



**Board of Secondary Education, Assam**  
**Guwahati-781021,**  
**www.sebaonline.org, e-mail: boardassam@gmail.com**

No. SEBA/ZONE/38/2018/145

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


**From:** N.J. Sarmah,  
Controller of Examinations.  
Board of Secondary Education, Assam.  
Guwahati—21

**To** The Zonal Officer,  
.....Zone.

**Sub:** Dispatch of Zonal Materials to Spot Evaluation Zone for HSLC Examination, 2024.  
Sir/ Madam,

I am sending herewith the following materials required for conducting the Zonal Evaluation works of HSLC Examination, 2024 at your Zone w.e.f 21<sup>ST</sup> of February, 2024

Sl. No	Name of articles	Quantity
01	INSTRUCTION MANUAL TO ZONAL OFFICER	
02	APPOINTMENT LETTER OF EXAMINERS	
03	APPOINTMENT LETTER OF SCRUTINISER	
04	APPOINTMENT LETTER OF HEAD EXAMINER	
05	APPOINTMENT LETTER OF CO-ORDINATOR AND TABULATORS	1 Set
06	REPORT OF HEAD EXAMINER	
07	FORM NO. 3	4 Copies
08	RATE OF REMUNERATION	4 Copies
09	PACKET LABEL (PROFORMA NO. 1)	
10	SCRUTINY SLIP (FORM NO.24)	
11	REMUNERATION BILL FORM	
12	RELEASE CERTIFICATE	
13	ENVELOP FOR MARK FOIL (SEBA COPY)	
14	SUMMERY SHEET OF ANSWER SCRIPTS (SUBJECT WISE ALLOTTED)	1 Set
15	LAPTOP, DANGAL, ADAPTOR, MOUSE AND SIM CARD .	4-Nos. each

  
Controller of Examinations,  
Board of Secondary Education, Assam,  
Bamunimaidam, Guwahati-21.



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Guwahati-781021,

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FORM NO. 3

Date of commencement of Evaluation..... Name of  
Zone.....

Expected date of closure of Evaluation..... Zone  
Code.....

SUBJECT CODE	Subject Name	Total No. of Answer Scripts	No. of Examiners	No. of Scrutinisers	No. of Head Examiners	No. of Attendance
C1	ENGLISH					
C2	GENERAL MATHS.					
C3	GENERAL SCIENCE					
C4	SOCIAL SCIENCE					
01	ASSAMESE (MIL)					
02	BENGALI (MIL)					
03	BODO (MIL)					
04	GARO (MIL)					
05	HINDI (MIL)					
06	HMAR (MIL)					
07	KHASI (MIL)					
08	MANIPURI (MIL)					
09	MIZO (MIL)					
10	NEPALI (MIL)					
11	URDO (MIL)					
58	KARBI (MIL)					
12	ENGLISH (IL)					
13	ASSAMESE-(IL)					
16	MANIPURI (IL)					
17	HINDI (IL)					
18	SANTHALI (IL)					
19	ADVANCED MATHS. (E)					
20	ASSAMESES (E)					
24	HINDI (E)					
25	SANTHALI (E)					
26	NEPALI (E)					
27	SANSKRIT (E)					
28	ARABIC (E)					
29	PERSIAN (E)					

30	HISTORY (E)					
31	GEOGRAPHY (E)					
34	COMPUTER SC (E)					
36	FINE ART (E)					
37	HOME SCIENCE (E)					
38	MUSIC (E)					
39	WEAVING & TEXTILE DESIGN (E)					
40	GARMENT DESIGNING (E)					
41	WOOD CRAFT					
47	GENERAL MATHS (BLIND)					
48	GENERAL SCIENCE (BLIND)					
49	RETAIL TRADE NSQF (E)					
50	IT/ITeS NSQF (E)					
51	PRIVATE SECURITY NSQE (E)					
52	HEALTH CARE NSQE (E)					
53	AGRICULTURE & HORTICULTURE NSQF (E)					
54	TOURISM & HOSPITALITY NSQE (E)					
57	BEAUTY AND WELLNESS NSQE (E)					
59	AUTOMOTIVE NSQE (E)					
60	ELECTRONICS & HARDWARE NSQE (E)					
61	ANIMAL HEALTH WORKER NSQE (E)					

VERIFIED

Controller/ Deputy Controller Examinations

Signature of Zonal Officer with Seal

PROFORMA NO. 1

Board of Secondary Education, Assam



Bamunimaidam, Guwahati-781021

HSLC Examination, 20.....

NAME OF THE ZONE (IN BLOCK LETTER) .....

Record of Answer Scripts allotted for examination on .....

Subject..... Medium..... Group..... Roll.....

SL. NO.	Details of Roll Nos, allotted	Total Answer Scripts	Name of Examiner	Name of Scrutinizer
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				


TOTAL Answer Scripts.....

Finalized and handed over to Zonal Officer

Signature of Head Examiner

Received evaluated Answer Scripts with Mark-foils

Signature of Zonal Officer (With Seal)

  
**Board of Secondary Education, Assam**  
 Bamunimaidam, Guwahati-781021

**(SCRUTINY SLIP)**  
HSLC Examination, 2023

SUBJECT.....

MEDIUM.....

GROUP.....

Name of Examiner	Total No of Answer Scripts Scrutinized	Roll & No. of Answer Scripts where mistakes are detected	* Nature of mistake	Original Total Marks	Revised Total marks

\* Nature of mistake as : (1) Wrong entry (2) Left un-evaluated (3) Wrong Total (4) Over marking (5) Under marking (6) Lump-Sum marking (7) Marks awarded in wrong answer.

Countersignature

Signature of Scrutinizer

Head Examiner