the School and should be at least 15 (fifteen) years of age on or before the 31<sup>st</sup> December in the year of appearing the SSLC Examination.
- (iv) Requisite number of passport size photographs and photocopy of the registration card of the candidate are submitted as instructed by the Board;
- (v) The candidate has not passed equivalent or Higher Examination of any Board or University;
- (vi) The candidate satisfies all other provisions of the Examination regulations and any other provisions concerning admission to the Examination.

**3.5. Admission of Private Candidates:****(i) Institutions Eligible to Admit Private Candidates:**

Only affiliated schools duly designated as SSLC Examination Centres shall be permitted to admit Private Candidates. Such admission shall be made only in the academic year in which the student intends to appear for the SSLC Examination.

Provided that the Board may, by a separate notification and for reasons to be recorded in writing, restrict or prohibit any Examination Centre from admitting Private Candidates on grounds including, but not limited to, an excessive concentration of centres within a district, inadequacy of infrastructure or academic resources, or the inability of the institution to effectively support Private Candidates, or for any other reason deemed appropriate by the Board in the interest of the conduct of examinations.

**(ii) Eligibility Conditions:**

- a) The student must be a domicile of Meghalaya. Any one of the following documents, pertaining to the student or his/her parents, shall be submitted as proof of domicile: MHIS Card, MGNREGS Job Card, EPIC (Voter ID), PDS (Ration) Card, or any other document as may be notified by the Board from time to time.
- b) There shall be no upper age limit. However, the student shall have attained a minimum age of fifteen (15) years on or before 31<sup>st</sup> December of the year in which he/she appears for the SSLC Examination.
- c) Students who discontinue regular schooling before completing Class X shall not be permitted to seek admission as private candidates until the expiry of a minimum period of ten (10) years minus the last class studied. This provision is intended to discourage premature dropout from regular schooling for the purpose of appearing in the SSLC Examination as a private candidate. For instance, a student who discontinues studies after Class VIII shall not be eligible for admission as a private candidate

until a minimum period of two (2) years has elapsed. Such practices, aimed at circumventing regular schooling requirements, shall be strictly discouraged.

**(iii) Verification of Documents:**

All supporting documents shall be verified by the Head of the Institution where admission is sought.

**(iv) Registration with the Board:**

Every institution admitting private students shall register such students with the Board on or before 1<sup>st</sup> June of the relevant academic year,

**(v) Instructional Support for Private Candidates:**

The school admitting Private Candidates shall provide such minimum hours of contact classes, instructional support, and learning materials, and shall do so in such manner as may be prescribed by the Board from time to time, to ensure adequate academic preparation of such candidates for the SSLC Examination.

**3.6. Admission to Examination for Private Candidates:**

The Secondary School Leaving Certificate Examination will be open to such private candidates who have submitted his/her duly completed application form along with the prescribed fees through Officer-in-Charge of the Examination Centre.

Notwithstanding anything contained elsewhere in these Regulations, only the following categories of candidates shall be eligible for registration as Private Candidates for the Secondary School Leaving Certificate (SSLC) Examination, subject to verification and approval by the Board:

**(i) Candidates who discontinued regular schooling due to genuine hardship:**

Candidates who were compelled to discontinue regular schooling owing to socio-economic hardship, health-related issues, family responsibilities, or other circumstances of a similar nature beyond their control, provided that a minimum period calculated as ten (10) years minus the last class successfully completed has elapsed from the date of such discontinuation.

**(ii) Candidates who exhausted all permissible attempts prior to 2025:**

Candidates who appeared in the SSLC Examination and could not be declared successful even after exhausting all permissible attempts prior to the year 2025 shall be eligible to register as Private Candidates for the SSLC Examination.

This additional opportunity is being extended in view of the significant reforms introduced in the SSLC Examination system from the year 2025 onwards, including the introduction of the Supplementary Examination and other improvements in the examination pattern and support mechanisms, which were not available to such candidates during their earlier attempts.

**(iii) Candidates pursuing professional sports or games:**

Candidates who are actively engaged in professional sports or games at the State, National, or international level, where regular school attendance is rendered impracticable due to training or competition commitments, subject to certification by a recognised Sports Club, Sports Association, or the competent authority of the Sports Department, in such form as may be prescribed by the Board.

**(iv) Candidates pursuing professional art forms:**

Candidates who are pursuing recognised professional art forms, including but not limited to music, dance, theatre, fine arts, or other performing or visual arts, and whose professional training or performance obligations prevent regular school attendance, subject to certification by a recognised institution, professional body, or other competent authority, as specified by the Board.

**(v) Other categories as notified by the Board:**

Such other categories of candidates as the Board may, for reasons to be recorded in writing, notify from time to time in the interest of equity, inclusion, or special educational circumstances.

Provided that the Board shall have the authority to scrutinise, accept, or reject any application for registration as a Private Candidate if the conditions prescribed herein are not satisfactorily fulfilled or if the application is found to be an attempt to circumvent the requirements of regular schooling.

**3.7. Selection Test for Regular - 1 Candidates:**

- (i) The concerned school shall conduct a Selection Test for Regular - I candidate prior to the conduct of the SSLC Examination, in accordance with the guidelines issued by the Board from time to time.
- (ii) Every Regular - 1 candidate shall be required to qualify in the Selection Test in order to be eligible to appear in the SSLC Examination, (iii) Candidates who fail to qualify in the Selection Test conducted by the school may appear in the Selection Test conducted by the District Selection Test Board in the subsequent academic year. Upon successfully qualifying in such Selection Test and appearing in the SSLC Examination, the candidate shall be classified as "Individual Private"; however, no reference to the name of the original school shall be made in the publication of the results,
- (iv) Candidates who have qualified the Selection Test but are unable to appear in the SSLC Examination in the same academic year shall not be required to re-qualify the Selection Test in the immediately succeeding academic year. In such cases, the concerned school shall forward the candidate's application for the SSLC Examination in the subsequent year along with other regular candidates. This concession shall be available only for one (1) academic year. Upon expiry of the said period, the candidate shall be deemed to have dropped out of regular schooling and shall thereafter be eligible to appear in the SSLC Examination only as a 'Private Candidate' or as 'Individual Private Candidate', subject to the applicable Regulations.

**3.8. Selection Test for Regular-2 Candidates:**

- (i) The concerned District Selection Test Board shall conduct a Selection Test for Regular-2 candidates of the district prior to the conduct of the SSLC Examination, in accordance with the guidelines issued by the Board and Directorate of School Education & Literacy (DSEL) from time to time.
- (ii) Every Regular-2 candidate shall be required to qualify in the Selection Test in order to be eligible to appear in the SSLC Examination.
- (iii) The District Selection Test Board shall fix the fee to be paid by the candidates for the purpose of the Selection Test.
- (iv) Candidates who fail to qualify in the Selection Test may appear in the Selection Test conducted by the District Selection Test Board in the subsequent academic year. Upon successfully qualifying in such Selection Test and appearing in the SSLC Examination, the candidate shall be classified as 'Individual Private'; however, no reference to the name of the original school shall be made in the publication of the results.

- (v) Candidates who have qualified the Selection Test but are unable to appear in the SSLC Examination in the same academic year shall not be required to re-qualify the Selection Test in the immediately succeeding academic year. In such cases, the concerned school shall forward the candidate's application for the SSLC Examination in the subsequent year along with other regular candidates. This concession shall be available only for one (1) academic year. Upon expiry of the said period, the candidate shall be deemed to have dropped out of regular schooling and shall thereafter be eligible to appear in the SSLC Examination only as a 'Private Candidate' or as 'Individual Private Candidate', subject to the applicable Regulations.

### **3.9. Selection Test for Private Candidates:**

- (i) There shall be no Selection Test prescribed for Private Candidates.
- (ii) The affiliated school admitting Private Candidates shall, however, conduct a screening or competency assessment prior to admission and before forwarding the application to the Board, in such manner and subject to such criteria as may be prescribed by the Board from time to time, in order to assess the academic preparedness and competence of the candidate to appear in the SSLC Examination.

### **3.10. Forwarding of Applications of Eligible Candidates/issue of Admit Cards:**

- (i) The Heads of the Institutions shall forward the name of all the eligible candidates as per the Regulations of the Board within the stipulated time as notified by the Board.
- (ii) Having fulfilled all the above-mentioned criteria, the Board shall issue admit card to the eligible candidate through the Institutions/ Centres concerned.

### **3.11. Exemption to the Physically and Mentally Challenged Candidates:**

- (i) To a candidate with Visual Impairment, Dyslexia, Blindness, Low-Vision, Leprosy Cured Persons, Hearing Impairment, Locomotor Disability, Dwarfism, Intellectual Disability, Mental Illness, Autism Spectrum, Cerebral Palsy, Muscular Dystrophy, Chronic Neurological Conditions, Specific Learning Disabilities, Multiple Sclerosis, Speech and Language Disability, Thalassemia, Haemophilia, Sickle Cell Disease, Multiple Disabilities Including Deaf-Blindness, Acid Attack Victims, and Parkinson's Disease.
- (ii) These candidates are permitted to use Amanuensis/ Copyist as the case may be and shall be allowed an extra time of one hour for every three hours of examination time.
- (iii) The Heads of the Institutions shall seek prior permission from the Board to avail the concessions for PWD Candidates by submitting the Disability Certificate and UDID number issued by the competent authority. The permission order shall be submitted to the Officer-in-charge of the examination centre.
- (iv) Hearing Impaired Candidates are exempted from appearing in Indian Language/ Additional English.
- (v) Physically challenged candidates, who are unable to write by themselves, are exempted from answering question relating to diagrams, graphs, maps and such other questions. In lieu of these, other questions will be set for such candidates having the same weightage and it will be indicated in the Question Papers as such.
- (vi) All PWD Candidates as specified above are exempted from paying examination fees.

**3.12. Use of Amanuensis and Appointment of Amanuensis:**

An Amanuensis may be allowed in the following cases:

- (i) to a Visually Impaired, Physically Challenged or Spastic/ Dyslexic Candidate.
- (ii) In case of an accident rendering the candidate unable to write the examination as certified by a Medical Officer,
- (iii) On sudden illness, rendering the candidate unable to write as certified by a Medical Officer.

An Amanuensis must be a student, who has cleared Class IX annual promotion/ examination and who is studying in Class X in the year of examination.

The Officer-in-Charge of the Examination Centre concerned shall choose a suitable Amanuensis and forward the name with necessary particulars such as class in which the Amanuensis is studying, name of the school and present address of the candidate and for consideration and approval two months before the commencement of the examination.

The Officer-in-Charge of the Examination centre will arrange a suitable room for the candidate and the Amanuensis and appoint one special Invigilator to Supervise the examination.

A Candidate with Visual Impairment, Dyslexia, Blindness, Low-Vision, Leprosy Cured Persons, Hearing Impairment, Locomotor Disability, Dwarfism, Intellectual Disability, Mental Illness, Autism Spectrum, Cerebral Palsy, Muscular Dystrophy, Chronic Neurological Conditions, Specific Learning Disabilities, Multiple Sclerosis, Speech and Language Disability, Thalassaemia, Haemophilia, Sickle Cell Disease, Multiple Disabilities Including Deaf-Blindness, Acid Attack Victims, and Parkinson's Disease will be provided service of an Amanuensis free of cost and approved by the Board.

**3.13. Granting of Concessions for Students with Specific Learning Disabilities:**

Students with the following conditions of Specific Learning Disabilities with certification from a Medical expert shall be granted concession to enable them to appear at the Board's Examination. The concerned institutions should inform the Board of such cases well ahead of time:

**(i) For Dyscalculia only:**

- (a) Option of appearing at Lower Grade Level Mathematics of Class VII with newly prescribed syllabus and Meghalaya Edition NCERT textbook for 80% external marks and 20% internal marks.
- (b) Exemption from Algebra and Geometry part from the Class VII syllabus.
- (c) Extra Work Experience/Work Education classes are to be conducted in lieu of Algebra & Geometry Classes.
- (d) Candidates willing to appear "Low Grade Mathematics" shall have to produce Disability Certificate duly certified by a Competent Medical Authority with Unique Disability ID (UDID) Number as given by the respective UDID Project Centres/District Disability Resource Centres (DDRC) attached to Civil Hospital, Shillong, Jowai, Nongstoin, and Tura.

**(ii) For Dyslexia only:**

Overlooking of spelling mistakes during evaluation.

**(iii) For Dysgraphia only:**

Overlooking of reading disability.

**3.14. Change of Institution/Examination Centre/Subject:**

- (i) An unsuccessful candidate shall appear only from the allotted Examination Centre.
- (ii) Transfer from one Institution/ Examination Centre to another including from other recognised board shall be allowed within the stipulated time with prior permission from the Board on production of the following documents and subject to verification of the originals:
  - (a) a photocopy of the transfer order of the parents/ guardian for verification (if any)
  - (b) no objection certificate from the officer-in-charge of the Examination Centre/ Institution where the candidate intends to be transferred;
  - (c) Self-attested copies of Registration Card, Transfer Certificate and Mark-sheet. Transfer Certificate is compulsory for students from other recognised Boards which should be countersigned by the respective DSEO and
  - (d) any other documents as may be required by the Board.
- (iii) The last date for change of institution/subject shall be notified by the Board.
- (iv) A prescribed fee as determined by the Board will be charged for change of centre/ institution/subject which may be paid at the MBOSE Office Tura/Shillong.
- (v) No candidate shall be allowed to appear from another Centre without prior permission from the Board. The Head of Institution/ Officer-in-Charge of the Examination Centre shall ensure that such cases do not occur.
- (vi) The prescribed Application Form for the purpose is shown at Annexure - 2.

**3.15. Candidates from Other States / Boards:****(i) Unsuccessful Candidates of Other Boards:**

Candidates who have appeared and been unsuccessful in the SSLC or an equivalent examination conducted by any other recognised Board and who seek to appear in the SSLC Examination under this Board shall be required to submit a Transfer Certificate and/or Migration Certificate issued by the concerned Board and duly countersigned by the District School Education Officer of the concerned district. Such candidates shall be permitted to appear only as Regular Candidates by obtaining regular admission to Class X in an affiliated school. Admission of such candidates as Private Candidates shall not be permitted.

**(ii) Candidates Not Appearing in Board Examination:**

Candidates from other Boards who have not appeared in the SSLC or an equivalent examination shall be required, at the time of admission, to submit a Transfer Certificate duly countersigned by the District School Education Officer of the concerned district. Such candidates may be admitted to either affiliated or recognised non-affiliated schools, in accordance with the applicable admission rules.

**(iii) Registration with the Board:**

All such candidates shall be issued a Registration Number by the Board upon completion of the prescribed admission and verification process.

**CHAPTER - 4****APPLICATION FORMS AND FEES****4.1. Submission and Withdrawal of Application Forms:****(i) Mode of Submission of Application Forms for Regular and Private Candidates:**

A candidate shall submit the application forms duly filled in, through the Head of the respective Institution, along with all necessary documents as specified below.

**(ii) Submission of Application Forms by the Heads of the Institutions/ Officer-in-Charge of the Examination Centre:**

(A) In case of Regular Candidates, the Head of the institution shall submit the following within the notified date:

- (a) A consolidated statement of all the candidates in the prescribed format;
- (b) Application forms of the candidates duly scrutinised and certified;
- (c) Examination Fees;
- (d) Class IX mark sheet;
- (e) Attested copy of mark-sheet and original admit card of last SSLC Examination in respect of candidate who appeared and failed;
- (f) Attested copy of Registration Card;
- (g) Statement of subject-wise number of candidates in the prescribed format.

(B) In case of Private Candidates and also the candidates seeking improvement of their results, the Officer-in-Charge of Examination Centre shall submit the following within the notified date:

- (a) A consolidated statement of all the candidates in the prescribed format;
- (b) Application forms of the candidates duly scrutinised and certified;
- (c) Examination Fees;
- (d) Attested copy of mark-sheet and original admit card of last SSLC Examination in respect of candidate who appeared earlier;
- (e) Attested copy of Registration Card;
- (f) Statement of subject-wise number of candidates in the prescribed format.

**(iii) Withdrawal of Application Forms of Regular Candidates:**

The Head of the Institution/ Officer-in-Charge concerned shall withdraw the application forms forwarded to the Board's Office in respect of Candidates -

- (a) who have not fulfilled the conditions laid down under these Regulations;
- (b) who were not successful in the Selection Test.

**4.2. Cancellation of Examination:**

- (i) If a candidate's admission to the SSLC Examination was secured by error, false statement, fraud, production of false document or irregular admission in Classes IX & X, the Board shall have the power to cancel the candidate's admission to the Examination, including forfeiture of the Examination fees, notwithstanding the inclusion of the name of the candidate in the list of the examinees. Such candidates shall also be debarred from appearing in the Examination for such further period as the Board may determine in each case.
- (ii) The Board may admit a candidate to the Examination provisionally, where enquiries in respect of his eligibility for admission to the Examination are in progress.
- (iii) Notwithstanding the issue of the Admit Card or provisional admission to the Examination, if in the opinion of the Board, the candidate has in anyway contravened the provisions of the Board's regulations for the Examination; the Board shall have the right to cancel the candidature either before, during or after the Examination. The Board shall also debar a candidate from appearing at any subsequent Examination of the Board.
- (iv) Any school found to have furnished wrong information relating to admission and sending of ineligible candidates to the examination or have flouted the various provisions of these Regulations shall be liable for action as follows:
  - (a) De-Affiliation of the school as per relevant rules.
  - (b) Withdrawal of Examination Centre.
  - (c) Recommendation of action to the Education Department against the Head of the Institution/ Officer-in-Charge and any other involved.

**4.3. Payment of Examination Fees:**

- (i) A candidate shall pay fees as prescribed, subject to revision by the Board from time to time.
- (ii) Prescribed fee of candidates of recognized institutions shall be deposited by the candidates in the institutions which shall be remitted collectively by the Head of the Institution to the Board by Bank Draft/Online Payment in favour of the Executive Chairman, Meghalaya Board of School Education, Tura.
- (iii) Prescribed fee of candidates of non-affiliated institutions shall be deposited collectively by the concerned institution to the Centre which will be remitted to the Board along with the application forms as per the instructions issued by the Board.
- (iv) Prescribed fee of a candidate who desires to improve his/her result of the SSLC Examination shall be deposited by the candidate concerned to the SSLC Examination Centre along with the application form as per the instructions issued by the Board.

**4.4. Utilization of Centre Fees:**

Centre fees collected shall be retained by the Examination Centre to be utilized for centre contingencies including:

- (i) Payment of remuneration as prescribed by the Board may be paid to the Officer-in-Charge and Asst. Officer-in-Charge of the Centre, Invigilators, Assistant-cum-Computer Operator, Grade IV employees, etc.

- (ii) All postal charges including dispatch of Answer Scripts.
- (iii) Transport charges for conduct of examinations.
- (iv) Stationery articles relating to conduct of examinations.
- (v) If an institution (affiliated/unaffiliated) is clubbed to a centre, the centre fees should be placed at the disposal of that Examination Centre.

**4.5. Forfeiture of Fees:**

The fees once paid by the candidate who is unable to appear the whole or part of the examination shall be forfeited to the Board.

**4.6. Refund of Fees:**

Examination fees once paid shall not be held in reserve for a future Examination, but may be refunded prior to the examination under the following circumstances.

- (i) Demise of a candidate.
- (ii) A candidate's name being withdrawn by the Head of the concerned Institution.

**CHAPTER-5**  
**OPENING OF EXAMINATION CENTRES, APPOINTMENT AND DUTIES OF**  
**OFFICER-IN-CHARGE, ETC.**

**5.1. Opening of Examination Centres:**

- (i) The Board shall conduct an inspection for the purpose of opening a new Examination Centre.
- (ii) The Examination Centres shall be set up in the Secondary Schools affiliated with the Board subject to fulfilment of the following criteria:
  - (a) Permanent buildings with proper enclosure.
  - (b) Sufficient rooms with ventilation, fans, lights, furniture and water supply.
  - (c) Adequate sanitary facilities separately for boy and girls within the premises of the institution.
  - (d) Free from pollution and other disturbances.
  - (e) Treasury/Police/Thana/Bank within reasonable distance of the Centre for depositing all confidential documents relating to the Examination.
  - (f) Good roads and regular bus service to and from the area of examination.
  - (g) A Hospital or a dispensary within reasonable distance of the Centre
  - (h) Proper facilities for disaster management.

The Board may arrange alternate Examination Centre(s) even in non-school buildings in case of unforeseen circumstances like natural calamities, riots, etc.

The Secondary School affiliated with the Board shall:

- (a) place the building and furniture free of cost at the disposal of the Board for conduct of any of the Board's examinations and for spot evaluation.
- (b) place the services of the Head of the Institution and the staff at the disposal of the Board in the conduct of the examinations, evaluation of answer scripts and other examination related works.

An application to create a new SSLC Examination centre should include an undertaking stating that the Board can close the centre at any time, if instructions of the Board are violated or if cases of mass copying and any other serious irregularities are detected or reported by the Board's functionaries deputed for conduct of Examination.

**5.2. Re-allocation of a Centre at another Institution:**

- (i) The Board reserves the right to re-allocate any other Institution as a Centre of Examination if the allocated school fails to fulfil the conditions as laid down or on any other ground that the Board deems fit and proper.
- (ii) The Board reserves the right to club any Institution with any Centre.

**5.3. Appointment and Duties of Officer-In-Charge, Assistant Officer-In-Charge and Invigilators of an Examination Centre:****(i) Appointment of Officer-In-Charge of the Centre:**

- (a) The Head of the Institution of a Secondary School where SSLC Examination Centre is opened shall be appointed as the Officer-in-Charge. The Board may appoint any person other than Head of the Institution in case the need arises.
- (b) In case of an emergency, he/ she may hand over the charge to the Asstt. Officer-In-Charge or to the next senior most teacher with intimation to the Board.
- (c) An Officer-In-Charge of an Examination Centre who:
  - (1) leaves an examination centre without handing over charge or;
  - (2) misuses his/ her position or;
  - (3) is found promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examination, shall face such disciplinary action as may be decided by the Board, including disciplinary action through departmental agencies or any other penal action.

**(ii) Duties of the Officer-In-Charge:**

The Officer-in-Charge of a Centre shall be solely responsible for smooth conduct of the Examination. The following shall be some of the main duties:

- a) To constitute an Examination Committee and make all preparatory arrangements for holding the Examination;
- b) To appoint Assistant Officer-in-Charge and Invigilators from among the teachers of the schools within the jurisdiction of the Centre.
- c) To convene a meeting with all concerned before the date of the examination and to ensure that they have been fully instructed as to their duties and to supervise their work personally on each day of the examination;
- d) To perform all statutory duties including maintenance of records of all Top Confidential/Confidential papers and other examination materials as per instructions of the Board;
- e) To identify the Candidates;
- f) To ensure that the signatures of the Candidates are obtained daily on the Attendance Sheets;
- g) To take preventive measures against all kinds of malpractices and other forms of misbehaviour by the Candidates;
- h) To mark the absence of a candidate with 'A' on the Attendance Sheets;
- i) To ensure that the Answer Scripts are properly collected from the candidates at the end of the Examination in each shift and that no Candidate leaves the Examination Hall without submitting his/ her Answer Script;

- j) To ensure that written Answer Scripts are packed and sealed properly for daily dispatch according to the Board's instructions;
- k) To change allotment of room to Invigilators) everyday or session without prior notice and ensure that the same Invigilator(s) are not allotted in the same room or the same part of the examination hall everyday/ session;
- l) To ensure that teachers do not invigilate in the same room where the candidates of their own institutions are sitting;
- m) To ensure that subject-teachers do not invigilate on those-days or sessions where the candidates are writing their subjects;
- n) To coordinate with all the Institutions clubbed to the Centre and assess the number of candidates allotted to the Centre and make necessary seating arrangement with intimation to the Board;
- o) To make necessary security arrangement during the period of Examination for maintenance of Law and Order at the Examination Centre.
- p) To ensure that the Centre Fee is judiciously utilized including the expenditure of the Sector and the utilization certificate, vouchers and detail expenditure submitted to their respective Sponsoring Bodies within a period of 30 days.

**(iii) Powers of the Officer-In-Charge:**

The following shall be the powers of the Officer-in-Charge in position:

- (a) To appoint the Assistant Officers-in-Charge, invigilators and other supporting staff;
- (b) To expel candidates found adopting unfair means, intimidating the invigilators or indulging in other acts of indiscipline;
- (c) To initiate and take appropriate action/ disciplinary action against any erring subordinate staff/ invigilators) with intimation to the Board;
- (d) To requisition additional buildings/ institution if required with prior permission from the Board;
- (e) In the event of any unforeseen contingency/ natural disaster before/ during the examination, the Officer-in-Charge will act on his own responsibility and report the action taken immediately to the Board.
- (f) To retain the prescribed Centre Fees and incur expenditure out of it for smooth conduct of the Examination;
- (g) If there are complaints against the Assistant Officer-in-Charge and where in the opinion of the Officer-in-charge immediate action is to be taken against him/her, the Officer-in-Charge shall have powers to relieve such person of his/her responsibilities and to entrust the work to another suitable Senior Teacher. A report of such action should be submitted to the Board; and
- (h) Any other power as assigned by the Board.

**(iv) Appointment and Duties of the Assistant Officer-in-Charge:**

- (a) An Assistant Officer-in-Charge shall be appointed by the Officer-in-Charge at an examination centre with intimation to the Board.
- (b) The Assistant Officer-in-Charge shall not be below the rank of Vice Principal/ Asstt. Head Teacher.
- (c) The Assistant Officer-in-Charge will help the Officer-in-Charge and supervise the work of the invigilator and all other works relating to conduct of the examination.
- (d) In the absence of the Officer-in-Charge, the Assistant Officer-in-Charge shall perform all the duties and functions of the former.

**(iv) Duties and Functions of the Invigilators**

The Invigilators are under the control of the Officer-in-Charge of the Centre during the period they are on duty and shall not leave the examination centre without the permission of the Officer-in-Charge. They shall:

- (i) attend all meetings and adhere to the routine and the duties allotted to them by the Officer-in-Charge;
- (ii) report to the Officer-in-Charge of the Examination Centre an hour before the commencement of the examination;
- (iii) see that the candidates do not carry books, notes, chits of papers, cell phones, calculators, bags, etc., except the Admit Card and instrument box. An announcement to this effect shall be made at the beginning of each examination;
- (iv) verify the identity of the candidates under their charge from the photographs printed on the Admit Cards and see that every candidate fills in all the particulars on the cover page of the Answer Script correctly;
- (v) instruct the candidates not to write his/her name, or the name of the school or make any other distinguishable signs or marks any where in the Answer Script;
- (vi) put their signatures on the space provided on the cover of the Answer Script after having verified that the particulars have been written correctly by the candidates under his charge;
- (vii) disallow the candidates from leaving the examination hall during the first hour;
- (viii) ensure that the candidates get the correct question paper. All surplus Answer Scripts and question papers are to be returned to the Officer-in-Charge;
- (ix) obtain daily the signatures of all the candidates under their charge in the Attendance Sheets supplied. The candidates shall sign on the Attendance Sheets at their seats. In case the candidates shown in the same page of an Attendance Sheet are seated in different Sector/ Room/ Hall, the same be handed over to the concerned invigilators of the respective Sector/ Room/ Hall. These attendance sheets, duly signed by the Invigilator(s) concerned, shall be handed over to the Officer-in-Charge after every shift;
- (x) record on a separate sheet of paper the statement of a candidate who fails to submit the Answer Script where ever possible;

- (xi) further ensure that there is no communication between the Examinees and outsiders;
- (xii) instruct the candidates to go to the toilets specially arranged for them;
- (xiii) not disturb the candidates while moving about in the room/ hall. While on duty, they must not engage themselves in any other activity;
- (xiv) not talk or explain anything to a candidate, even if there happens to be any printing or other mistakes in the question papers unless directed by the Officer-in-Charge;
- (xv) ensure that all the answer scripts are collected at the end of the examination;
- (xvi) perform all the preparatory and closing works of the examination;
- (xvii) not engage themselves in any activity likely to diminish the efficiency of supervision;
- (xviii) not smoke and refrain from answering phone calls, reading newspaper, magazine, chatting, etc., in the examination hall;
- (xix) pay special attention to the regulations for identification and reporting of cases of unfair means on the part of candidates as specified under Section 6.12 (i) and (ii) of these Regulations;
- (xx) report any case of infraction or attempted infraction of regulations forthwith to the Officer-in-Charge for his orders;

Provided that an Invigilator who engages directly or indirectly in using or promoting or abetting use of unfair means shall be sternly dealt with appropriate action under the regulations of the Board.

**(vi) Appointment of Clerical Assistants and Grade IV**

The Officer-in-Charge shall appoint an Office Assistant-cum-Computer Operator and Grade IV staff as per the guidelines.

**(vii) Guidelines for Appointment of Functionaries in the Examination Centre**

- |   |   |
|---|---|
| (1) Asstt. Officer-in-Charge:                     | 1 (one) for every Examination Centre and 2 (two) in case the number exceeds 1000.   |
| (2) Asstt. Officer-in-Charge:                     | 1 (one) for each Examination Sector   |
| (3) Invigilators                                  | Invigilators will be appointed by the Officers-in-Charge as per their requirements for the smooth and effective conduct of the examination. Ideally there should be 1 (one) Invigilator for every 25 (twenty-five)/ 30 (thirty) candidates. |
| (4) Office Assistants with knowledge of computer. | As required by the Centre,  |
| (5) Office Assistant for each Sector.             | As required by the Centre.  |
| (6) Grade IV                                      | As required by the Centre.  |

**5.4. Appointment of Observers/Flying Squad/Board's Invigilation Team/Supervising Officers/External Invigilators:**

To ensure smooth and fair conduct and enforcement of examination Regulations, the Executive Chairman of the Board shall appoint Observers, Flying Squads, Supervising Officers and External Invigilators for a Centre/ group of Centres as deemed necessary.

The appointed functionaries shall supervise the conduct of Examination and help in the enforcement of the Examination Regulations. After the Examination is over, they shall submit a report to the Controller of Examinations on their supervision and observations during the period of Examination and suggest measures for future guidance in connection with the conduct of Examination, for consideration of the Board.

The above Board's functionaries shall also act as Liaison Officers between the Examination Centre(s) and the Board.

All the appointed Board's functionaries specified at Section 5.4 are also empowered to expel any candidate attempting/adopting unfair means in the Examination halls. They shall also take appropriate necessary action against the Officer-in-Charge/invigilator(s) if found violating the provisions of section 5.3.

**CHAPTER-6****CONDUCT OF EXAMINATION****6.1. Examination Schedule and Guidelines for Conduct of Examination:**

- (i) The SSLC Examinations shall be conducted as per schedule at the Examination Centres approved by the Board,
- (ii) Guidelines for the Secondary School Leaving Certificate Examination shall be sent by the Board to all the Officers-in-Charge of Examination Centres at least one month before the commencement of the Examinations for adherence by all concerned.

**6.2. Advisory Body — Constitution and Functions:**

- (i) Constitution of Advisory Body: An Advisory Body shall be constituted in each examination centre to aid and assist the Officer-in Charge in maintaining discipline during the SSLC Examination. The Advisory Body shall consist of the following members:
  - (a) Chairperson (District School Education Officer or his representative)
  - (b) Secretary (Officer-in-charge of the Centre)
  - (c) A minimum of three other members from amongst local leaders like MLA/MDC/ Headman/Prominent Citizens/ Members of the Managing Committee, etc.

The Advisory Body shall be constituted at least one month before the commencement of the SSLC Examination with information to the Board. The Advisory body shall stand dissolved at the conclusion of the examination.

- (ii) Functions of the Advisory Body

It shall be the duty of the Advisory Body to:

- take precautionary measures for maintenance of discipline during the SSLC Examinations at the Centre.
- aid and advise the Officer-in-Charge in the discharge of duties in case of any law-and-order problems.
- aid and advise the Officer-in-Charge in arrangement of Examination Hall, furniture, etc.
- give suggestions to the Board regarding the conduct of examination at their Centre.

**6.3. Arrangement of Seats:**

The Officer-in-Charge shall prepare and notify a seat-plan at least three days before the commencement of the Examination. Ideally 2 (two) candidates and in no case more than 3 (three) candidates shall be allowed to sit on a bench of standard size (84 x 18 inches) with enough space for free movement of Invigilators. A copy of the seat-plan should be pasted prominently outside the Examination Hall and another copy forwarded to the Controller of Examinations.

In addition, the following rules shall be observed:

- (i) Every effort should be made while preparing the seat-plan to prevent the use of unfair means,

- (ii) Candidates suffering from any contagious or infectious disease shall produce a certificate from a Registered Medical Officer and the Officer-in-Charge shall make special arrangement for such candidates in a separate room,
- (iii) Separate sick-room shall be made available,
- (iv) Under no circumstances shall a candidate be allowed to write the examination in any place(s) outside the premises of the examination centre.

**6.4. Admit Card:**

- (i) Admit Cards shall be made available to all the eligible candidates at least 1 (one) week before commencement of the examination.
- (ii) A candidate shall not be allowed to enter or sit in the Examination hall without the original Admit Card.
- (iii) Under special circumstances a candidate failing to produce the original Admit Card may provisionally be allowed to write the examination, subject to the satisfaction of the Officer-in-Charge.

**6.5. Safe Custody of Examination Formats and other Materials including Blank Answer Scripts and Additional Sheets at the Centre:**

- (i) All necessary formats and materials, required for the conduct of examination will be supplied by the Board and are to be kept under the safe custody of the Officer-in-Charge.
- (ii) The blank answer scripts and additional sheets must be kept in the custody of the Officer-in-Charge who shall be responsible for any loss or theft of the same. The Officer-in-Charge must ascertain every day after distribution in the hall(s), if any blank answer script or additional sheet is missing. The Officer-in-Charge must keep a record of the serial numbers of blank answer scripts and additional sheets issued to each candidate in duplicate along with the Invigilators' signature. One copy is to be sent to the Board's Office at the conclusion of the entire Examination.
- (iii) Blank Answer Scripts and Additional Sheets shall not be utilized for any other purposes except for issuing them to the candidates for writing the examinations.

**6.6. Dispatch of Answer Scripts to the Board:**

Immediately at the end of each shift of examination, the answer scripts are to be arranged serially according to Roll Numbers. Packing of answer scripts and the mode of despatch shall be as per instructions issued by the Board from time to time. The arrangement, packing and despatch of answer scripts shall be done without undue delay.

**6.7. Custody of the Top Confidential Papers (Question Papers):**

On receipt of the Top Confidential Papers (printed question papers), the Director Accreditation and Controller of Examinations shall be solely responsible to ensure and arrange for depositing the printed

Question papers in the designated Treasury/ Board premises until they are dispatched to the respective deposit centres of the examinations under strict confidentiality.

#### **6.8. Distribution of Question Papers to Deposit Centres:**

- (i) The properly packed and sealed question papers, correctly labelled, shall be dispatched to the designated Deposit Centres like Police Stations, Treasuries, Banks, etc., with the help of Officers concerned appointed for the purpose along with police escort.
- (ii) The sealed packets shall be verified (as per detailed instructions of the Board to the Officer-in-Charge) and deposited at the respective designated Deposit Centres by the Officer-in-Charge in the presence of the Custodian/ Magistrate/ Co-ordinating Officer of the concerned Centre.
- (iii) The packets of Question Papers shall be collected only on the day of Examination of the subject concerned.
- (iv) The Officer-in-Charge or an authorised Officer must collect the Top Confidential packets, for every subject(s) of the Examination, from the designated Deposit Centres, 2 (two) hours prior to the commencement of the Examination and should be duly recorded in the Register.
- (v) The Officer-in-Charge must open and count the question papers before distribution to the candidates and ascertain that the number tallies with that shown on the sealed packet. This must be done in the presence of two or more Invigilators who will have to endorse on the packet(s)/ envelope(s) 'Opened in our presence and the seals are found intact'.
- (vi) The Officer-in-Charge shall distribute exactly the same number of question papers as per the number of candidates allotted in the particular room.
- (vii) Immediately after distribution of question papers to the candidates, the Officer-in Charge shall:
  - a) collect from each room the surplus copies of question papers if any, and ascertain if the number of copies distributed exactly tallies with the number of candidates present.
  - b) make an immediate enquiry in case of any discrepancy and report the matter immediately to the Supervising Officer/ Controller of Examinations or any other Officer on duty deputed by the Board.
  - c) take charge of the surplus question papers and keep them in safe custody till the Examination in the particular subject is over.
  - d) maintain proper records of the used and unused question papers in the prescribed format and submit them along with the unused question papers and other documents to the Board after the entire Examination is over.

#### **6.9. Identification of Candidates:**

- (i) The Officer-in-Charge conducting the examination shall entrust the Invigilators to identify the candidates from the photos and the signatures given in the Admit Cards/ Attendance Sheets supplied by the Board.
- (ii) The Officer-in-Charge shall ensure that any doubtful candidate is properly identified and verified by a responsible person/ member of the Advisory Body. During this process of verification, the candidate shall be provisionally allowed to sit for the Examination.

- (iii) In case of impersonation, a statement of the person found to be impersonating shall be obtained. Also, a statement from the Invigilator/ Board Functionary as a witness, shall be obtained and an FIR be lodged with the nearest Police Station. The Officer-in-Charge shall also submit a report to the Board.

**6.10. Regulations to be Observed in and Around the Examination Hall:**

- (i) A candidate shall not be allowed to enter the examination hall without the original Admit Card.
- (ii) Under special circumstances a candidate failing to produce the original Admit Card may provisionally be allowed to write the examination, subject to the satisfaction of the Officer-in-Charge.
- (iii) A warning bell shall be rung 30 minutes before commencement of every Examination as a signal to all the non-candidates to leave the premises.
- (iv) A candidate shall not be allowed to enter the Examination Hall or be given a question paper after 30(thirty) minutes of the commencement of examination.
- (v) The Officer-in-Charge shall arrange for a place to keep all materials which are not allowed in the examination hall.
- (vi) Candidates are not permitted to talk, borrow things, exchange notes or disturb the peaceful atmosphere in the hall.
- (vii) The Board shall supply Answer Scripts, Graph Papers and Maps to write the answers. The Additional Sheets shall be supplied on demand only when the main Answer Script is exhausted.

**6.11. Instructions for Examinees:**

For guidance of examinees, the following instructions will be printed on the reverse side of each Admit Card:

- (i) The Examination will be held according to the programme notified.
- (ii) The Examination Hall will be opened 30 (thirty) minutes before the commencement of the Examination.
- (iii) Examinees are required to find their own allotted seats. They shall take their seats at least 5 (five) minutes before the time for distribution of the question papers.
- (iv) The question papers will be distributed 15 (fifteen) minutes before the commencement of the Examination.
- (v) The Answer Scripts will be distributed 10(ten) minutes before the commencement of the Examination so as to enable the candidate to start writing at the fixed time.
- (vi) An examinee shall not be admitted in the Examination Hall or be given a question paper after 30(thirty) minutes of the commencement of the Examination.
- (vii) Examinees shall write on the cover of the answer script distinctly only their roll number and registration number in the space provided and not their name or School.
- (viii) Examinees must not write any objectionable or improper remarks in their answer scripts or attempt in any way to render identification of the answer scripts impossible by giving false roll

numbers and intentionally omitting to state the correct numbers. On no account should any page/ paper be torn from the Answer Scripts. Examinees must not write anything on the original Admit Cards or on the question paper or carry away any writing or scribbling from the Examination Hall.

- (ix) Examinees are required to bring their original Admit Cards into the examination hall every day and to produce them when required by the Officer-in-Charge. Examinees are required to put their signatures on the attendance sheets,
- (x) Examiners are required to bring their own pen, pencil, dividers, compasses, rulers showing centimetres/inches and other drawing implements necessary for examinations in subjects like Mathematics, Science & Technology, Social Studies etc. Graph papers will be supplied by the Board.
- (xi) Examinees are not permitted to carry the following items into the Examination Hall: any printed or hand written material;
  - (a) mobile phones or any electronic devices used for communication or other means
  - (b) calculators;
  - (c) objectionable materials, i.e. knives, weapons, etc.

Any article found to be in the possession of an examinee in contravention of these regulations, shall be seized/confiscated by the Officer-in-Charge and the examinee concerned shall be disqualified, which may lead to expulsion.

- (xii) An examinee shall not help/receive help from any other candidate inside or outside the Examination Hall,
- (xiii) An examinee requiring additional answer sheet or permission to leave the room or to hand over his answer script may call the attention of the invigilators by standing up without making any noise or disturbance,
- (xiv) On no account, a candidate is to speak to an invigilator for any matter with reference to any question or answer.
- (xv) An examinee shall be permitted to leave the Examination Hall only after 1 (one) hour from the commencement of the Examination. However, under the strict supervision of a reserved Invigilator, an examinee may be permitted to leave the Examination Hall temporarily for any emergency,
- (xvi) An examinee must submit the Answer Script, even if blank, to an Invigilator before leaving the Examination Hall.
- (xvii) Notwithstanding the issue of the Admit Card or provisional admission to the Examination, if in the opinion of the Board, the examinee has in any way contravened the provisions of the Board's regulation for the Examination; the Board shall have the right to cancel the candidature either before, during or after the Examination. The Board shall also debar a candidate from appearing at any subsequent Examination of the Board.
- (xviii) The examinee is to read and follow the important instructions printed on the cover page of the Answer Script.
- (xix) The decision of the Board in all the above cases shall be final.

**6.12. Identification and Reporting of Cases of Unfair Means by Invigilators/Board Functionaries/Examiners:****(i) Identification:**

During the course of the examination, an examinee found indulging in any of the following; shall be deemed to have used unfair means:

- (i) possession of books, papers, notes or any other material or information relevant to the concerned subject and paper of examination;
- (ii) giving or receiving directly or indirectly any kind of assistance including impersonation;
- (iii) writing questions or answers on any material other than the answer script given by the Officer-in-Charge of the centre;
- (iv) copying the answer either from other examinee(s) or from any other source.
- (v) tearing of any portion of the main Answer Script or Additional Sheet, etc.
- (vi) contacting or communicating with any person, other than the examination staff during the time of examination;
- (vii) taking away the answer script out of the examination hall/ room;
- (viii) discreet act of removing/sending out question paper or its part, Answer Script or Additional Sheet;
- (ix) indulging in threatening/insulting any officials connected with the conduct of the examination or other examinees or any form of objectionable graffiti within the premises of Examination Centre;
- (x) using of abusive language or making/writing derogatory remarks in the answer script;
- (xi) using or attempting to use any other undesirable method or means in connection with the examination.

**(ii) Reporting/Action:**

- (a) When an examinee is found using unfair means as detailed at Section 6.12 (i) above, the Invigilators/ Board's Functionaries shall initially take either of the following actions:
  - (1) verbal warning.
  - (2) warning by writing 'W' in red ink on the top left side of the cover page of the Answer Script with signature of the Invigilator/ Board Functionary.
  - (3) seizure of answer script and issue of fresh answer script in case of copying.

An undertaking is to be obtained from the examinee not to repeat (Annexure-4).

Despite action as above, if the examinee still resorts to unfair means, the following steps shall be taken:

- a) Seize the Answer Script along with all the incriminating materials.

- b) Report the matter to the Officer-in-Charge.
  - c) Obtain the confessional statement from the examinee and countersigned by the concerned Invigilator in the Expulsion Report.
  - d) The candidate shall be expelled and disallowed from appearing at the examination in the remaining/ subsequent papers.
  - e) A notice stating that the candidate has been expelled and debarred from appearing in the subsequent examination shall be issued, circulated and announced in all the halls/ rooms.
  - f) copy of this notice shall be issued to the candidate concerned and also forwarded to the Board along with the seized Answer Scripts and the incriminating documents.
- (b) If an examinee has smuggled out an answer script, the Officer-in-Charge shall: -
- (a) take steps to retrieve the answer script from the examinee directly or through the Head of the Institution/Guardian concerned.
  - (b) report to the police in case the Answer script cannot be retrieved and a copy of the report be sent to the Board's office, showing details such as date and time of the incident and how the candidate took away the answer script, including efforts for recovering the script.
  - (c) In case of serious misconduct like assault, vandalism, etc., the Officer-in-Charge shall obtain statements from the Assistant Officer-in-Charge, Invigilators, etc., as witnesses and report the matter to the Police for further action with intimation to the Board.
  - (d) Expulsion of the examinee(s) by the Board's functionaries shall be deemed final if, after being informed, the Officer-in-Charge does not take any follow up action and fails to report the matter to the Board.
  - (e) During the process of evaluation, if an Examiner notices any case of copying among two or more candidates or from other sources, he/she should mark the relevant portion(s) of the answer(s) and report the matter to the Head Examiner. The Head Examiner, after careful scrutiny, shall send the answer scripts to the Controller of Examinations along with his/her own remarks in a sealed cover for necessary action.

#### **6.13. Return of Documents and Examination Materials to the Board's Office:**

Immediately after the close of the entire Examination, the following documents are to be submitted to the Board's Office-

- (i) Surplus Question Papers (All)
- (ii) Original Attendance Sheets (1 copy)
- (iii) List of absentees in the prescribed format (2 copies)
- (iv) Top Sheets duly filled (one copy on each subject in one lot)
- (v) List of expelled candidates together with the Answer Scripts seized and all connected incriminating documents, with copy of the expulsion reports.
- (vi) Record of Additional Sheets issued to each candidate (1 copy)

- (vii) Record of Receipt and Distribution of Question Papers (1 copy)
- (viii) Record of used and unused Answer Scripts and Additional Sheets (1 copy)
- (ix) Unused Answer Scripts and Additional Sheets (All)
- (x) Seating plan (1 copy)

**6.14. Suspension of Classes:**

The appropriate authority shall be requested to issue order for suspension of classes during the period of SSLC Examination in the affected institutions concerned.

**6.15. Submission of Report:**

- (i) At the close of the written Examination, the Officer-in-Charge shall send a report regarding the conduct of the Examination in the Centre and all documents listed at Section 6.13 above to the Board.
- (ii) In the event of any unforeseen exigencies, the Officer-in-Charge will act on his own responsibility and send a report immediately on the action taken for the information and orders of the Executive Chairman.

**6.16. Extraordinary Powers of the Executive Chairman:**

Under section 18 (4) of the MBOSE Act, 1973 (as amended), the Executive Chairman is empowered as follows "When any emergency arising out of the administrative business of the Board requires, in the opinion of the Executive Chairman that immediate action should be taken, the Executive Chairman shall take such action as he deemed necessary and report his action to the Board at its next meeting".

**CHAPTER-7****SCHEME OF EXAMINATIONS, ASSESSMENT AND PASS CRITERIA ETC.****7.1. (i) Subjects for Examination:**

- (a) English
- (b) Indian Languages namely, Khasi, Garo, Assamese, Bengali, Hindi, Nepali, Urdu and Mizo **OR** Alternative English
- (c) Mathematics
- (d) Science & Technology
- (e) Social Studies
- (f) Health & Physical Education **OR** Vocational Education **OR** Computer Science.

*Subject Abbreviations:*

E-English	B - Bengali (IL)
M – Mathematics	H - Hindi (IL)
ST - Science & Technology	G - Garo (IL)
SS - Social Studies	K - Khasi (IL)
HP - Health & Physical Education	N - Nepali (IL)
VE - Vocational Education	U - Urdu (IL)
CS - Computer Science	MZ - Mizo (IL)
AS - Assamese (IL)	AE - Alternative English

Provided that VE has different trades with different abbreviation which shall be indicated during registration of students

**(ii) Criteria for Passing the SSLC Examination:**

- (a) A candidate shall be required to appear in all prescribed subjects. Absence in any one of the subjects shall result in the candidate being declared Fail in the SSLC Examination.
- (b) A candidate shall be declared Pass in the SSLC Examination only upon securing a pass status in all subjects.
- (c) **Scheme of Marks:**
  - (1) Each subject shall carry a maximum of one hundred (100) marks, comprising eighty (80) marks for External Evaluation conducted by the Board and twenty (20) marks for Internal Assessment conducted by the School.
  - (2) A candidate shall be required to secure a minimum of thirty per cent (30%) marks to pass in each subject, namely, a minimum of twenty-four (24) marks in External Evaluation and six (6) marks in Internal Assessment, wherever applicable.
  - (3) In the case of 'Private Candidates', no Internal Assessment shall be applicable. The marks obtained by such candidates in the External Evaluation shall be multiplied by a factor of 1.25 in order to scale the total marks to a maximum of one hundred (100) marks.

- (4) It is hereby notified that, with effect from the Academic Year 2027-28, the Internal Assessment component of Health & Physical Education shall be enhanced to fifty (50) marks, of which fifty (50) marks shall be allocated to Community-Linked Skill Learning (CLSL). The modalities, guidelines, and assessment framework for CLSL shall be notified separately by the competent authority from time to time.

Provided that Wherever Internal Assessment is not applicable, the marks in Health & Physical Education paper shall be multiplied by a factor of 2 (two) in order to scale the total marks to a maximum of one hundred (100) marks.

## **7.2. Scheme of Examinations:**

- (i) The Scheme of Examinations, Assessment and Pass Criteria for the SSLC Examination shall be as laid down by the Board,
- (ii) Internal Assessment shall be conducted by the concerned school in a manner as notified by the Board from time to time. Internal Assessment marks shall be submitted to the Board by the Heads of the Institutions immediately after the Internal Evaluation in the proforma supplied by the Board,
- (iii) External Examination for all subjects shall be as notified by the Board from time to time.
- (iv) The qualifying Marks in each subject of External/Theory Examination of the SSLC Examination shall be 30% and in Internal Assessment also 30% separately,
- (v) Marks shall be added together only if a candidate secures pass mark separately both in Theory and Practical/ Internal Assessment.

## **7.3. Improvement of Result**

### **(i) Re-appearance in Failed Subjects:**

- (a) Students who fail in one or more subjects in the First Examination shall be automatically eligible to reappear in the Second Examination, without any restriction on the number of subjects. Such candidates shall be categorised as 'Supplementary Candidates' at the time of publication of results, without any mention of the name of the school.
- (b) A student who fails in one or more subjects even after the Second Examination shall be permitted two additional attempts in the subsequent academic year, namely in the next year's First Examination and Second Examination as 'Compartmental Candidates'.
- (c) In the event that the candidate fails to clear the examination after exhausting the aforesaid attempts, he/she shall be required to seek re-admission to regular Class X and apply afresh for registration and examination, in accordance with the Regulations of the Board.

### **(ii) Improvement of Marks:**

- (a) Students who wish to improve the marks obtained in the First Examination may appear in the Second Examination, subject to submission of an application through their respective Examination Centres within the prescribed time.

- (b) Such candidates shall be categorised as 'Improvement candidates' at the time of publication of results, without any mention of the name of the school.
- (c) The final Mark Sheet shall reflect the best performance obtained by the candidate in each subject across the First and Second Examinations.
- (d) Only a student who has passed in all subjects in the First Examination shall be eligible to apply for Improvement of Marks. A student shall not be permitted to combine or simultaneously avail of Compartment and Improvement options.
- (e) A student shall be permitted only one (1) opportunity to improve his/her marks, which shall be availed exclusively in the Second Examination conducted in the same academic year as the First Examination. Improvement of marks shall not be permitted in any subsequent academic year.

#### **7.4. Transition Provisions:**

The candidates who appeared in the SSLC Examination conducted in January-February 2026 shall continue to be governed by the Regulations of the Board as in force prior to the commencement of these Regulations.

For the removal of doubt, it is clarified that candidates who appeared in the SSLC Examination held in January-February 2026 and who are eligible to appear in the subsequent SSLC Examination as compartment candidates shall be governed by the pass criteria, eligibility conditions, and other relevant provisions as applicable under the Regulations existing prior to the commencement of these Regulations.

**CHAPTER - 8****DECLARATION OF RESULTS, PRESERVATION OF RECORDS RE-EVALUATION AND  
CERTIFICATION****8.1. Publication/Declaration of Results:**

- (i) On the recommendation of the Executive Chairman, the Director of Accreditation and Controller of Examinations shall order publication/ declaration of results in electronic and print media.
- (ii) Results shall indicate the Roll Number and of the passed candidates in the examination,centre-wise.
- (iii) The Board shall not be responsible for non-receipt of results by a candidate/ institution.

**8.2. Withholding of Results and Cancellation of Examination:**

- (i) The Board shall withhold the results of the following and declare them as "Withheld":
  - (a) due to non-receipt of adequate data like internal assessment marks and lack of information from the school/ centre within the stipulated time.
  - (b) pending disposal of the complaints received from the centres against the candidate(s).
  - (c) pending disposal of the reports from the Board's Functionaries about mass copying, etc. at the Centre.

Provided that,

- 1) the result of such candidates shall be declared by the Board on availability of data/information within a stipulated period of 15 (fifteen) days from the date of declaration of results;
- 2) in case of data or information received after the stipulated time, the decision of the Executive Chairman/Director of Accreditation and Controller of Examinations shall be final and binding;
- 3) the Board shall not be held responsible for any consequences arising from withholding the Results.

**8.3. Re-Evaluation of Answer Scripts:**

A candidate who has appeared at an examination conducted by the Board may apply to the Board for re-evaluation of his/her answer script(s) subject to the following conditions:

- (i) A candidate can apply for photocopy of answer script(s) with prescribed fee within 5 (five) days after the declaration of results.
- (ii) The application must be accompanied with an undertaking stating that strict confidentiality shall be maintained and the same shall not be revealed to the media and others. Any violation of this undertaking shall lead to declaration of the candidate's results null and void.
- (iii) The application for re-evaluation must be submitted to the Board within 3(three) days of receipt of photo copies of answer scripts along with the prescribed fees,
- (iv) Fees once paid shall not be refunded,

- (v) The Answer Script(s) shall not be re-evaluated in the presence of the candidate or his/her representative nor shall the re-evaluated Answer Script be shown to the candidate or his/her representative,
- (vi) Re-evaluation shall be done in the office by two examiners appointed by the Board.
- (vii) If the marks of re-evaluation are lower than the original, the previous marks obtained shall stand,
- (viii) The communication regarding the revision of the marks, if any, shall be sent to the candidate within a reasonable period of time,
- (ix) The Board shall not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent upon the revision of marks or delay in communications for reasons beyond control,
- (x) The Board shall issue a fresh mark sheet in respect of such candidate whose marks have improved after re-evaluation, on surrender of the original mark sheet issued earlier,
- (xi) The Board shall issue a fresh Certificate in respect of such candidate whose division has improved after re-evaluation, on surrender of the original Certificate issued earlier.
- (xii) The decision of the Board on the result of the re-evaluation shall be final.

Provided that the lists of the First Twenty Candidates in Order of Merit and the list of the Highest Marks secured in each subject once declared by the Board shall not be affected after the re-evaluation and shall stand as announced earlier.

#### **8.4. Maintenance of Answer Scripts and Preservation of Records:**

- (i) Maintenance of Answer Scripts: The Answer Scripts shall be maintained for a period of three months from the date of announcement of the results of the concerned examination and shall thereafter be disposed of in the manner as decided by the Board.
- (ii) Maintenance and Preservation of Records: The Manuscripts/Tabulation Registers/Master Copies (Soft Copies) of Computers will be preserved in the Board. All other records shall be kept for a period of 3 (three) months only from the date of announcement of Results of the concerned examination, after which they will be disposed of in the manner as decided by the Board.

#### **8.5. Pass Certificate and Mark Sheet:**

A candidate who appeared in an Examination of the Board shall be issued a Certificate cum Marksheet

**8.6. Migration Certificate:**

A Migration Certificate shall be issued to a candidate who has passed the SSLC Examination on submission of an application along with the original Registration Card, attested photocopy of mark sheet and admit card and the prescribed fee.

**8.7. Duplicate Registration Card, Admit Card, Mark-sheet, Pass Certificate and Migration Certificate:**

Duplicate Registration Card, Admit Card, Mark-sheet, Pass Certificate and Migration Certificate will be issued in case of loss, theft or damage of the original. Application in the prescribed form (Annexure-1) as per procedure listed below and should be submitted along with prescribed fees.

(i) Registration Card, Admit Card, Mark Sheet, Migration Certificate: The application must be countersigned by the Head of the Institution where the candidate last studied or by a Gazetted Officer. In case the document is damaged, the remaining portion must be attached along with the application.

(ii) Pass Certificate:

(a) In the event of loss/ theft of the original Pass Certificate, a candidate may apply for a duplicate Certificate in the prescribed form duly countersigned by the Head of Institution/Gazetted Officer on payment of the prescribed fee along with the following documents: (1) An affidavit effected by an official not below the rank of a First Class Magistrate. OR Police Report.

(b) In case the Certificate is partially damaged, the remaining portion of the damaged document should be submitted in original. The same procedure as mentioned in (a) above shall be followed.

**8.8. Provision of Mother's and Father's Names:**

A Candidate will have both the father's name and mother's name in the records of the Board and in the Admit Card.

**8.9. Change and Correction of Names and Surnames:**

(i) Change of name and surname shall not be allowed except for minor corrections such as spelling mistakes and typographical errors. Changes in name include alteration, addition and deletion.

(ii) Correction in the name means correction of spelling errors, factual errors and typographical errors in the candidate's name, father's name/mother's name to make it consistent with the Institution's record.

(a) All applications, accompanied by relevant documents such as Admit Cards, Mark Sheets and Certificates in original, for such corrections shall be submitted with endorsement of the Head of the school.

(b) Correction of name and surname submitted to the Board's office within 1 (one) month from the date of publication of the results will be free of cost; after which prescribed fees will be charged.

(iii) Payment of fees: A prescribed fee as determined by the Board shall be paid through Bank Draft pledged in favour of the Executive Chairman, MBOSE, payable at Tura or in cash paid at the MBOSE Office, Tura/Shillong.

**8.10. Change/Correction in Date of Birth:**

- (i) Date of Birth once recorded in the Board shall not be changed. However, corrections of typographical and other errors shall be allowed within one month after the declaration of Results, free of cost. Such applications submitted after the said period may be entertained only on payment of the prescribed fees.
- (ii) Applications shall be forwarded by the Head of the Institutions. All applications should be accompanied by attested copies of the Birth Certificate issued by the competent authority not later than the date of submission of the Examination Application Form.

**CHAPTER-9****9.1. Penalties for Unfair Means****(i) Penalties for Furnishing False Information**

- (a) **False Information at the Time of Admission or Registration:** If any student, at the time of seeking admission to Class IX or Class X, or at the time of seeking registration as a Private Candidate, furnishes false information, makes any incorrect or misleading statement in the application form for admission to the SSLC Examination, or produces any forged, fake, or tampered document, the application shall be summarily rejected and all fees paid shall stand forfeited, without prejudice to any other action that may be taken under these Regulations.
- (b) **Detection During or After Examination:** Where such false information or fraudulent documentation is detected during the conduct of the examination or after the declaration of results, the candidate's examination shall stand cancelled, and the result, if already declared, shall be treated as null and void.
- (c) **Tampering with Official Documents:** Any candidate who tampers with or alters any document, including but not limited to the Admit Card, Mark Sheet, Certificate, Transfer Certificate, Migration Certificate, or Registration Card, shall be deemed to have furnished false information. The Board shall reject such documents and may take appropriate action as deemed fit and proper, including initiation of disciplinary proceedings and lodging of a First Information Report (FIR), wherever warranted.
- (d) **Detection of Forgery at a Later Stage:** In cases where forgery or falsification of any document of the Board is detected at any time, including after the lapse of several years, the candidate shall be liable to action and penalties under the applicable laws in force, in addition to any action that may be taken by the Board.

**(ii) Imposition of Other Penalties by the Board**

All persons found guilty of resorting to any of the unfair means specified under Regulation 6.12(i) above, upon consideration of the report placed before the Board, shall be liable to the following penalties, as the case may be:

- (a) **Cancellation of Examination:** Disqualification of the candidate and cancellation of his/her examination for the relevant academic year.
- (b) **Debarment from Board Examinations:** Debarment of the candidate from appearing in the examinations conducted by the Board for a period of not less than one (1) year, the duration of which shall be determined having regard to the nature and severity of the violation.
- (c) **Publication and Communication of Details:** The roll number(s) and name(s) of the expelled or disqualified candidate(s), along with the name(s) of the concerned institution(s) or examination centre(s), shall be published in the Result Book and communicated to all recognised Education Boards in the country.
- (d) **Cancellation of Examination at a Centre:** Where, on the basis of reports received, the Executive Chairman is satisfied that there has been widespread adoption of unfair means in any paper(s) or subject(s) at an Examination Centre, the Executive Chairman may cancel the

examination of the said Centre in the concerned paper(s) or subject(s) and order the conduct of a fresh examination for the affected paper(s) or subject(s) at that Centre.

- (e) **Action against Examination Functionaries and Centre:** After due inquiry, the Officer-in-Charge of the Examination Centre referred to in clause (d) above may be disqualified from all examination-related duties for a period of not less than two (2) years, and the Examination Centre may be placed under "Suspended Sentence" for a period of two (2) years.
- (f) **Action against Other Persons:** Any person not covered under these Regulations who is found to have indulged in any offence relating to the conduct of examinations shall be proceeded against in accordance with the laws in force, including the initiation of criminal proceedings and lodging of First Information Reports (FIRs), wherever applicable.
- (g) **Residual Powers of the Board:** The Board reserves the right to impose any other penalty or take such action as may be deemed fit and proper, based on the findings of an inquiry report submitted by its authorised functionaries.

**Explanation:** For the purposes of this Regulation, "Suspended Sentence" means that the Examination Centre shall be permitted to continue conducting examinations during the period of suspension, but strictly under enhanced supervision and special monitoring as may be prescribed by the Board.

## 9.2. Power to Relax

Notwithstanding anything contained in these Regulations, where the Executive Chairman is satisfied that the strict application of any provision thereof causes genuine hardship in any particular case, the Executive Chairman may, for reasons to be recorded in writing, relax such provision to the extent and subject to such conditions as may be considered just, equitable, and necessary.

## 9.3. Repeal and Savings

The Regulations for the Conduct of the Secondary School Leaving Certificate (SSLC) Examination previously adopted by the Board are hereby repealed:

Provided that such repeal shall not affect the validity of anything done or any action taken under the repealed Regulations prior to the commencement of these Regulations.

## 9.4. Authority for Interpretation

The Executive Chairman shall be the final authority for the interpretation of these Regulations, and any decision taken in this regard shall be final and binding.

**VIJAY KUMAR MANTRI**  
Executive Chairman  
MBOSE

The 8<sup>th</sup> January, 2026.

**No.AFWD/AGRI/11114/2025/NF/9.-** The Governor of Meghalaya is pleased to notify the distance between the rake point and Block Head Quarter for the state of Meghalaya with immediate effect and until further orders as per table below

**DISTANCE BETWEEN RAKE POINT AND BLOCK NO (in Km)**

<b>FMS District LGD Name</b>	<b>Sub-District Name</b>	<b>Nearest Railway rake Point</b>	<b>District in which Rake Point is situated</b>	<b>Distance between Rake Point and Block HQ (in Km)</b>	<b>Distance as per Google Map (in Km)</b>
East Khasi Hills	Khatarshnong Laitkroh	RANGIA	KAMRUP	170.50	170
East Khasi Hills	Mawkynrew	-Do-	-Do-	182.0	183
East Khasi Hills	Mawphlang	-Do-	-Do-	167.5	167
East Khasi Hills	Mawryngkneng	-Do-	-Do-	167.5	179
East Khasi Hills	Mawsynram	-Do-	-Do-	202.0	202
East Khasi Hills	Myllem	-Do-	-Do-	158.9	159
East Khasi Hills	Pynursla	-Do-	-Do-	192.2	192
East Khasi Hills	Shella Bholaganj	-Do-	-Do-	221.2	228
East Khasi Hills	Sohiong	-Do-	-Do-	171.3	171
East Khasi Hills	Mawpat	-Do-	-Do-	150.9	150
East Khasi Hills	Mawlai	-Do-	-Do-	138.8	139
West Khasi Hills	Nongstoin	-Do-	-Do-	175.1	189
West Khasi Hills	Mawshynrut	-Do-	-Do-	151.5	153
South West Khasi Hills	Mawkyrwat	-Do-	-Do-	217.3	215
South West Khasi Hills	Ranikor	-Do-	-Do-	262.6	260

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Ri- Bhoi	Jirang	-Do-	-Do-	86.9	86.8
Ri- Bhoi	Umling	-Do-	-Do-	85.0	84.2
Ri- Bhoi	Umsning	-Do-	-Do-	116.5	116
Ri- Bhoi	Bhoirymbong	-Do-	-Do-	144.8	145
Eastern West Khasi Hills	Mairang	-Do-	-Do-	152.3	151
Eastern West Khasi Hills	Mawthadraishan	-Do-	-Do-	174.6	174
West Jaintia Hills	Amlarem	-Do-	-Do-	231.8	231
West Jaintia Hills	La skein	-Do-	-Do-	229.7	229
West Jaintia Hills	Thadlaskein	-Do-	-Do-	193.8	193
East Jaintia Hills	Khliehriat	-Do-	-Do-	232.4	231
East Jaintia Hills	Saipung	-Do-	-Do-	284.2	285
East Garo Hills	Dambo Rongjeng	-Do-	-Do-	186.3	186
East Garo Hills	Samanda	-Do-	-Do-	251.6	251
East Garo Hills	Songsak	-Do-	-Do-	212.0	211
North Garo Hills	Kharkutta	-Do-	-Do-	131.7	132
North Garo Hills	Resubelpara	-Do-	-Do-	171.2	176
North Garo Hills	Bajengdoba	-Do-	-Do-	177.8	182
West Garo Hills	Dadenggre	-Do-	-Do-	259.6	266
West Garo Hills	Dalu	-Do-	-Do-	295.6	325
West Garo Hills	Gambegre	-Do-	-Do-	261.9	262
West Garo Hills	Rongram	-Do-	-Do-	234.4	234

West Garo Hills	Selsella	-Do-	-Do-	289.4	284
West Garo Hills	Tikrikilla	-Do-	-Do-	235.3	233
West Garo Hills	Demdema	-Do-	-Do-	236.9	249
South West Garo Hills	Betasing	-Do-	-Do-	292.3	291
South West Garo Hills	Zikzak	-Do-	-Do-	307.7	308
South West Garo Hills	Damalgre	-Do-	-Do-	290.4	293
South Garo Hills	Baghmara	-Do-	-Do-	279.6	278
South Garo Hills	Chokpot	-Do-	-Do-	300.6	298
South Garo Hills	Gasuapara	-Do-	-Do-	315.9	349
South Garo Hills	Ronggara	-Do-	-Do-	313.8	315

**NAINAMALAI. R,**  
Secretary to the Govt. of Meghalaya,  
Department of Agriculture and Farmers Welfare

The 9<sup>th</sup> April, 2026.

**No. FEG. 29/2008/353.**

1. With the objective to facilitating a complete digitized payment platform for processing of all claims made in the State Treasuries, the Finance Department is pleased to notify the implementation of E-Voucher under the E-Billing Application with effect from 1<sup>st</sup> April 2026 for all Bill Drawing Departments and Agencies designated as Drawing and Disbursing Officers (DDO) for the Government of Meghalaya. With the successful implementation of the SNA SPARSH Model of e-Voucher for Centrally Sponsored Schemes, all DDOs shall be required to process all claims on the E-Billing application providing all related documents such as sanctions to be facilitated from the E-Proposal System, scanned copies of Vouchers, Cash Memos, supporting documents, etc to be facilitated in the E-Voucher module of the E-Billing Application for processing of payments by the State Treasuries. The process of the State Treasuries for processing of such claims presented by the DDO's shall remain the same.
2. The introduction of E-Voucher under the E-Billing application shall stop the acceptance of all physical Treasury bills in the State Treasuries and there shall be an interim period of 3 (three) months being 1<sup>st</sup> April, 2026 to 30<sup>th</sup> June, 2026 where both the physical and electronic bill shall be required to be

presented for processing of claims of the concerned DDO's, after which all bills shall only be accepted in the electronic form from 1<sup>st</sup> July, 2026 onwards. All bills in the electronic form though E-Voucher shall be presented in the digital mode on approval of the bill by the DDO concern on having signed the E-Bill via Digital Signature.

3. The following points may be adhered to when processing of bills under the process of E-Voucher under the E-Billing application for presentation of Treasury bills:

- a) Only Original Vouchers should be scanned and presented for processing of payment on the E-Billing application. The Original Vouchers after the end of the interim period of 3(three) months being 1<sup>st</sup> July 2026, shall be placed in the safe custody of the DDO concerned subject to inspection and audit.
- b) All Vouchers, Documents of Claim shall continue to be passed for payment order *vide* Rule 176 of the Meghalaya Treasury Rules 1985 to be certified by the DDO concerned along with necessary certification of receipt of items, service, etc. to be provided for on the body of each voucher before uploading the same on E-Voucher on the E-Billing System.

After payment has been confirmed by the Treasury concerned, all original vouchers shall be stamped by the DDO "Paid and Cancelled" as a mark of having been processed in order to avoid the duplication of payment to the party concerned.

- c) With the implementation of E-Voucher under the E-Billing System, payments shall be made only to party concerned, unless authorized by Finance Department, except electricity bills, water tax, property tax, telephone bills and office reimbursement bills.
- d) In view of constant observations raised by the Office of the Principal Accountant General (A&E) Office along with Audit Objections raised by the Office of the Principal Accountant General (Audit) for funds being transferred to DDO Bank Accounts and funds lying outside the Consolidated Fund of the State Government, with the implementation of E-Voucher under the E-Proposal Application, it shall be enforced that all payments shall be made to party concern against actual claim of payments and vouchers.
- e) The process of accepting endorsement bills by Treasuries as per Rule 143 and Rule 227 of the Meghalaya Treasury Rules, 1985 shall be stopped as all bills shall be presented by the DDO concerned in the electronic form only.
- f) Transit Registers in line with Note 3 below Rule 205 the Meghalaya Treasury Rules, 1985 for presentation of Bills in the electronic form shall be maintained in the E-Billing System for reference of the DDO concern with DDO Bill Number and Treasury Bill Number. The Treasury Voucher Number (TV Number) shall also be provided for by the treasury concern on receiving the confirmation of payment from the RBI E-Kuber Payment System via the E-Billing System.
- g) As previously notified by the Finance Department, all sanctions shall be required to be processed and issued through Meghalaya One Portal keeping in mind the Meghalaya Delegation of Financial Power Rules 2006, General Provident Fund Rules 2020, Meghalaya Fundamental and Subsidiary Rules 1984 and other related Orders/Notifications/OMs as issued by Finance Department from time to time after which the same shall be pushed to the E-Billing System for processing of the Treasury Bills on the claims made by the DDO's concern. The same shall also be pushed to the Treasury system for verification of sanction provided for and for processing of the Treasury Bill presented for payment. It may be kept in mind that all sanctions should define the rule under which such sanction has been provided for.
- h) DDO's having received sanction for release of payment via an Abstract Contingency Bill (AC Bill) under Rule 232 of the Meghalaya Treasury Rules, 1985 shall be required to regularise the same *vide* DCC Bill on the E-Billing System only. This would facilitate maintenance of balance amount of AC Bills released to

a DDO concern to be regularized, also making sure of timely submission of the DCC Bills as required under Rule 234 of the Meghalaya Treasury Rules, 1985.

- i) Claim of Reimbursement of payments already made or on Cash Memo's on certification by the person concern having made such payment and presented for reimbursement, such claims shall be processed for payment and reimbursable to the person concern only having made such payments.
4. For Cheque Drawing Department, the implementation of E-Voucher along with E-Billing shall also be made mandatory w.e.f. 1st April 2026 for processing of all Divisional Bills under all Object Heads of Account subject to availability of fund. On processing of the E-Bill on the E-Billing Application having attached all related forms and documents along with Vouchers, Sanctions, Payment Advice, Administrative Approvals, etc., the Authorization Slip as generated earlier in the Budget Estimation Allocation Monitoring System (BEAMS) shall act as the Divisional Cheque with a Unique Book Number and Cheque Number being issued for each Authorization Slip having been processed.
5. As an interim period of 3 (three) months being 1<sup>st</sup> April 2026 to 30<sup>th</sup> June 2026 similar as in the case of Bill Drawing Departments, Cheque Drawing Departments shall be required to be presented to the Treasury concerned for processing of payment duly signed as per applicable rules for the DDO concerned.
6. The instructions as outlined under Para 3 shall be the same for Cheque Drawing Departments while preparing the E-Bill on the E-Billing application along with E-Vouchers.

**VIJAY KUMAR D**

Commissioner & Secretary to the Govt. of Meghalaya,  
Finance Department.

The 16<sup>th</sup> April, 2026.

**No.MISF.E.518/2026/5.-** In pursuance to Govt. Letter No. CDH.01/2026/26 Dated 25<sup>th</sup> February, 2026 and Directorate Order No. G.2/2025/37 Dated 10<sup>th</sup> March, 2026 this office previously known as **Meghalaya Secretariat Home Guards, Shillong** which was headed by "**Officer Commanding**" has been renamed as "**Meghalaya Industrial Security Force (M.I.S.F)**" and Consequent to the renaming, this office is now headed by **the Commandant, Meghalaya Industrial Security Force** vide Directorate Order No.E.13/2021/152 Dated 17<sup>th</sup> March, 2026 and No.E.13/2021/160 Dated 15<sup>th</sup> April, 2026. Henceforth, all official letters, confidential communication and financial correspondence etc. shall be addressed to "**The Commandant, Meghalaya Industrial Security Force, Shillong, Additional Secretariat compound, Shillong-01**".

Commandant,  
Meghalaya Industrial Security Force,  
Meghalaya, Shillong.

The 17<sup>th</sup> April, 2026.

**No.DC/L/VI/3/2025-2026/18/135.-** In exercise of the powers conferred under sub-rules (1) and (3) of Rule 36 of the Assam and Meghalaya Autonomous Districts (Constitution of District Councils) Rules, 1951 as amended, I, **Strongpillar Kharjana**, Chairman, Khasi Hills Autonomous District Council hereby summon the Council of the Khasi Hills Autonomous District to meet at **11.00 A.M. on Wednesday the 17<sup>th</sup> June, 2026**, in the Council Hall at Shillong.

**STRONGPILLAR KHARJANA.**  
Chairman,  
Khasi Hills Autonomous District Council.

The 21st April, 2026.

**No.CDD.76/2012/746.-** In continuation to this Department's Notification Mo.CDD.129/2011/Pt/54 dated 28<sup>th</sup> March, 2026, the Governor of Meghalaya is pleased to order the Re-organization of Mawkyring village falling under **Mawdiangdiang Gram Sevak Circle of Mawpat C&RD Block** under East Khasi Hills District with immediate effect.

This village will cease to exist/will be de-linked from Mawryngkneng C&RD Block.

**SIBHI C. SADHU**  
Secretary to the Govt. of Meghalaya,  
Community & Rural Development Department.

The 23rd April, 2026.

**No.SW(S)104/2015/Pt/102.-** Meghalaya State Policy for the Promotion of Anganwadi Workers (AWWs) to the post of Supervisor.

**Meghalaya State Policy for the Promotion of Anganwadi Workers to the Position of Supervisor and retirement under the Integrated Child Development Scheme (ICDS)**

## 1. INTRODUCTION

The Government of Meghalaya acknowledges the pivotal role played by Anganwadi Workers (AWWs) in the effective implementation of the Integrated Child Development Services (ICDS) scheme across the state. With the aim of fostering motivation, ensuring career progression, and building leadership within the ICDS framework, the State Government proposes this Policy to govern the promotion of eligible Anganwadi Workers to the post of Supervisor.

In accordance with the guidelines of **Saksham Anganwadi and Poshan 2.0**, 50% of the sanctioned vacancies for Supervisor shall be filled through promotion. This includes eligible AWWs and Instructors/Principals of Anganwadi Training Centres (AWTCs) and Middle-Level Training Centres (MLTCs) subject to availability of vacancies and possession of the prescribed qualifications. In the event of non-availability of eligible candidates, such vacancies shall be filled through direct recruitment.

## 2. OBJECTIVES

The primary objectives of this Policy are to:

- Establish a transparent, merit-based system for the promotion of Anganwadi Workers.
- Enhance the morale, motivation, and professional competencies of AWWs.
- Recognise the commitment, experience, and performance of deserving AWWs.
- Strengthen the ICDS service delivery framework by promoting experienced field functionaries into supervisory roles.

## 3. ELIGIBILITY CRITERIA FOR PROMOTION

### 3.1. Minimum Qualifications and Experience

3.1.1. Anganwadi Workers must have completed a minimum of 10 years of continuous service under the Integrated Child Development Scheme in the State of Meghalaya, and completed the mandatory Job Training Course, Refresher Course and Orientation Course.

3.1.2. As per the Ministry of Women and Child Development's notification (Saksham Anganwadi and Poshan 2.0, dated 1st August 2022), the minimum educational qualification required is **Class XII pass or Graduation** from a recognized Board/University.

3.1.3. All Anganwadi Workers (AWWs) fulfilling the experience requirement shall be considered eligible subject to fulfilment of minimum educational qualification as per the Ministry of Women and Child Development's notification (Saksham Anganwadi and Poshan 2.0, dated 1<sup>st</sup> August 2022). However, **seniority** shall be the primary criteria for shortlisting, followed by evaluation of **Annual Confidential Reports (ACRs)**, **written examination**, and **vacancy availability**.

3.1.4. In the absence of suitable eligible candidates, the unfilled posts may be diverted for **direct recruitment**, as per prevailing rules.

### 3.2. Performance Assessment

3.2.1. Assessment shall be based on **seniority and performance**, with the **ACRs of the preceding 5 years** forming the primary basis for evaluation.

3.2.2. A **District-Level Performance Review Board** shall be constituted comprising:

- Chairperson: Senior-most District Social Welfare Officer (DSWO)/District Programme Officer (DPO)
- Co-Chairperson: DPO/DSWO
- Member Secretary: Senior-most Child Development Project Officer (CDPO)
- Members: One Lady Supervisor nominated by each CDPO from respective ICDS projects.

3.2.3. The Child Development Project Officer will forward all the eligibility list of candidates, along with their ACRs, to the District Board.

3.2.4. The District Board shall scrutinize the applications and forward the list of shortlisted candidates in the **1:3ratio** (or as per availability of vacancies) to the Directorate of Social Welfare, ICDS.

### **3.3. Written Examination**

3.3.1. Shortlisted candidates will be required to appear for a **written examination** conducted at centres designated by the State Government.

3.3.2. The examination shall comprise:

- **Objective-type questions Multiple Choice Questions (MCQs)** to assess general aptitude, leadership, and management skills.
- **Technical assessment** focusing on record-keeping, programme reporting, computer/mobile operations, and domain knowledge relevant to the role of Supervisor.

3.3.3. **No personal interviews** will be conducted. The selection will be based solely on cumulative scores.

## **4. WEIGHTAGE FOR SELECTION**

The final selection shall be based on the following weightage criteria:

<b>Criteria</b>	<b>Weightage (%)</b>
Seniority and ACR Performance	70%
Written and Technical Assessment	20%
Higher/Specialised Qualifications	10%

- Candidates **with Bachelor of Social Works (BSW)** will be allotted **5 marks**, and those with **Master of Social Work (MSW)** will receive **10 marks** under the 10% qualification weightage category.
- Preference will be given to candidates with qualifications in **Social Work, Early Childhood Education**, or related disciplines.
- Seniority will be given weightage in case two candidates obtained same score.
- Since it is one time policy, Government approval may be obtained.

## **5. FINAL SELECTION AND POSTING**

5.1. Final selection shall be based on **cumulative scores** across all components of the selection process.

5.2. Candidates not possessing specialized qualifications will be **mandatorily required** to undergo upskilling through courses such as **Bachelor of Social Work (BSW)**, **United Nations International Children's Emergency Fund (UNICEF)-supported Early Childhood Care and Education (ECCE) courses**, or **Indira Gandhi National Open University (IGNOU) Diploma in Early Childhood Development**, or any other course as recommended by the State Government. Necessary support will be provided by the state government.

5.3. Selected candidates will receive their regional or cluster posting orders within two **(2) months** of the examination date. Candidates must report to their assigned location within **one (1) month** of appointment.

## 6. RETIREMENT

6.1. The retirement age for all Supervisors promoted shall be **58 years**.

## 7. RESERVATION

7.1. The promotion process shall strictly adhere to the **Reservation Policy and Roster System** of the State of Meghalaya to ensure equitable representation of candidates from **Scheduled Tribes, Scheduled Castes, and Other Admissible Categories**, as applicable.

## 8. POLICY REVIEW AND AMENDMENTS

8.1. This Policy shall be reviewed every **three years**, or as and when required, to ensure its continued relevance and effectiveness in alignment with Government priorities.

## 9. CONCLUSION

The promotion of Anganwadi Workers to the position of Supervisor is a significant step towards acknowledging their unwavering commitment and contribution to women and child development in Meghalaya. Through this Policy, the Government aims to foster leadership within the ICDS programme by ensuring qualified, experienced, and deserving AWWs are provided the opportunity to grow and serve in supervisory capacities, thereby strengthening the overall ICDS ecosystem for the benefit of vulnerable sections of society.

This Notification supercedes the Office Memorandum No.SW(S) 104/2015/247, dated 30<sup>th</sup> August, 2023 and Notification No.SW(S)63/2022/43, dated 4<sup>th</sup> November, 2022.

This Notification issues with the approval of the Cabinet.

**SAMPATH KUMAR,**  
Additional Chief Secretary to the Govt. of Meghalaya  
i/c Social Welfare Department.

The 23rd April, 2026.

**No.MG.61/2016/229** – This Department's Notification No.MG.61/2016/228-A, dated 15<sup>th</sup> April, 2026 stands cancelled *ab-initio* with effect from 15<sup>th</sup> April, 2026.

**M. B. K. REDDY,**  
Principal Secretary to the Govt. of Meghalaya,  
Mining and Geology Department.

The 23rd April, 2026.

**No.LE&SD.132/82/Pt/Vol-II/23:** In exercise of the powers granted under Section 14 of the Meghalaya Shops & Establishments Act, 2003, the Government of Meghalaya is pleased to declare that all employees who are employed in any business, trade, shops and commercial establishments located in Meghalaya and who are entitled to vote in the **ASSAM LEGISLATIVE ASSEMBLY ELECTIONS, 2026** shall be granted a '**paid holiday**' on the **9th April, 2026** in order to enable the voters to exercise their franchise in connection with this election. Industrial undertaking or any of the establishment governed by N.I Act, 1881, shops and those which work on shift basis, daily wage/casual workers who are registered voters of Assam shall be entitled to the benefit of a paid holiday as provided in section 135 (B) of The Representation of the People Act, 1951.

**F.R. KHARKONGOR,**

Principal Secretary to the Government of Meghalaya,  
Department of Labour, Employment & Skill Development.