

## **CIRCULAR**

Sub:- SSLC Examination – April 2021 - Centralized Valuation -  
Application for examiner ship – invited – reg.

Ref:- Notification No EX/CGL (1) 25000/2021/CGE dated 21.12.2020.

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The centralized Valuation of answer scripts of SSLC Examination April 2021 will be conducted from 14/05/2021 to 29/05/2021.

1. Applications are hereby invited from eligible Government and Aided High School teachers those who are teaching in X<sup>th</sup> standard, for the post of Additional Chief Examiner and Assistant Examiners in their respective districts. Applications duly signed in the prescribed format should be submitted to the Head of the School by eligible teachers.
2. Head of the School has to verify and enter the required details as per the entries in the applications in the iExaMS portal through HM Login. After submitting the details of each teacher, the print out of the same should be generated.
3. **The same copy will be available at the iExaMS DEO Login also.** A school level summary of application for Additional Chief Examiner and Assistant Examiners will also be available at iExaMS DEO login.
4. 69 Centralized valuation camps are arranged in the state for the smooth conduct of valuation. Teachers are allowed to apply to the respective C.V. Camps of the district in which they are working.
5. Govt Girls HS Karunagappally is selected as the Valuation Camp for all Old Scheme except Old scheme Kannada (language) and other Kannada medium subjects.
6. Through iExaMS portal, HMs have to submit the details of all teachers (exemption to Special teachers who are taking classes in Std X). But for applying for the post of Additional Chief Examiner and Assistant Examiners, teachers should submit separate application to the Head of school.

## **ELIGIBILITY CONDITIONS**

1. Teachers who possess a Graduation/Post Graduation with B.Ed in the respective subject and is handling classes for the same in X<sup>th</sup> standard during the academic year 2020-2021 are eligible to submit application for valuation in that particular subject.

2. All Government School teachers who have completed a minimum of one year of service as H.S.T. on 01/06/2020 can apply for the post of Assistant Examiner. Teachers in Aided Schools can apply if they completed one year of approved service as on 01.06.2020.
3. Those who have completed a minimum of 15 years of service as HST as on 01/06/2020 can apply for the post of Additional Chief Examiner. For Physics, Chemistry and Biology the minimum period is limited to 10 years and for English it will be 8 years.
4. For the subjects Physics, Chemistry, Biology and English, valuation duty of all eligible teachers is compulsory. Hence, Head of Schools should ensure that all eligible teachers in these subjects of their institution have submitted their details in iExaMS. Any lapse in this regard from the part of Head of School will be viewed seriously. No relaxation will be allowed under any circumstances.
5. Print out of online application recommended and submitted by Head of School should be kept in the Office.
6. Particulars noted in the application regarding the period of service and number of chances the teacher had worked as Additional Chief Examiner/Assistant Examiner in the previous years should be verified by the Head of School with the supportive evidence such as Service Book and other registers related to the SSLC examination kept in the school.
7. Preference will be given to those teachers who have been posted and attending the invigilation duty of March 2021 SSLC Examination. During online registration, Head of Schools should mark whether the applicant had attended the invigilation duty of March 2021 SSLC Examination.
8. Teachers who satisfy the eligibility conditions should submit the duly signed application in the prescribed format to the Head of School.
9. Online registration by Head of schools through iExaMS HM Login can be done from **16/04/2021** to **22/04/2021** Eligible teachers have to submit the duly signed application in the prescribed format to the Head of Schools on or before **21/04/2021**.
10. School wise details of application will be available to all DEOs through their iExaMS DEO Login.
11. Those who are due to retire from service on or before 30.04.2021 are not eligible for appointment either as Assistant Examiner or Additional Chief Examiner.
12. The teachers against whom any disciplinary action which had been initiated in the past years or those who have received memo, notice, charge sheet etc or pending finalization of disciplinary action in connection with valuation of answer scripts in CV Camps are also not eligible to apply for valuation. Their applications should not be submitted through iExaMS on any account.

## Valuation of Answer Scripts of Minor Languages

### Tamil/Arabic/Sanskrit and Urdu Language

Valuation Camp for Tamil, Arabic, Sanskrit and Urdu are arranged in 8, 7, 5, 4 districts respectively. Teachers in the districts in which no camps are arranged for Tamil, Arabic, Sanskrit and Urdu can apply as per the following table.

**Teachers handling Tamil Paper I and Paper II in the column A districts can apply Camps in Column B districts**

<b>Column A</b>	<b>Column B</b>
Thiruvananthapuram	Idukki
Kollam	
Pathanamthitta	
Alappuzha	
Kottayam	
Ernakulam	
Thrissur	Palakkad
Malappuram	
Kozhikkode	
Wayanad	
Kannur	
Kasaragod	

**Teachers handling Tamil Medium core subjects in the column A districts can apply Camps in Column B districts**

<b>Column A</b>	<b>Column B</b>
Kollam	Thiruvananthapuram
Pathanamthitta	
Alappuzha	
Kottayam	
Idukki	
Ernakulam	
Thrissur	Wayanad
Malappuram	
Palakkad	
Kozhikode	
Kannur	
Kasaragod	

**Teachers handling Arabic in the column A districts can apply in Column B.**

<b>Column A</b>	<b>Column B</b>
Pathanamthitta	Ernakulam
Alappuzha	
Kottayam	
Idukki	
Wayanad	Kozhikode
Kasaragod	

**Teachers handling Sanskrit in the column A districts can apply in Column B.**

<b>Column A</b>	<b>Column B</b>
Pathanamthitta	Kollam
Alappuzha	
Kottayam	Ernakulam
Idukki	
Kozhikode	Kannur
Wayanad	
Kasaragod	

**Teachers handling Urdu in Column A districts can apply camps in Column B districts**

<b>Column A</b>	<b>Column B</b>
Thiruvananthapuram	Thrissur
Kollam	
Pathanamthitta	
Alappuzha	
Kottayam	
Idukki	
Ernakulam	
Palakkad	Malappuram
Wayanad	Kozhikkode
Kasaragod	Kannur

### **INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATION**

Application for Additional Chief Examiner/Assistant Examiner should be submitted in the prescribed format to the Head of the School duly signed by the eligible teacher.

1. It should be clearly stated in the application form whether it is for the post of Assistant Examiner or Additional Chief Examiner.
2. Head of the School have to verify and enter the details in the applications in iExaMS portal through HM Login (Pre examination menu → Application for Addl. Chief/Asst. Examiner).
3. While entering the PEN, minimum details will be populated in the selected fields of the application. If no data is available against any PEN or no PEN is available for a teacher, it is suggested to enter the details manually by the Head of School.
4. If any editing is required after submitting the details, the same shall be done by using the EDIT button and by entering the PEN.

5. After entering the details of applicants Head of School have to do the Final Submission by clicking the Final Submission button at the bottom of the application submission page in iExaMS.
6. Print out of the application duly signed by the Head of School will be generated after Final Submission of all application.
7. No Editing will be allowed after Final Submission.
8. If any teacher got selection as Assistant Examiner or Additional Chief examiner based on the incorrect details furnished by them, their selection will be cancelled forthwith and disciplinary action will be initiated against the teacher and the Head of the school who submitted it through iExaMS.
9. If sufficient applications for Assistant Examiners/Additional Chief Examiners are not received for any subject; compulsory appointment will be made from the teachers details available in iExaMS or from the list of qualified teachers provided by the District Educational Officers concerned from the respective zone.

  
**SECRETARY**

**APPLICATION FOR APPOINTMENT AS ADDITIONAL CHIEF/ASSISTANT EXAMINER OF  
SSLC EXAMINATION MARCH - 2021**

Name :  
PEN Number :  
School Code :  
Name of School :  
Date of Birth :  
Mobile No. :  
E-mail Address :  
Address :  
Designation :  
Date of joining in service :  
Date of joining in the present Category :  
Date of Retirement :  
Subject handling in Std.X :  
Camp Name :  
Willing to selected as Addl.  
Chief Examiner : Y/N  
Whether you appointed as AE/AC  
in March 2020 : Y/N  
Total number of time you are  
appointed as AE :  
Are you appointed as invigilator  
in March 2021 : Y/N  
Are you handling the above subject  
In current year : Y/N

**DECLARATION**

I hereby declare that all information given me in this application is true, complete and correct to the best of my knowledge and belief.

Place : ..... Signature:  
Date : ..... Name & Designation

**HEAD OF THE INSTITUTION**

I have verified the above data with relevant records and found correct and entered through iexam.

Signature .....

School Seal

Name & Designation