



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
“शिक्षा सदन”, 17, राउज एवेन्यू, इन्स्टीट्यूशनल एरिया, दिल्ली – 110 002

Central Board of Secondary Education

(An autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

“ SHIKSHA SADAN”, 17 - ROUSE AVENUE, INSTITUTIONAL AREA, NEW DELHI – 110 002.

CBSE/Dir(A)/2012

Dated: 15.03.2012

Circular No.18/2012

All Heads of Institutions Affiliated to the Board

Subject: Submission of List of Candidates (LOC) for Class-X Proficiency Test and payment of Fee

Dear Principal,

This has reference to Board's earlier circular no.17/2012 dated 01.03.2012 available on Board's website www.cbse.nic.in related to conduct of optional Proficiency Test for Class-X. Besides including detailed information about the test in this circular, the Board had desired the schools to submit on-line information about subject wise detail of students who would be appearing in the proposed test to be conducted in the year 2012. The last date for submission of online information is **14th April, 2012**.

The following shall be the mode of submission of List of Candidates (LOC) for Class-X Proficiency Test, schedule and fee to be paid:

Mode of submission of List of Candidates : On-line through Board's website www.cbse.nic.in
Availability of URL for submission of List of Candidates : 15th March, 2012 to 14th April, 2012
Fee to be paid by students for appearing in the Test : One subject Rs. 300/- (Three hundred)
Two subjects Rs. 400/- (Four hundred)
Three subjects Rs. 500/- (Five hundred)
Four or Five subjects Rs. 600/- (Six hundred)

It is clarified that all schools are required to submit the List of Candidates (LOC) for those candidates who are willing to appear in the Proficiency Test.

Requisite Fee for Proficiency Test shall be paid in the form of Demand draft made in favour of the Secretary, Central Board of Secondary Education, CBSE drawn on any Nationalised Bank payable at Delhi.

Final List taken from Board's website with candidate's signature along with Demand draft and duly filled and signed Certificate from School Principal should reach the **Director (Academic), Shiksha Sadan, 17-Rouse Avenue, Institutional Area, New Delhi – 110002 by 30th April, 2012**.

Procedure for online submission of details of List of Candidates (LOC) for Proficiency Test:

The following Steps 1 to 9 may be followed in sequence for online submission of details.

Steps	Activities for List of Candidates (LOC)	Nature of Activity
1	Login	Online
2	Printing of List of Candidates registered from the school for Class X for session 2011-	Online

	12	
3	Submission of Candidates Details for Proficiency Test	Online
4	Check list Printing of List of Candidates (LOC) For Proficiency Test	Online
5	Correction of Candidates Details, if any	Online
6	Finalization of Data (Please make all corrections before finalization)	Online
7	Submission of Fee Details for Proficiency Test	Online
8	Printing of Final List of Candidates (LOC) for Proficiency Test	Online
9	Submission of List of Candidates (LOC) along with Fee	Manual

1. Login:

- Only CBSE affiliated schools are permitted to login.
- For login, you have to use your **affiliation number** as **user-ID** and **password** as given by you at the time of “**Submission of details for Class IX/X/XI/XII candidates for 2011-12 online**”

2. Printing of List of Candidates registered from the school for Class X for session 2011-12 :

- List of Candidates registered from the school for Class X for session 2011-12 shall be available in the Database.
- Schools shall print list of candidates by choosing the option “**Printing of List of Candidates registered from the school for Class X for session 2011-12**” using a printer attached with the school’s computer.
- The printer settings must be set for A4 size paper with all side margins set to 0.50”.
- The heading of this List will be ‘**LIST OF CANDIDATES REGISTERED FOR CLASS X 2011-12 TO MARK CORRECTIONS FOR PROFICIENCY TEST 2012**’
- The following details in the list may be marked for those who wish to appear for Proficiency Test:
 - Interested to appear for Proficiency Test : Yes or No
 - If Yes, than the subject(s) in which interested
 - English : Yes or No
 - Hindi : Yes or No
 - Mathematics : Yes or No
 - Science : Yes or No
 - Social Science : Yes or No
- When all details have been marked, details can be submitted by choosing option “**Submission of Candidates Details**”.

3. Submission of Candidates Details For Proficiency Test:

- Details of candidates shall be displayed as per sequence of ‘**LIST OF CANDIDATES REGISTERED FOR CLASS X 2011-12 TO MARK CORRECTIONS FOR PROFICIENCY TEST 2012**’
- The schools shall submit the details marked as per ‘2e’ in the ‘**LIST OF CANDIDATES REGISTERED FOR CLASS X 2011-12 TO MARK CORRECTIONS FOR PROFICIENCY TEST 2012**’ only for those who wish to appear in Proficiency Test carefully and meticulously.
- After submission of details of each candidate, two buttons shall be displayed as per details below:
 - To continue entering details of Candidate, click on button at Sl.No.1
 - To close now and continue at a later time, click on button at Sl.No.2

Sl.No	Buttons	Remark
1	Save and Enter next candidate Details	Press this to enter details of next candidate
2	To close now and continue at a later Time	Press this to finish entering details of candidate for now and continue later

4. Check list Printing of List of Candidates (LOC) For Proficiency Test :

- a. Schools shall print list of candidates by choosing the option **“Check list Printing of List of Candidates (LOC) For Proficiency Test”** using a printer attached with the school’s computer.
- b. The printer settings may be set for A4 size paper with all side margins set to 0.50”.
- c. The heading of this List will be **‘CHECK LIST OF CANDIDATES FOR PROFICIENCY TEST 2012’**
- d. The list may be checked for any correction/omissions

5. Correction of Candidates Details, if any:

This activity has option to **MODIFY** the detail already submitted as follows :

- a. Correction in the already submitted details of the candidate can be modified/corrected. The Roll No. printed against the candidate’s details is typed and the candidate’s details shall be displayed on the screen. Required modification/ correction can be typed against the particular Roll No.
- b. The Check List can be generated by choosing option **“Check list Printing of List of Candidates (LOC) For Proficiency Test”** as per option-4, compared/checked manually and corrected by choosing option **“Correction of Candidates Details, if any”** as per 5(a), any number of times till it is error-free. i.e. Options **“Check list Printing of List of Candidates (LOC) For Proficiency Test”** and **“Correction of Candidates Details, if any”** may be repeated to make the list error-free.

6. Finalization of Data (Please make all corrections before finalization):

- a. **The schools have the option to submit the details of candidates in one lot only.**
- b. Finalization of data should be done only when all corrections have been carried out and the list is error free.
- c. Finalization of data means no more correction /modification of data which have been submitted is possible i.e. Data submitted shall be deemed as final. After finalization of data, addition/ deletion/ change are not permissible.
- d. After finalization of data, Demand draft details for requisite fee are to be entered.

The fee to be paid by student for appearing in Proficiency Test is as follows:

- One subject Rs. 300/- (Three hundred)
- Two subject Rs. 400/- (Four hundred)
- Three subjects Rs. 500/- (Five hundred)
- Four or Five subjects Rs. 600/- (Six hundred)

7. Submission of Fee Details For Proficiency Test:

- a. Demand draft for the requisite fee for Proficiency Test shall be made in favour of the Secretary, Central Board of Secondary Education, CBSE drawn on any Nationalised Bank payable at Delhi.
- b. Details of Demand draft such as Date, Amount and Bank shall have to be submitted on-line.

8. Printing of Final List of Candidates (LOC) For Proficiency Test:

- a. **Final list can not be generated without submission of fee details.**
- b. Schools shall take Final list of Candidates submitted by choosing option **“Printing of Final List of Candidates (LOC) For Proficiency Test”**. The heading of this List will be **‘FINAL LIST OF CANDIDATES FOR PROFICIENCY TEST-2012’**.
- c. The printer settings may be set for A4 size paper with all side margins set to 0.50”.
- d. A photocopy of the Final List printout with Candidate’s signature should be retained by the School as office copy.

9. Submission of List of Candidates (LOC) along with Fee by Post:

- a. **School No., School Name and Address, Principal name and phone no, ‘Fee for Proficiency Test’ should be written on the back of the Demand Draft.**

- b. Final List with candidate's signature along with Demand draft and duly filled and signed Certificate of Principal should reach the **Director (Academic), Shiksha Sadan, 17-Rouse Avenue, Institutional Area, New Delhi – 110002 by 30th April, 2012.**
- c. It must be ensured that the heading of the List to be submitted will be **'FINAL LIST OF CANDIDATES FOR PROFICIENCY TEST-2012'** and not **'CHECK LIST OF CANDIDATES FOR PROFICIENCY TEST'**

For any further information in this regard, the schools may contact Director (Academic) at jsctet.cbse@gmail.com or Consultant CBSE at science.cbse@gmail.com

Thanking you,

Yours faithfully,

Director (Academic)

Copy to below mentioned respective Heads of Directorates/KVS/NVS/CTSA with a request to disseminate the information to all concerned schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737 101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
8. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
9. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
10. The Education Officers/AEOs of the Academic Branch, CBSE.
11. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
12. The Library and Information Officer, CBSE
13. EO to Chairman, CBSE
14. PA to Controller of Examinations, CBSE, Delhi
15. PA to Secretary, CBSE
16. PA to HOD(IT), CBSE
17. PA to Director (Training) CBSE
18. PA to Director (Acad.) CBSE
19. PA to Director (Spl. Exams.), CBSE, Delhi
20. PRO, CBSE

Director (Academic)