CHAPTER-1

GENERAL RULES FOR EXAMINATION

1.1 Definitions

In this calendar, unless there is anything repugnant in the subject or context:


b. “Chairman, Secretary and Controllers of Examinations” means Chairman, Secretary and Controller of the Examination of the Board.

c. “Head of an Institution” means the Principal of a College or Higher Secondary School or the Headmaster or Headmistress of a School.

d. “Headmaster” and “Headmistress” include the Principal of School.

e. “Institution” means a college or a school.

f. “Teacher” means a person engaged in teaching work in affiliated institution or in an institution affiliated to a University or any other person recognized as such by the Board.

g. “Student” means a regular student on the roll of an affiliated institution.

h. “Examination” means an examination conducted by the Board and includes an examination recognized as equivalent.

i. “Teaching Experience” denotes teaching experience in the subject in an institution recognized by the Board or a College affiliated to a recognized University.

j. “Superintendent” means a teacher/person who acts as the Superintendent of an examination centre of the Board.

k. “Examination Centre” means a premises used by the Board for holding an examination.

l. “Prescribed” means prescribed in the regulations or prescribed by the Board, in any form, as the case may be.

m. “Answer Book” means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination (and include a part of an answer book).

n. “Question Paper” means a document containing the question(s) to be given at an examination to be answered by the candidate.
o. “Examiner” means a person appointed by the Board for the purpose of examining and assessing the answer books of a candidate or his/her ability through a written or oral/practical examination and award marks thereof. This also includes a person appointed to check the standard of marking of such examiner and instructing him/her in assessing the marks to be awarded by him/her and also includes a person who sets a question paper.

p. “Academic year” means the total period during which instructions are imparted by the institution.

q. “Ex-student” means a regular student after having appeared SSC-II/HSSC-II examination and declared fail.

r. “Private Candidate” means a candidate not on the rolls of an affiliated institution after 31st December and 31st January at SSC and HSSC levels respectively, before appearing in the examination.

s. “Tabulator” means a person, specially engaged for tabulating the result from counterfoils of award lists or from such other material as may be provided to him/her by the office.

t. “Scrutineer” means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.

u. The words imparting the masculine gender be taken to include females, and words in singular shall include the plural and vice versa.

v. Terms not expressly defined in the regulations shall bear an interpretation that may be determined by the Board.

1.2 General

a. All examinations of the Board shall be held at such places and dates as it may decide from time to time. The date for commencement of examination as well as the last date for the receipt of examination forms and fees shall be notified through institutions and the local press well in advance.

b. The fees of admission to examination shall be such as may be determined by the Board from time to time.

c. The programme of practical examination shall be notified through the respective institutions and centre of examinations.

d. It shall be the responsibility of candidates to find out and know the correct date, time, place of examination and the seats earmarked for and allotted to them at the centre of examinations.

e. (1) All registered students of an affiliated institution shall be eligible for admission to the examination of the Board as provided under these rules.
(2) Private candidates who fulfil the conditions laid down for their admission to the examination shall be eligible to sit in the examination.

(3) Such other students shall be eligible for admission to the Board’s examination as may be permitted by the Chairman to appear from time to time.

f. A candidate who ignores the cautions, warnings and instructions prescribed by the Board shall himself/herself be responsible for any mistake or eventual mishap, which may occur to him/her at the examination.

g. The candidate shall not be allowed to appear in any examination of the Board if he/she has been expelled/ rusticated/ disqualified/ debarred by any affiliated institution or Board/ examining body.

h. The following shall be the medium of examination:

(1) Urdu

(2) English

(3) Approved provincial language. (Permission to use an approved provincial language as medium of examination shall have to be sought).

i. Action taken by the Chairman towards regulating the examinations and ensuring that the examinations are conducted and concluded satisfactorily shall not be called into question in any executive, administrative or judicial proceedings except the Controlling Authority i.e. Board of Governors and the Ministry of Education which may review the same and give such instructions as it may decide.

j. The Chairman shall have power to exclude any candidate from any examination, if he/she is satisfied that such a candidate is not a right person to appear in it.

k. Notwithstanding anything contrary to these rules, no candidate who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he/she intends to appear shall be admitted to the examination.

1.3 Re-examination/ Quashing/ Revision of Results

a. If the Chairman is satisfied that a situation did arise or has arisen which calls for re-examination of paper(s) in particular subject(s), it may issue necessary directions to that effect.

b. Notwithstanding any thing contrary to these rules the Chairman shall have the power to:

(1) hold a special examination for any reason;

(2) cancel the paper/entire examination(s) held at a particular centre/all
centres if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.

c. The Chairman shall have the power to quash the result of candidate wholly or partially after it has been declared, in case:

(1) he/she has been disqualified on account of using unfairness in the examination;
(2) a mistake is found in his/her result;
(3) it is found that he/she was not eligible to appear in the examination;
(4) there is any other reason which may be determined by the Chairman.

d. If in quashing the result under rule c (2) and c (3) a candidate is declared as failed who was previously declared to have passed in an examination, the Board may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he/she may have acquired by studying in the next higher class in an affiliated institution or taking an examination conducted by the Board.

e. The Board shall have the powers to revise the result of the candidate(s) in a particular subject(s) before declaration, if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made by the examiner(s) appointed by the Chairman.

f. The special examiner appointed by the Chairman under clause ‘e’. above shall be paid remuneration as admissible to the sub-examiners per copy or the minimum charges payable to sub-examiner(s) under Board’s rules.

1.4 Loss of answer book(s) of a candidate

a. If any answer book of candidate is lost at the centre after having been received by the Centre Superintendent of the examination or by any of the invigilator(s) or in transition and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that particular paper in which the answer book was lost, on a date fixed by the Chairman and if he/she obtains pass marks he/she shall be deemed to have passed the examination.

b. If an answer book of a candidate received by the office or by an examiner is lost, the Chairman shall have the power to decide:

(1) whether the candidate be given the average of marks, earned by him, in the missing paper;
(2) whether the candidate be required to appear again in that paper on a date to be fixed by the Chairman.

c. The following formula shall be applicable for determining the average of missing paper(s) both at SSC and HSSC levels:
(1) Compulsory Paper(s): Average of other Compulsory Papers
(2) Science Paper(s): Average of other Science Papers
(3) Elective Paper(s): Average of other Elective Papers
(4) Practical Papers(s): Average of other Practical Papers
(5) Average of Mathematics Paper shall be determined either on the average of Science Papers or on the average of Elective Papers, as the case may be.

d. In case of a dispute whether answer book(s) of candidate(s) was/were duly received or not, the decision of the Chairman shall be final.

1.5 Rechecking of answers book(s)

a. The answer book of a candidate in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the Board’s examination, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he/she may apply to the Controller of Examinations (Secrecy) on prescribed application form along with attested photocopy of Marks Sheet for re-checking of his answer book in one paper or more as the case may be on payment of prescribed fee.

b. Application for re-checking shall be received up to 30 days from the date of announcement of the result.

c. The Chairman may accept the application for rechecking of answer books up to 10 days from the expiry of the date in exceptional cases.

d. The candidate or any body on his/her behalf has no right to see or examine the answer books for any purpose.

e. Whereas the re-checking does not mean reassessment or re-evaluation of the answer book, the Chairman or any officer of a Re-checking Committee appointed by him shall see that:

   (1) there is no mistake in the grand total on the title page of the answer book;
   (2) the total of various parts of a question has been correctly made at the end of each question;
   (3) all totals have been correctly brought forward on the title page of the answer book;
   (4) no portion of any answer has been left un-marked;
   (5) total marks in the answer book tally with the marks sheet;
   (6) the answer book or any part thereof has not been changed/detached;
   (7) the handwriting of the candidate tally in the questions/answer book.
f. The Re-checking Committee in the event of detection of any omission or mistake in the script or in the compilation of the result of a candidate shall report the case to the Controller of Examinations/Chairman who will get the omission rectified by referring the answer book to the concerned examiner and after such rectification a revised mark sheet will be issued after surrendering the previous one.

g. If the Re-checking Committee/officer concerned of the Board finds, subject to provisions made under rule e. above, any discrepancy by virtue of which the marks of the candidate are decreased the record shall be corrected accordingly and revised marks sheet issued after the previous one is surrendered.

h. If any such candidate refuses to surrender his/her marks sheet required under rule g. above shall be treated as to have misbehaved. As such his result shall be liable to cancellation and to any other penalty awarded by the Chairman/Committee or officer appointed by the Chairman.

i. The Chairman shall also have the powers to effect the recovery of the marks sheet by force through any of the law enforcing agencies.

1.6 Refund of examination fee

Examination fee once paid shall not be refunded or transferred to a subsequent Examination even if the candidate fails to present himself for the Examination, except in the following cases:

a. If the name of the candidate has been submitted by the Head of the Institution, but later on his attendance is found short of the required percentage and his name has been withdrawn at least 30 days before the commencement of Examination, fee so deposited will be refunded 90%.

b. If the candidate after having deposited the fee and Examination Form is declared ineligible to appear in an Examination, his Admission Form will be rejected and 90% of fee will be refunded.

c. If the amount paid in the Board’s funds is in excess of the amount due from the candidate/institution as admission fee or late fee or both as the case may be, the amount in excess shall be refunded.

d. If admission fee is paid but the admission form is not submitted and as a result the candidate has not taken the examination, 90% of the fee deposited will be refunded.

e. If the candidate is declared pass in the subject(s) on rechecking basis or correction in result (even Roll No. is allotted), 90% of deposited fee meant for examination shall be refunded.

f. If a candidate dies before appearing in the examination 100% fee shall be refunded, to his/her legal heirs.

g. A claim for refund of any fee, if admissible under the rules, must be made
within one year after the fee is deposited. No claim shall be entertained after that date.

h. The application for refund of examination fee in all the cases mentioned above (except clause f) shall be processed after declaration of result of the related examination.

1.7 Appointment of Amanuensis/Writer

a. An amanuensis shall be allowed at the examination centre if requested for in the case of:
   
   (1) a blind candidate.
   
   (2) a candidate who is permanently or temporarily disabled from writing with his/her own hand.

b. On application by the candidate or his/her guardian on prescribed form, Controller of Examinations concerned may permit the appointment of amanuensis and inform the Superintendent of the Centre concerned for making arrangements.

c. A medical certificate issued by the civil surgeon, MS of Govt. Hospital or head of an organization established by the Government for disabled shall be provided that the candidate is disabled either permanently or temporarily and that he/she is not able to write with his/her own hand.

d. The amanuensis shall be a regular student of eighth class if a candidate is appearing in SSC Part-I or II (or both) examinations and of matriculate if the candidate is appearing in HSSC Part-I or II (or both) examinations. The amanuensis will produce a certificate from head of institution verifying his/her being a bonafide student as such.

e. The Centre Superintendent shall arrange a separate accommodation for the disabled/blind candidate and appoint special invigilator for him/her.

f. No remuneration shall be paid to the amanuensis by the Board. The special invigilator provided to disabled/blind candidate shall however be paid by the Board.

g. No additional fee shall be charged from a candidate who has been allowed an amanuensis.

h. Disabled/Blind/Amanuensis/Writer candidates may be given 45 minutes extra time for writing their answers at the centre.

1.8 Change of examination centre

a. Change of centre shall not be allowed under normal circumstances. However, under special circumstances stated below permission for change of centre may be granted.

b. Candidate will be allowed change of centre if his father or guardian has been transferred within Pakistan and shifted in case of candidates abroad. The application
should be accompanied by a photocopy of transfer order (in case of an employee) duly attested by the head of institution who attested the admission form and in case of shifting from abroad or vice versa, an attested copy of passport must be provided. The change of centre shall only be allowed by the Chairman or his authorized officer.

c. Each application for change of centre shall be accompanied by the prescribed fee as prescribed by the Board from time to time which shall not be refunded even if the change is not allowed.

d. No change from one centre to another in the same city/twin city shall be allowed under any circumstances.

e. An application for change of centre shall ordinarily be entertained upto 30 days before the commencement of examination. However, Chairman in exceptional cases, may accept the application after the stipulated period and allow change of centre at any time.

f. In case the Chairman feels necessary, he may order change of centre of candidate(s) at any time, before or during the examination, for any reason not necessarily to be disclosed to the candidate(s).

1.9 Inspection of Examination Centre

a. Every examination centre (within Pakistan and Abroad) shall be open to inspection by the Chairman/Secretary or Controller of Examinations (Conduct) and such other officers as authorized by the Chairman or Controller of Examinations (Conduct) on his behalf.

b. There shall also be the Centre Inspectors who shall be required to visit centre allotted to them during the course of examination and check that the examinations are being conducted properly according to the rules.

c. The Centre Inspectors referred to above may be drawn from amongst Board’s Members, Board’s officers, Retired or ServingInspectors of Schools, Education Officers, Head of Institutions, Senior Officers of the Department of Education and Professors of the Universities etc.

d. Every centre inspector shall submit/dispatch his/her inspection report on prescribed form on the same day to the Controller of Examinations (Conduct).

1.11 Eligibility and reappearance in the Secondary/Higher Secondary School Certificate Examination

a. Candidate who fails in paper(s) of Part-I may appear in un-cleared papers of Part-I along with Part-II.

b. A candidate failing in more than two (02) subjects in class SSC-II/HSSC-II examination shall have to appear in all the subjects of that examination in the next Annual examination as a fresh one, while a candidate in 2 or less than 2 subjects
would be placed under compartment and would appear in the failed paper(s)/subject(s) at the examination within the prescribed chances i.e. two subsequent attempts of Supplementary and next Annual examination.

c. The result of SSC Part-I and HSSC Part-I examination shall remain intact for a period of two (02) years after the date of its declaration.

d. No additional examination chance shall be provided in lieu of the allowed chance of appearing in theory or practical examination missed on the part of candidate for any reason.

e. The special children (physically handicapped deaf & dumb and blinds) may qualify the examination without any restriction of the number of examination opportunities/attempts. Medical Certificate issued by the Specialist or Civil Surgeon of any Government Hospital is a pre-requisite for the purpose. These students shall be exempted from all sort of fee payable to the Board.

f. After availing all chances, candidate can change the subject/group at his own discretion, but he will not be allowed to appear in the Supplementary Examination.

g. Failure candidates of SSC-II/HSSC-II after availing their permissible chances will be eligible to appear as Ex/Private in SSC-I/HSSC-I or SSC-I & II/HSSC I & II or both parts.

h. A student, who has completed the courses but does not appear in SSC-I/HSSC-I examination or having appeared has passed/failed/absent, shall be eligible to join the class in which he/she was studying, not later than 20 days to the re-opening of the institution after summer vacations or after the declaration of the examination result whichever is later. A student can also get his/her all papers of SSC-I/HSSC-I cancelled for re-appearing in these papers along with SSC-II/HSSC-II. However, he/she shall invariably apply through institution for cancellation of his/her previous result. The cancellation form, along with original result card, will be forwarded to the Board within specified period.

i. A student is allowed facility of re-appearing in one or two papers of SSC-I/HSSC-I along with SSC-II/ HSSC-II examinations for the purpose of improvement.

1.12 Supplementary Examination

a. Supplementary Examination shall be held after declaration of Annual Examination result of that year but before the next Annual Examination.

b. Supplementary Examination shall be open to:

(1) all compartmental candidates of SSC-II and HSSC-II Annual Examinations.

(2) all those candidates of SSC-II/HSSC-II who were issued Roll Numbers
in Annual Examination but for any reason could not appear at all and remained absent in all papers.

(3) all candidates who desire to improve the grade/marks.

1.13 Improvement of Grade/Marks

a. A candidate who has already passed the SSC-II or HSSC-II examination (annual/supplementary) shall be given one opportunity to reappear for improvement of grade/marks in the examination as an Ex-candidate in the current course, provided he/she avails the concession within a period of one year of passing the said examination and before appearing in any higher examination held by a Board or University. If a candidate submits his/her admission form for improvement of grade/marks and does not avail the opportunity, he/she may avail the next chance within the time limits as specified above.

b. If a candidate succeeds in improving his/her grade/marks, a Result Card showing the improved grade/marks shall be issued to him/her without surrendering previous Result Card.

c. Opportunity for improvement of grade/marks will not be provided to those candidates who have passed the Secondary/Higher Secondary School Certificate Examination from the Boards of Education other than the Federal Board.

d. Candidates who wish to improve their marks in SSC or HSSC examinations can do so by re-appearing in upto two subjects/papers of their choice or Part-I or Part-II or both the parts/entire examination as the case may be, within a period of one year of passing the relevant examination.

e. No application for improvement of grades/marks shall be considered without prescribed fee (non-refundable) for improvement of grades/marks.

1.14 Submission of Admission Form and Fee

a. Every candidate on the roll of an institution and registered with the Board shall submit his/her application for admission to the examination on the prescribed form and remit the prescribed fee through the head of the institution concerned so as to reach the Board on the dates as notified by the Board.

b. Every Ex/Private candidate shall submit his application for admission to the examination duly attested by Head of an affiliated institution located nearest to the candidate’s residence on prescribed form complete in all respects and remit the prescribed fee to the Board within such dates as may be fixed by the Board.

c. Those institutions/candidates who mail their admission forms to the Board must dispatch them at least three (03) days before the last date specified by the Board to avoid payment of extra fee and rejection of admission forms.

d. No late fee shall be charged from a candidate if his result is declared after the last date prescribed for submission of admission form and fee, provided the
admission form and fee are received in the Board’s office within 15 days from the
date of declaration of his result, but before commencement of examination in which
he intends to appear.

e. Admission form will only be accepted if the requisite admission fee is
deposited along with it. In case, the fee is short of the required amount the
admission form will be accepted after full fee is deposited which is due according to
schedule notified by the Board.

f. No admission form of regular candidate for his examination shall be
entertained in absence of the Registration number.

g. Fees from foreign national students studying in Board’s affiliated Institutions
within Pakistan shall be charged at par with the candidates of overseas Pakistani
Institutions.

1.15 Change of elective Subject/Group/Category

a. The students of affiliated institutions and private candidates will be permitted
to change their subject(s)/Group of subjects once offered by them only in
accordance with the conditions laid down in these rules.

b. Elective subject(s)/Group offered by or allowed to regular students in class IX/
XI in the beginning of the session shall not be changed ordinarily. If however,
change of elective subject(s)/Group is/are absolutely necessary in the interest of a
student keeping in view his/her aptitude and interest, the change will be allowed
provided the case is referred by Head of Institution and he/she is able to complete
the required attendance in the changed subject(s)/Group.

c. The change will be allowed only for a particular examination.

d. After a candidate has appeared at SSC-II/HSSC-II Examination, he shall not be
allowed to change any subject.

e. Change of category from Regular to Private is allowed provided that the
student has not attended classes for studies in any affiliated institution after 31st
December and 31st January at SSC and HSSC levels, respectively.

f. Application for change of subject(s) in case of regular candidate shall be
entertained up to 30th November of that year. In case of private candidate, the
permission for change of subject(s) may be obtained up to one month before
commencement of examination with prior permission of Controller of Examinations
(Conduct).

g. The cases of candidates, which do not fall under any of these rules, may be
referred, by the Head of the institution concerned, to the Chairman, who will decide
each case on its merit.

h. A candidate who seeks permission to change the group or subject offered by
him shall give the option finally and the permission once issued will not be
i. A regular candidate failing at SSC-II/HSSC-II Annual Examination may reappear as ex-candidate of his respective institution within the allowed chances only in the same group and subjects which he offered in the last examination as a regular candidate.

j. Before appearing, at part-I of the SSC/HSSC Examination, a student may with the permission of the Principal, change one or more elective subjects in the same group of subjects provided he is able to complete the required attendance in the changed subject(s) or Group of subjects during the Academic year.

k. After a candidate has appeared in Part-I of SSC/HSSC Examination he will not be allowed to change any individual subject or subjects except in exceptional cases which would be referred to the Chairman whose decision shall be final.

l. A student having appeared in SSC Part-I/HSSC Part-I Examination as a private candidate may change his category from private to regular and seek admission in Class X/XII, provided:

   1. The Head of affiliated institution is prepared to admit him in class X/XII on the basis of class IX/XI result.
   2. He takes the same subject(s)/group in class X/XII as indicated by him in the admission form for Class IX/XI.
   3. Change of category from private to regular is allowed up to 31st December.
   4. Student changing category in class XII from private to regular and vice versa is not allowed to appear in Science group or such other subjects those involve practical(s).

1.16 Examination of Additional Subjects

a. A candidate who has passed the SSC/HSSC examination or an examination recognized as equivalent thereto, he may appear in additional subject(s) not offered by him previously.

b. (1) A candidate after one year of passing SSC-II/HSSC-II examination can appear in one additional subject such as Mathematics which does not require practical examination that too in current course, within two years of passing the examination.

   (2) A candidate after having passed an examination of a foreign agency which has been declared as equivalent to SSC/HSSC by the IBCC may appear in first available opportunity in additional subject(s) required for seeking admission to a higher class in first available opportunity.

   (3) A candidate passing additional subject(s) will be issued certificate of additional subject(s) only and this examination shall have no baring on his/her
grade as such it will not be considered as improvement in grade/marks.

(4) A candidate failing in additional subject shall not be allowed the 2nd attempt.

(5) A candidate may appear in Pakistan Studies and Islamiyat as additional subject(s) in the first available opportunity.

(6) A candidate who is allowed to appear in additional subject(s) by the IBCC may qualify his examination without any restriction of the number of opportunities/attempts.

(7) If a candidate submits his/her admission form for additional subject(s) exam and does not avail of the opportunity, he may appear in the next chance, if otherwise eligible.

1.17 Constitution of Examination Centre

a. No place shall be constituted as a centre of examination unless:

(1) adequate arrangements for furniture, accommodation, laboratory equipment/material etc. are made to the satisfaction of the Controller of Examinations concerned by the institution;

(2) minimum number of candidates for constituting an examination centre shall be 50 (Boys)/25 (Girls) who are likely to appear at that centre for the examination.

b. Establishment of the examination centre is at the discretion of the Board. Even if the institution fulfills the conditions mentioned above, the Controller of Examinations may not constitute it as an examination centre without assigning any reason.

c. Notwithstanding anything contrary to these rules, the Chairman may permit to constitute a place, as a centre of examination under special circumstances on such terms and conditions as may be determined.

d. A special examination centre may be constituted on payment of prescribed fee, in case the number of candidates of an institution is less than the minimum number required to appear from a center as stated in a(2) above. In case the permission is not granted the fee shall be refunded after the deduction of service charges as prescribed by the Board from time to time.

e. Each institution shall make available to the Superintendent all facilities as are required for the constitution of a centre.

f. No examination centre shall be established at a place where an affiliated institution of the Federal Board does not exist.

g. The Chairman may suspend, shift and close any examination centre during the period of examination if he/she is satisfied that the circumstances so warrant.

h. No School/College will be established as examination centre for its own
students for theory papers. However, the practical examination will be conducted at
students’ own Alma Mater (wherever possible).

i. Where there is a single school/college at a station, special arrangements will
be made on payment of prescribed fee, as determined by the Board from time to
time.

j. Supervisory staff for conduct of examinations will be appointed as indicated
below from among the staff of School/College designated as examination centre:

**HSSC**

1. Principal/Vice Principal         - Centre Superintendent
2. Vice Principal/Senior Teachers   - Deputy Superintendent
3. Teaching Staff                  - Invigilators

**SSC**

1. Principal/Vice Principal/Head Master/
   Head Mistress/Deputy Head Master/
   Deputy Head Mistress         - Centre Superintendent
2. Vice Principal/Deputy Head Master/
   Deputy Head Mistress/Senior Teacher - Deputy Superintendent
3. Teaching Staff                  - Invigilators

### 1.18 Placement in Grades

A candidate, who has qualified for the grant of Secondary/ Higher Secondary School
Certificate, shall be placed in one of the following grades:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Percentage of Marks</th>
<th>Grade</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>80% and above</td>
<td>A</td>
<td>Exceptional</td>
</tr>
<tr>
<td>2.</td>
<td>70% and above but below 80%</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.</td>
<td>60% and above but below 70%</td>
<td>B</td>
<td>Very good</td>
</tr>
<tr>
<td>4.</td>
<td>50% and above but below 60%</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>5.</td>
<td>40% and above but below 50%</td>
<td>D</td>
<td>Very fair</td>
</tr>
<tr>
<td>6.</td>
<td>33% and above but below 40%</td>
<td>E</td>
<td>Fair</td>
</tr>
</tbody>
</table>

### 1.19 Declaration of Top Positions

a. A candidate shall be eligible for ranking among position holders who:
   
   (1) qualifies SSC/HSSC Annual Examination in the first attempt;
   
   (2) appears in the HSSC examination within 2 years of passing the SSC or
equivalent examination.
   
   (3) was admitted in class-IX/X, promoted to class-XI/XII and appeared in
SSC/HSSC Part-I & II examination together.

b. A candidate shall not be considered eligible for ranking among position holders, if he/she
   (1) repeats Part-I examination after getting previous Part-I result cancelled.
   (2) does not appear/fail/pass in SSC Part-I/HSSC Part-I examination and rejoins class-IX/XI.

c. Position will be determined on the basis of actual awards shown on the answer books. However, the final award will be considered if errors/omissions are found by the Re-checking Committee appointed by the Chairman Board and the same have been rectified.

d. Positions will be declared on the basis of highest total marks, in order of merit.

e. Separate positions will be worked out for each group in the SSC as well as HSSC examination irrespective of gender discrimination in each group.

f. Positions once declared shall be liable to change if a discrepancy is found and corrected by the Board within six months of the declaration of the result, or completion of the rechecking cases, whichever is later.

g. The Board shall have the power to declare as many numbers of positions, as it may deem necessary.