

**Maharashtra State
Secondary and Higher secondary Educational Board**

S.N. 832-A-F, Plot No 178-179, near to Balchitravani Bhamburda,
Shivajinager Pune - 411004



**Higher Secondary Certificate Examination
Standard 12th**

**Private Candidate / Student
(Form No. 17) Scheme**

Important Notes

Candidates / Students are hereby informed that (Form No.17) Name registration cum enrollment form is merely an eligibility form to appear for the exam privately and it is not an examination form

**INFORMATION BOOKLET WITH
NAME REGISTRATION / ENROLLMENT
FORM (FORM NO. 17)**

Inside

Form, Subject scheme, guidelines &
suggestions and other information

Price 100/- Inclusive Enrolment application and including form no.17



Maharashtra State Board of Secondary Education Pune - 411004

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Introduction

Education is a continuous process. How to continue this process is decided by the individual himself or the existing circumstance. At all village level primary education till standard four is available. Higher Primary Education is available everywhere in the state within the distance of the- Four Kilometer and at five kilometer distance secondary education is available. In such way, webs of school has been generated at the state. The idea has been rooted to make education available to those who have deprived of educational opportunities in proper age, and make them avail the educational facilities without age barriers. At primary level, state government has started informal educational centres, hostel school and Mahatma Phule education scheme.

At Secondary level facility of appearing privately for secondary school certificate examination was available but due to lack of guidance students were not able to take proper benefit of these facilities. Complaints were received of various types of exploitation. On the basis of National Policy " open school scheme" We made provision of guidance, and self-study material. Maharashtra State Secondary and Higher Secondary Board started " Direct application scheme" without meritorious adjustment.

Our scheme provides a new hope to those students, who deprived of education due to their economical, social and other reasons. Under this scheme, students who passed standard Fourth and completed Fourteen years of age can enrol directly to the State Board and take admission to nearby guidance centre. These centers are providing various help like preparation for examination self-study books and practice of practical examination. This booklet provides information about the procedure of enrollment, working pattern of contact guiding centers, provision of guidance, details of study material and application of enrollment.

We have faith that this booklet is useful for teachers, parents, principals and students and needy students. They will take benefit of this new opportunity to appear for The Secondary School Certificate Examination.

Gangadgar Mahamane
President
State Board, pune 411 004

GUIDLINES FOR PRIVATE STUDENTS (STD : XII)

Availability of Form No. 17 for private students registration / enrollment. Blank forms in prescribed formats (Form No.17) for private students registration cum enrollment along with information booklet is available during office hours in divisional board office between 10.30 am to 4.00 pm either by paying 100/- cash / challan.

ELIGIBILITY CRITERIA FOR PRIVATELY APPEARING CANDIDATE

1. A candidate who has passed a secondary school certificate Examination of the State Board or any other equivalent examination from other State Board is eligible to enroll for 12 th exam as a private candidate only after two ears of passing the exam (For e.g. If a student has passed S.S.C exam in the year 2015 He/She will be eligible to appear for the H.S.C exam to be held in Feb / March 2017 after a gap of two years.
2. Candidates those who have passed / failed in F.Y.J.C exam or after taking admission in F.Y.J.C have left the school / college in between are eligible to enrol as a private candidate for 12th H.S.C exam on the condition that his / her name should not be there on the Jr. College attendance register/ muster in the next academic year.
3. Students having / holding a diploma certificate or any other equivalent qualification fulfilling condition no. 01 are eligible to enroll as a private candidate.
4. Candidate must have passed S.S.C or any other equivalent examination with English as one of the subject.
5. Students enrolling as a private student for science stream must have secured 35% marks in science subject. It is mandatory for them to submit their / enrollment form (Form No. 17) through their Jr. colleges sanctioned for science stream by the board.
6. Students / Candidates from outside maharashtra State as a private candidate must seek a certificate from Divisional Deputy Director or Education Officer (Secondary) further more candidate are supposed to forward their forms (Form No. 17) through those colleges which are allotted by these concerned authorities.
7. Students / Candidates enrolling as a private candidate cannot opt for technical / Bifocal / Vocational / Minimum competency vocational course skill based syllabus subjects.
8. Students / Candidates have to select the subjects from the subject list of H.S.C Board only.
9. Like regular students, private candidates / Students can opt. information Technology Subject, but the concerned college must have taken sanction for IT Subject and must have a laboratory as per the rules and regulations of the board.
10. Students having passed 10th standard from any other board other than Maharashtra Board must have sought an eligibility certificate by submitting required documents of his passed examination to the concerned board. It is very essential to submit an eligibility certificate in a stipulated time or else candidates / Students have to pay a fine / penalty as per Board circular issued in time and again.

Documents to be submitted along with Form No. 17 for enrollment as a private student

1. Original S.S.C mark sheet along with one attested photocopy
2. Original S.S.C passing certificate along with one attested photocopy.
3. Original leaving certificate (LC) or transfer certificate (TC) of 10th / 11th / Jr. College / Polytechnic along with one attested photocopy of the same. In case of a duplicate transfer certificate produced in place of original transfer certificate. Candidates are required to attach self attested and signed affidavit on blank paper (for format see perform given in enclosed booklet)
4. Original mark sheet of F.Y.J.C (XI std) along with an attested photocopy of the same.
5. For residential proof Ration Card / Adhar Card/ Voting Card / Photocopy o parents Transfer order / prescribed registration certificate.
6. If last attended school / college is beyond the jurisdiction of the applying board candidate ought to seek concerned district education officers / Education Inspector / Education officers counter signature on the rear / back side of the TC / LC. Students / Candidates outside the maharashtra state must have a counter signature of the concerned authorities.
7. Candidates / Students have to submit a declaration in the prescribed format (see format / proforma.2)
8. It is the sole responsibility of the candidate / Student to submit their duly completed and signed project work / practicals / oral exam / journals environment related syllabus and other grade subjects projects and seminars 9 see Proforma - B)
9. Enrollment / other fees for registration / payment slip (proforma -D)
10. Candidates / Students are required to enclose
11. Private candidates / students those who have opted practical related subject must have to pay Rs. 100/- as a fee to the concerned Junior Colleges for the sake of practical Provisions.
12. Incomplete / wrongly filled / Inadequate/ insufficient documents forms / fees not paid as per the provisions All such enrollments forms will be rejected. Kindly note that no. forms sent by post will be accepted under any circumstances.

Enrollment / Registration form (Form No. 17) for privately appearing candidates appearing for Feb / March / Sept-October Higher Secondary Examination

Permanent Dates for submitting (Form No. 17)

The following dates are finalised for submission of private candidates forms (Form No. 17) appearing for Feb / March / Sept / October Higher Secondary examination.

As per Rule 89 (3) of the Maharashtra State Board, candidates appearing as private students must / submits their application / enrollment form (Form No. 17) to duly completed / filled their concerned junior colleges along with all required documents and fees.

The concerned Junior colleges must submit the duly filled enrollment forms along with original documents and attested photo copies to the Board on the following dates.

Exam	Details	Last date for student (practical to submit enrollment form / (Form No. 17) to the Jr. Colleges	Last date for Junior Colleges to send / draw demand draft for enrollment	Last date for Submission of enrollment forms (From No. 17) along with demand draft to the Board
March	Without late fees	10 July	13 July	18 July
	With late fees	20 July	22 July	25 July
	Extremely delayed cases (Fees)	Note : - Enrollment forms / forms No. 17 will be accepted between 21st July to 20th August by charging extremely delayed fees (20/- Rs. per day per candidate) candidates are required to submit their forms in person in the Board office.		
Exam	Details	Last date for student (Private to submit enrollment form / (Form No. 17) to the Jr. Colleges	Last date for Junior Colleges to send / draw demand draft for enrollment	Last date for Submission of enrollment forms (From No. 17) along with demand draft to the Board
July	Without late fees	10 February	13 February	18 February
	With late fees	20 February	22 February	25 February
	Extremely delayed cases (Fees)	Note : - Enrollment forms / forms No. 17 will be accepted between 21st February to 20th March by charging extremely delayed fees (20/- Rs. per day per candidate) candidates are required to submit their forms in person in the Board office.		

If the above mentioned dates falls on sunday or public holidays, forms (Form No. 17) will be accepted on the next working days/

Kindly note that forms will not be accepted after the due dated (Hand delivery or by post) under any circumstances for submission of enrollment forms (Form No. 17) to the Board, some important things are given below for your kind perusal and reference.

Fees for Enrollment Form (Form No. 17) / Registration

According to the conditions laid down by the Board, following fees will be charged for enrollment of private candidate (Under Form No. 17)

Sr. No	Details	Fees
01	Fees for registration / enrollment	Rs. 100/- (Per student)
02	Form verification along with verification fees (Verification of form, correspondence other administrative expenses)	Rs. 400/- (Per student)
03	Late Fees	Rs. 25/- (Per student)
04	Extremely delayed fees	Rs. 20/- (Per day / per student)

GUIDELINE / SUGGESTION REGARDING VERIFICATION OF APPLICATION FORMS, ACCEPTANCE / REJECTION OF FORMS (FORMS NO 17)

1. After the receipt of the duly filled forms to the divisional Board, forms will be verified and in case of not eligible candidates, intimation will be given / informed to such candidate Rs. 100/- will be refunded to such candidates (fees for enrollment)
2. The names of all eligible candidates along with enrollment certificate will be sent to the concerned Jr. colleges candidates are required to collect their documents to S.S.C and other original certificates & enrollment certificate from the concerned Jr. colleges.
3. The students / candidates who received name registration/ enrollment certificate have to fill up their forms. A private student / candidate must fill the duly prescribed forms in the months of November and December. If he / she wants to appear for Feb / March examination. Where as candidates who want to appear for July exams have to fill their forms in the month of June. The candidates must take a note of this information and immediately contact the junior College, as soon as he / she receives enrollment / registration certificate.
4. All be eligible candidates / students have to get the information regarding language subjects oral exam, Practical Exam, Project related information, Grade Subject from their consult Jr. collages.

5. The tentative time table for Feb / March written exam is generally declared in the month of July (earlier year) where as printed time table for the written exam to be conducted in the month of July is declared in the month of June.

All candidates are required to get this information from their concerned Jr. Colleges

Higher Secondary Certificate Examination (Std 12th)

Subjects, Number of question papers, information regarding practical of oral Exams

Sr. No.	Subjects	Written / Project			Practical / oral / Project			Max. Marks
		No. of que. Papers	duration in (hrs)	Marks	No. of que. Papers	duration in (hrs)	Marks	
1.	Compulsory Subjects English (01)	One	Three	80	--	--	20	100
2.		One	Three	80	--	--	20	100
3.	Environmental studies (ENS) Education	--	--	30	Internal evaluation seminar / Journals		20	50
4.	Physical Education & Health	--	--	25	--	25	50	Grade

Sr. No.	Optional Subjects	Any four subject of any one faculty steam (Arts, commerce & Science)						
1.	Modern Indian Language (Any other language other than compulsory language)	One	Three	80	--	--	20	100
2.	Modern foreign language (Any other language other than compulsory language)	One	Three	80	--	--	20	100
3.	Sanskrit	One	Three	80	--	--	20	100
4.	Ardhmaghee	One	Three	80	--	--	20	100
5.	Pali	One	Three	80	--	--	20	100
6.	Arabic	One	Three	80	--	--	20	100
7.	Parshian	One	Three	80	--	--	20	100
8.	Avesta Pahelvi	One	Three	80	--	--	20	100
9.	English Literature	One	Three	80	--	--	20	100

10.	Marathi Literature	One	Three	80	20 Essy thesis	--	--	100
11.	Practical Hindi	One	Three	80	20 Orals	--	20	100
12.	History	One	Three	80	--	--	20	100
13.	Geography	One	Three	80	--	one	20	100
14.	Maths & Statistics (For Arts & Science student)	One	Three	80 (40+40)	--	one	20	100
15.	Maths & Statistics (For commerce student)	One	Three	80 (40+40)	--	Three	20	100
16.	Geology	One	Three	70	One	Three	30	100
17.	Politics	One	Three	80	--	--	20	100
18.	Child development	One	Three	70	Project & Practical action	--	30	100
19.	Textile	One	Three	70	one Practical 20	3 Projects 10	30	100
20.	Sociology	One	Three	80	--	--	20	100
21.	Philosophy	One	Three	80	--	--	20	100
22.	Logic	One	Three	80	--	--	20	100
23.	Psychology	One	Three	80	--	--	20	100
24.	Economics	One	Three	80	--	--	20	100
25.	Book keeping & Accountancy	One	Three	80	--	Project 20	--	100
26.	Organization of commerce & Management	One	Three	80	--	Project 20	--	100
27.	Secretarial Practice	One	Three	80	--	Project 20	--	100
28.	Co-operation	One	Three	80	--	Project 20	--	100
29.	Physics	One	Three	70 35+35	one Practical Project	--	30	100
30.	Chemistry	One	Three	70 35+35	One Practical and a Project	--	30	100
31.	Biology	One	Three	70 35+35	One Practical and a Project	--	30	100

32.	Drawing	--	--	--	one	Three	80+20	100
33.	Painting	--	--	--	Two	Three	80+20	100
34.	Tutorial / Composition	--	--	--	one	Three	80+20	100
35.	History & Arts	one	Three	80	--	--	20	100
36.	History & Indian Music & development	one	Three	100	--	--	--	100
37.	(Practical One)	--	--	--	One	Three	100	100
38.	Classical Singing (Practical Two)	--	--	--	One	Three	100	100
39.	Instrumental (Practical Three)	--	--	--	One	Three	100	100
40.	Percussion Instruments	One	Two & half	50	One	30 Min.	50	100
41.	Agricultural Science Horticultural	One	Three	70	One	Three	30	100
42.	Animal Science & Technology	One	Three	70	One	Three	30	100
43.	Defence Science	One	Three	80	One	Two	20	100
44.	Education	One	Three	80	--	--	20	100
45.	Occupational Orientation Shorthand 1) (English/Marathi)	--	--	--	One	Three	100	100
	2) (Library & Information Science	One	Two	50	One	Three	50	100
46.	Information Technology	One	Two & Half	80	One	Three	20	100
47.	General Knowledge (Sci. / Com. / Arts) only for sainik schools	One	Two	100	--	--	--	100

Note :- School grade subjects and practical subject.

1. School grade subjects exam of privately appearing candidates (Form No. 17) will be conducted in the month of January. All the private candidates / students (Form No. 17) should contact their concerned Junior colleges in this regard.
2. Practical exams of science and information Technology (IT subject) subjects will be conducted along with other regular students.
3. For all Faculties / Streams fo Higher secondary examinations. The question papers will be in A B C D sets will be multiple sets of question papers.

Note :- School grade subjects and Compulsory Subject

4. **Environmental Education / Science :-** Environmental education science / studies is a compulsory subject (Arts, commerce, science) in Junior Colleges. In each term there will be an Internal Evaluation of 30 marks for project work (First Term) + 20 marks (Internal evaluation seminar / Journals) etc. There will be no written exam in the subject of environmental education Science / Studies However there will be separate seminars / Journals in each terms and common project for both the terms. After calculating out of 50 marks in each term marks will be entered (out of 100) on the official mark sheet of the Board exam. The result of the candidate will be declared after considering the marks along with the total marks.
5. For Health and physical education (Compulsory Subject) there will be a written exam of 25 marks and a practical exam of 25 marks each. However these marks will be converted into grades and will be reflected in the mark sheet. All privately appearing candidates should contact their Junior Colleges in this connection
6. Physically handicap : - special Children / Physically handicap Candidates are exempted from appearing practical exams in the compulsory subject of Health and physical Education.
7. The history of Arts and can be taken as a subject of special subject for this subject there will be a written exam of 80 Marks and practical exams will be fo 20 marks (Total 100 Marks) along with this subject
 1. Drawing (57)
 2. Design and colour (58) 3 conceptual drawing (59) any one of these 3 subjects can be opt. as practical subjects. One or more than one practical subjects cannot be opted.
8. Drawing (57.2 Designs and colour (58) 3 conceptual drawing (59) 3 conceptual drawing (59) All these subjects will be having 100 Marks exam (80 Marks) for practical + 20 marks for classroom work)
9. In the subject of The history of Arts and appreciation there will be exam of 100 marks (80 Marks for written exam and 20 Marks for practical exam)
10. There will be no practical exam for the subject of History and Development of Indian Music. A written exam of 100 Marks will be conducted.
11. There will be a practical exam of 100 marks in the following subjects. Vocal light Music Practical I, Vocal Classical music practical II, Instrumental Music Practical III.
12. **Musical Instruments :-** There will be a written in the subject of exam of 50 marks and practical exam will be 50 marks. This subject can be opt. as a special subject. Along with this subject, the subject like History and development of Indian music can be opt. as a subject. The practical related subjects like Vocal Light Music Practical I, Vocal classical Music practical II, Instrumental Music Practical III can not be opted together with the subjects like the history of Indian music and musical Instruments.

CLASSIFICATION OF SUBJECTS STREAM / WISE ARTS BRANCH

1. Modern Indian Language
2. Modern Foreign
3. Sanskrit
4. Ardhamaghdhee
5. Plae
6. Arabik
7. Parshian
8. Avesta pahelvi
9. English
10. History
11. Geoprathy
12. Mathematics and Statistics (Arts & Science)
13. Politics
14. Child Development
15. Textile Science
16. Sociology
17. Philosophy
18. Logic
19. Psychology
20. Economics
21. Defence Science
22. Drawing
- 23.
24. Design and colour
25. Conceptual design
26. History and Development of Indian Music
27. Music (Light) Practical I
28. Classical music singing (Practical II)
29. Instrumental (Practical III)
30. Musical Instruments
31. Book Keeping and Accountancy
32. Co-operation
33. Education
34. Occupational Orientation
- A) Shorhand (English / Marathi)
- B) Library and Information Science
35. Information Technology
36. Marathi Literture
37. Practical Hindi

CLASSIFICATION OF SUBJECTS STREAM / WISE COMMERCE BRANCH

1. Mathematics and Statistics (Commerce)
2. Economics
3. Geography
4. Book - Keeping & Accountancy
5. Organization of Commerce and Management
6. Secretarial Practice
7. Co-operation
8. Occupational orientation
 - A. Shorthand (English / Marathi)
 - B. Library and Information Science
9. Defence Science
10. Information Technology
11. English Literature
12. Marathi Literature
13. Practical Hindi

CLASSIFICATION OF SUBJECTS STREAM / WISE SCIENCE BRANCH

1. Mathematics and Statistics (Arts & Science)
2. Geology
3. Child Development
4. Textile
5. Psychology
6. Economics
7. Geography
8. Defence Science
9. Physics
10. Chemistry
11. Biology
12. Agri Cultural Science and Technology
13. Animal Science and Technology
14. Sociology
15. Sanskrit
16. Education
17. Information Technology
18. English Literature
19. Marathi Literature
20. Practical Hindi

Note :-

1. Subjects have to be selected as per the subject scheme candidate / students have to ensure not to select wrong combination.
2. One or more than one practical subjects cannot be opted simultaneously.

PROFORMA OF AN AFFIDAVIT TO BE SUBMITTED ON PLAIN PAPER WITH SELF ATTESTATION IN CASE OF DUPLICATE SCHOOL LEAVING CERTIFICATE IS SUBMITTED

I _____ Son/Daughter of _____

Aged _____ Years, Occupation _____

Resident of _____

Do hereby state on solemn affirmation as under:

That I was student of _____

School / Jr. College / Polytechnic From _____ to _____ I left

The School / Jr. College / Polytechnic on _____ and passed / failed the S.S.C Examination / F.Y.J.C. / Diploma course in Feb. / March / April

I was issued a School Leaving Certificate by above Secondary School / Jr. College / Polytechnic. The said School / Junior College / Polytechnic Leaving Certificate cannot be produced to obtain a permission to appear for H.S.C Examination of _____

Because _____

Since the date of Leaving the Secondary School / Jr. College / Polytechnic mentioned above I did not enrol my name in any Jr. College as a regular Student.

I understand that my candidature / Performance is liable for Cancellation in case the above information is found to be incorrect.

Solemnly affirmed at _____ on _____

DEPONENT

Verification

I, _____ the above named candidate verify that the statements contained in the above paragraphs are true to the best of my Knowledge and belief and that nothing material has been cancelled.

Place :

Date

Signature of the Dependent

प्रत्येक खाजगी विद्यार्थ्यांने भरावयाचे हमीपत्र

१) मी _____ यापूर्वी कधीही महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळाने घेतलेली उच्च माध्यमिक प्रमाणपत्र परीक्षा किंवा इतर कोणत्याही सांविधिक मंडळ किंवा विद्यापीठ यांची इतर कोणतीही समतुल्य किंवा उच्च परीक्षा उत्तीर्ण झालेली / झालेली नाही.

I, _____ have never passed the H.S.C. Examination conducted by the Maharashtra State Board Secondary & Higher Secondary Education or any other equivalent or Higher Examination of any Statutory Board or University.

२) मी सादर केलेला फॉर्म नं. १७ हा फक्त मी इ. १२ वी परीक्षेस बसण्यास पात्र आहे किंवा नाही यासाठी भरलेला आहे याची मला पूर्ण जाणीव व माहिती आहे. मंडळाने मला पात्र ठरविल्याची माहिती मी स्वतः जातीने समक्ष माझ्या कनिष्ठ महाविद्यालयाकडून घेईन व परीक्षेसाठी फॉर्म भरून घेईन. अशाप्रकारे मी पात्र ठरून जर परीक्षेचा फॉर्म भरू शकलो / शकले नाही तर त्यासंबंधीची संपूर्ण जबाबदारी माझी राहिल व त्याबद्दल मी तक्रार करणार नाही.

I know and I understand that, I have filled up Form No. 17 through my Junior College only to get permission from H.S.C Board to appear as a Private Candidate for H.S.C. Examination, Further I am assured that I will take all the information about my said permission and submission of my examination form in time through my Junior College. If I failed to do so I will not make any complaint in this matter.

Regd. Application form No. :

नोंदणी अर्ज क्रमांक _____

Signature of the Candidate

विद्यार्थ्याची स्वाक्षरी

Name of Student

विद्यार्थ्याची स्वाक्षरी

Address

विद्यार्थ्याचा पत्ता

स्थळ :-

Place : _____

प्राचार्य सही _____

Sign of Principal

दिनांक : / / २०

Date : / / 20

कनिष्ठ महाविद्यालय शिक्का _____

Seal of Jr. College

Index No.

Guidelines for Private Candidates are Given below

ELIGIBILITY OF PRIVATE CANDIDATES

1. A candidate who has passed the Secondary School Certificate Examination of the State Board or any other equivalent Public/Authorised Official Examination of Board or school outside the State or outside India can be held eligible to enrol his name at the Higher Secondary Certificate Examination a private candidate two years after his passing the Secondary School Certificate examination or any other equivalent examination. However, Students studying in the first year diploma at Polytechnic may be held eligible to enrol a " Private Candidate" at the next following Higher Secondary Certificate examination, even though they passes or fails the diploma course.
2. If a candidate who desires to appear at the Higher Secondary Certificate examination as a private candidate under clause I above, intends to offer subjects where practicals are prescribed, he shall complete the practical course prescribed for those subjects for First Year and Second Year in recognized junior college. He shall attach the necessary certificate from the head of the recognized junior college of his having completed the practical course in those subjects for the two years along with his application.
3. The above mentioned eligibility for appearing as a private candidate at the end of Second Year Junior College (Std. XII) is subject to the condition that,
 - (i) He was not on the roll of a Junior College in Maharashtra State during the last two academic years, or
 - (ii) If he passed at the end of the first year of recognized Junior College in Maharashtra State during the last one academic year preceding the date of the Higher Secondary Certificate examination at which he desires to appear.

Note :

For the purposes of (i) and (ii) above for the February or March Higher Secondary Certificate examination the academic year commencing from June in that academic year shall be counted as one academic year Provided that,

- (a) It shall be competent for the Divisional Board to prevent permanently or for such specific period as the Divisional Board may determine in each case, any Junior College which forwards under this clause, applications of private candidates without proper scrutiny, from forwarding such applications, except the applications of their own bonafide past students
 - (b) Unless specially permitted by the Divisional Board to do so no junior College shall forward more than 50 applications from candidates other than its own bonafide past students, for permission to appear as private candidates at any one Higher Secondary Certificate examination. Provided further that it shall be competent for the Divisional Chairman to relax, on the merits of each case, the said limit and allow Junior college to forward more that 50 applications at any one examination from bonafide private candidates other than its own past students.
 - (c) It shall be competent for the Divisional Board to debar an applicant employing malpractices to secure permission to appear at the examination as a private candidate under clause I above, from applying for permission to appear for the examination, for a period of two years from the month and year of the examination, for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued.
4. Each applicant will have to pay a registration fee, an enrolment fee, as mentioned in Regulation 94/3, along with the application to be submitted through the head of the junior college last attended, for permission to appear for the Higher Secondary Certificate examination. If the said junior College does not exist or is derecognised or refuses to forward the application, the applicant shall submit the application, the applicant shall submit the application through the head of any recognised Junior College within the jurisdiction of the Divisional Board. The registration and enrolment fee will not be refunded in any case.

For such an enrolment, permanent dates of submission of these forms, (Form No.17) to the Board office along with the prescribed fee will be as under :

- 1) February / March Examination
 - (a) With Regular Fee : Up to 10 th July
 - (b) With Late Fee : Up to 20th July
 - (c) with Extra Late Fee : From 21 st July to 20th August

- | | | | |
|----|-------------|-------------------------|------------------------|
| 1) | September | (a) With Regular Fee | : Up to 10 th February |
| | October | (b) With Late Fee | : Up to 20th February |
| | Examination | (c) with Extra Late Fee | : From 21 st February |
| | | | 20th August |

If Sunday or any Public Holiday occurs on any of the dates mentioned above the concerned ate will be prolonged accordingly.

5. If a Private candidate is unable to submit his application before the date fixed by the Divisional Board, the Divisional Secretary may admit his application if it is received with a late fee, as mentioned in Regulation 94, not later than 10th day after the last date fixed by the Divisional Board.

- a. Provided also that, it shall also be competent for the Divisional chairman to accept the application of a private candidate up to ten days after the date prescribed by the Board for submission of applications of private candidates, with late fee or without late fee, if he is satisfied that the application alongwith the prescribed fee with late fee or without late fee was, in fact sumitted by the private candidate to the head of the Junior College on or before that normal or extended date prescribed, but the head of the Junior College faild to submit the application together with the examination fee, with late fee or without fee, to the Board within the time prescribed. In such case, however, an amount as mentioned in Regulation 94/3 per candidate for each day of delay shall be charged by the Board to the Junior College concerned as fine. The amount of fine shall be borne by the Junior College concerned.

The Head of Junior College, While submitting the application (s) of private candidate (s) shall give a written undertaking to the Divisional Board concerned that the amount of fine shall not be recovered from the candidate (s) concerned

6. An applicant held eligible for enrollment as a private candidate will be issued an enrolment certificate which should be attached to the application for admission to the Higher Secondary Certificate examination to be forwarded through the head of the Junior College concerned.
7. A person who has been enrolled as a private candidate for the Higher Secondary Certificate examination conducted by the Divisional Board need

8. A candidate desirous of appearing at the higher Secondary Certificate examination as a private candidate shall affix two copies of the same specimen of his recent photograph, one on the Form No. 17 in the space provided for the purpose and the other on the application form duly attested by the head of the Junior College forwarding his application for admission to the Higher Secondary Certificate examination.
9. Every applicant will have to state in writing that he is not undergoing rustication or prevention from appearing at the examination imposed by any Statutory Board, recognised body or University in India or any other examination authority at the time of submission of his application for enrolment or during the period of the examination.
10. Private candidates will not be eligible for the award of any of the prizes or scholarships at the Higher Secondary Certificate Examination.
11. The Junior College forwarding the application of a private candidate should provide facilities for completing practicals in the subjects offered by the candidate in which practicals are prescribed for which the junior college may charge a consolidated fee of Rs. 100/-
12. Private Repeater Candidates can have the facility to change the subject/stream according to the facility approved to the repeater candidates.
13. There shall not be age limit to appear as a private candidate for the Higher Secondary Certificate examination.
14. To appear as a private candidate for the Higher Secondary Certificate examination, the candidate shall have to pass the Secondary School Certificate or equivalent examination with English subject.
15. Private candidate shall not be eligible to select subjects from Technical Bi-focal Vocational /H.S.C. Vocational groups.
16. If it appears on scrutiny, that the candidate is ineligible to appear as a private candidate according to the provisions of Regulations, the registration and enrolment fee, excepting Rs. 100/- as administration charges, will be refunded. However, late fee or extra-late fee or special extra late fee paid by the candidate will not be refunded.
17. The Head of the junior college concerned shall issue a certificate in prescribed form to the private candidate, instead of junior college leaving certificate for further studies.

18. Candidate registering his name as private candidate for Science Stream, shall have to secure minimum 35 percent marks in Science subject of the Secondary School certificate or equivalent examination.
19. The candidates who have passed the examination of a Statutory Board, or recognised institution or University out of Maharashtra State shall have to apply, for Eligibility Certificate in a prescribed form, with a prescribed fee, and shall have to obtain Eligibility Certificate. Otherwise, they shall not be permitted to appear for the examination as private candidate.
20. The syllabus and scheme of examination prescribed for regular candidates shall be applicable to private candidates.

INFORMATION OF DIVISIONAL BOARD FOR CONTACT

1) Pune Divisional Board

Address : Maharashtra state Board of Secondary and Higher Secondary Education, Pune Divisional Board, Shivaji Nagar, Pune 411 005.

District : Pune, Ahmednagar, Solapur

Phone : (020) 25536781, 82, 83

Fax : (020) 25536761

2) Nagpur Divisional Board

Address : Maharashtra State Board of Secondary and Higher Secondary Education, Nagpur Divisional Board, Civil Lines, Nagpur 440 001.

District : Nagpur, Bhandara, Vardha, Chandrapur, Gadchiroli, Gondia

Phone : (0712) 2560209

Fax : (0712) 2561775

3) Aurangabad Divisional Board

Address : Maharashtra State Board of Secondary and Higher Secondary Education, Aurangabad Divisional Board, Railway Station Rd., Usmanabad, Aurangabad 431 005.

District : Aurangabad, Parbhani, Beed, Hingoli, Jalna

Phone : (0240)2334228

Fax : (0240) 2321201

INFORMATION OF DIVISIONAL BOARD FOR CONTACT

4) Mumbai Divisional Board

Address : Maharashtra state Board of Secondary and Higher Secondary Education, Mumbai Divisional Board, Plot no 27 and 28, sector 16-A, Vashi, New Mumbai 400 703

District : Mumbai, Mumbai suburban, Thane, Raigad, Palgar

Phone : (022) 27881075, 27881077

Fax : (022) 27659491

5) Kolhapur Divisional Board

Address : Maharashtra State Board of Secondary and Higher Secondary Education, Kolhapur Divisional Board, 539, Kasaba karveer, behind shivaji university, near Rajendra Nagar Kolhapur 416 004

District : Kolhapur, Satara, Sangli

Phone : (0231) 2696101, 03

Fax : (0231) 2690758

6) Amravati Divisional Board

Address : Maharashtra State Board of Secondary and Higher Secondary Education, Amravati Divisional Board, Shashtriangar, amravati 444 602

District : Amravati, Akola, Bhuldana, Yavatmal, Washim

Phone : (0721) 2662657

Fax : (0721) 2662749

INFORMATION OF DIVISIONAL BOARD FOR CONTACT

7) Nashik Divisional Board

Address : Maharashtra state Board of Secondary and Higher Secondary Education, Nashik Divisional Board, Vani house, opp. Runanubhand mangala karyalaya, New Mumbai-Agra national highway, Nashik 422 001

District : Nashik, Dhule, Jalgaon, Nandurbar

Phone : (0253) 2592141, 43

Fax : (0253) 2599359

8) Latur Divisional Board

Address : Maharashtra State Board of Secondary and Higher Secondary Education, Latur Divisional Board, behind, Rajasthan High School, Cotton Textile Area, Kaneri Rd., Latur 413 531.

District : Latur, Usmanabad, Nanded

Phone : (02382) 258241

Fax : (02382) 258219

9) Kokan Divisional Board

Address : Maharashtra State Board of Secondary and Higher Secondary Education, Kokan Divisional Board, M.I.D.C, E77/06, Mirjole, Ratnagiri 415 612

District : Ratnagiri, Sindhudurg

Phone : (02352) 231251

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**Maharashtra State
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