



Board of Secondary Education, Assam  
Bamunimaidam, Guwahati-21

www.sebaonline.org, e-mail: boardassam@gmail.com

No.SEBA/EX/ZONE/38/2018/ 146

Dated Guwahati, the 18<sup>th</sup> January, 2024

From : Secretary,  
Board of Secondary Education, Assam,  
Guwahati-21.

To : The .....

Sub : Appointment of Coordinator of Tabulators for HSLC Examination, 2024

Sir/Madam,

I have the honour to inform you that you are appointed as Coordinator of Tabulators for the High School leaving Certificate Examination, 2024 at [Zone Name], scheduled to be held from ..... (tentative).

You will be the Team Leader among the four appointed Tabulators. You are therefore requested to lead the Zonal Marks Entry process as per the guideline as illustrated below :

1. All the Tabulators including the Coordinators will enter marks in the online system. Link will be provided later.
2. All the Tabulators including the coordinator will be provided with ,
  - a. One Laptop each
  - b. One Adapter each
  - c. One Printer each (to be arranged locally)
  - d. One Dongle (Airtel)
  - e. One SIM Card (Airtel)
3. Coordinator will collect all the above mentioned items (except the printer) for his/her respective Zone in the forthcoming meeting to be held on 29<sup>th</sup> January, 2024, at Srimanta Sankardev Kalashetra, Guwahati.
4. Coordinator will check each items, whether they are functioning properly or not, before distributing it to other tabulators. If any problem is found then he/she has to inform SEBA immediately.
5. Detailed instructions for the Marks entry system will be provided later.
6. After the end of Marks entry process, Coordinator will collect all items from each tabulator and seal them. He/She will further hand over all the sealed items to the Zonal Officer.

Secretary,

Board of Secondary Education, Assam  
Guwahati-21

Memo No. SEBA/EX/ZONE/38/2018/147-A

Dated Guwahati, the 18<sup>th</sup> January, 2024

Copy to :

1. The Registrar/Principal/Headmaster/Headmistress/Supdt.....  
He/She is requested to release the above mentioned person for performing his/her duties related to the HSLC Examination, 2024.
2. The Zonal Officer, Evaluation Zone-[Zone Name] for information and necessary action.
3. The Inspector of Schools, District concerned.

Secretary,

Board of Secondary Education, Assam  
Guwahati-21

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Dated Guwahati, the 18<sup>th</sup> January, 2024

From : Secretary.

Board of Secondary Education, Assam,  
Guwahati-21

To : The .....

Sub : Appointment of Tabulator- HSLC Examination, 2024

Sir/Madam,

I have the honour to inform you that you are appointed as Tabulator for the High School leaving Certificate Examination, 2024 at [Zone Name], scheduled to be held from ..... (tentative).

You are therefore requested to perform your duties as per the guideline as illustrated below :

1. All the Tabulator will enter marks in the online system. Link will be provided later.
2. All the Tabulators will be provided with ,
  - a. One Laptop each
  - b. One Adapter each
  - c. One Printer each
  - d. One Dongle (Airtel)
  - e. One SIM Card (Airtel)
3. All Tabulator will collect their items from the Coordinator.
4. All Tabulator will check each items, whether they are functioning properly or not, as soon as they receive the items. If any problem is found then he/she has to inform the Coordinator immediately.
5. Detailed instructions for the Marks entry system will be provided later.
6. After the end of Marks entry process, Tabulator will hand over all the items to the Coordinator.

Secretary,

Board of Secondary Education, Assam  
Guwahati-21

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3. The Inspector of Schools, District concerned.

Secretary,

Board of Secondary Education, Assam  
Guwahati-21