

**Directorate of Higher Secondary  
Education, Housing Board  
Buildings, Santhi Nagar,  
Thiruvananthapuram-1.**

**No. EX II/2/13664/HSE/2013**

**Dated : 16/09/2015**

**CIRCULAR**

**Sub:-** First Year Higher Secondary Improvement/Supplementary Examination September 2015 – Appointment of Chief Superintendent/Deputy Chief Superintendent/Assistant Superintendents – reg.

**Ref:-** This office Notification Ex-II(1)/16956/HSE/2014 Dated : 21/07/2015

As scheduled, the First Year Higher Secondary Improvement/Supplementary Examination September 2015 will commence from 01/10/2015. Regarding the appointment of Chief Superintendent in Govt. and Aided Schools, the present Principal shall be the Chief Superintendent. In the case of Un aided schools the HSST who acted as Chief Superintendent of Higher Secondary Examination March 2015 will be the Chief Superintendent. Regarding the appointment of Deputy Chief Superintendent the HSST who acted as Deputy Chief Superintendent of Higher Secondary Examination March 2015 will be the Deputy Chief Superintendent in Govt./Aided/Un-Aided Schools. If the Principal is unable to take up the assignment due to most pressing needs, the senior most HSST (HSA & HSST service taken together) shall be assigned the duty of Chief Superintendent and willingness obtained. The matter shall be intimated to the Joint Director (Exam) in the mail address [jdexamdhse@gmail.com](mailto:jdexamdhse@gmail.com) for ratification.

If a Deputy Chief Superintendent is unable to take up the assignment, due to very unavoidable reasons, he shall intimate the same well in advance in writing to the Chief Superintendent of the Centre to which he is assigned the duty of Deputy Chief Superintendent. The reason for abstaining from the duty of Deputy Chief shall be supported by valid certificates. The Chief Superintendent, on receipt of such requests, shall appoint the seniormost teacher (HAS&HSST service taken together) from among the Assistant Superintendent appointed to the school as Deputy Chief under intimation to the Joint Director (Exams), Directorate of Higher Secondary Education.

In the case of Un Aided schools if the Chief Superintendent is unable to take up the assignment the matter shall be reported to the Regional Deputy Director and the RDD shall appoint a senior HSST from among Deputy Chief Superintendent/Assistant Superintendent of a Govt. school or from nearby Govt. schools. All the changes and day wise postings should be intimated to the Secretary. .

The HSSTs/HSST Jrs. Who acted as Assistant Superintendents in Higher Secondary Examination March 2015 will act as Assistant Superintendents in this Examination. The Chief Superintendent shall appoint the teachers required for the conduct of this exam from among the

posting list of Higher Secondary March 2015 Examination and assign daywise duty. The Principal of the concerned school shall issue Identification Certificate and Relieving Certificate to the teachers thus appointed and direct them to attend the exam duty without fail. While appointing, preference should be given to the teachers from near by schools.

If there is shortage of Invigilators in any Government/Aided/Unaided HSS, the Chief Superintendent/Deputy Chief is directed to find HSST/HSST Junior in nearby School who has not been assigned examination duty and appoint him/her as Assistant Superintendent in the said School.

**The Chief/Deputy Chief Superintendent and the Assistant Superintendents are further directed to ensure that the Examination is conducted as per the Higher Secondary Examination Manual. The subject scheduled for the day of Exam should be exhibited in the Notice Board, Office Room and also in Exam Hall to avoid opening/circulating question paper not related to the scheduled date.** The Principals shall ensure that the teachers against whom disciplinary action has been taken/debarred from examination duty are not relieved for exam related duties.

**Sd/-  
SECRETARY  
Board of Higher Secondary Examination  
KERALA**

To

All Higher Secondary School Principals for information and necessary action.