

**FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION**  
**SECTOR H-8/4, ISLAMABAD**

No. 1-1(98/14)/BOG/FBISE/2014/159

Dated: 27 -08-2014

**NOTIFICATION**

It is notified for information and necessary action of all concerned that the BoG in its 98<sup>th</sup> meeting held on 08-07-2014 approved the following revision / amendment in academic rules along with disposal of pending cases accordingly:

As approved

**CHAPTER – 2**

**ADMISSION OF STUDENTS IN INSTITUTIONS**

These rules shall be applicable to the admission of candidates in Secondary and Higher Secondary School Certificate/Intermediate classes.

**2.1 Admission in affiliated institutions**

- 1) Admission in SSC and HSSC Part-I shall commence immediately after the declaration of the result of Middle Standard and SSC Examinations conducted by the Institutions/Directorates/Embassy and FBISE respectively and shall remain open upto 30 days as fixed/notified by the Board. After this period, late admission would be made with the special permission of the Chairman on payment of requisite fee upto 30 days. The academic session at SSC and HSSC level shall, however, start w.e.f. 1st April and 15th August of a Calendar year, respectively, or any other date given by the Government from time to time, if any.
- 2) Admission of a candidate who passed the SSC Examination in Supplementary Examination or whose result is declared after the publication of result gazette of SSC Annual/Supplementary Examination, will be made by the Head of institution within 20 days of declaration of result or reopening of institutions after summer vacation whichever is later.
- 3) Admission in Class IX/X or XI/XII on transfer basis from Board to Board or institution to institution will be made within 30 days of the withdrawal from previous Institution, subject to eligibility determined by the Board.
- 4) A candidate who appears in SSC Part-I and HSSC Part-I (Non-practical Subjects) examinations as a private student, is eligible to seek admission in SSC/HSSC Part-II in the same group or subjects.
- 5) A candidate who has passed "O" level or equivalent examination shall be allowed admission within 30 days of declaration of result.

**2.2 Readmission to SSC/HSSC**

1. A Student who has completed the course but did not appear in SSC-I / HSSC-I examination or having appeared has passed/failed/absented in the examination, shall be eligible to join the same class in which he/she was studying, not later than 20 (twenty) days of the re-opening of the institutions or examination results whichever is later. However, he/she shall invariably apply through current institution for cancellation of previous result within prescribed period as notified by the board and surrendering the original result card. The candidate who has appeared in SSC/HSSC Part-I examination conducted by any other Board shall not be eligible for re-admission in the same class till the cancellation of his/her previous result from the respective Board. Such candidates shall not be eligible for:

- i) Any merit scholarship;
- ii) Determination of Position in a Board Examination;
- iii) A certificate that they have passed the Examination in single attempt however, it will be mentioned that they have passed the examination in multiple attempts.

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- i. Those students who appeared in their SSC/HSSC Part-I Examination from other Boards and migrate to FBISE for SSC/HSSC Part-II may be considered by the FBISE and credit may be given for similar courses in accordance with the scheme of FBISE.
- ii. If the total marks of a subject are not differentiated into theory and practical the marks obtained in a paper shall be distributed to theory and practical on proportionate basis to match existing scheme of FBISE.
- iii. If there is any difference in the marks of a subject or total marks, same may be transformed accordingly as per existing scheme of FBISE.
- iv) If their transcript does not contain those subjects which are part of FBISE scheme of studies, the student shall have to pass the same subject(s) to match the scheme of studies of FBISE.
- v) If a student migrates and carries any failed paper(s) in part-I Examination, the student has to pass that paper(s) as per FBISE Scheme of Studies.
- vi) If there is any minor difference in nomenclature of a subject between the Boards but the contents of the course are similar upto 80% of scheme of studies of FBISE, credit may be given to the student on recommendations of a committee established by the Chairperson.

2.3 Foreign Nationals or Pakistanis who have studied under British/American or similar system of education and have obtained equivalence certificates of Middle standard or SSC are eligible for admission to SSC/HSSC Part-I, respectively.

## CHAPTER – 3

### REGISTRATION OF CANDIDATES

These rules shall be applicable to the registration of candidates in Secondary and Higher Secondary School Certificate Examinations.

#### 3.1 Registration of candidates

- 1) The term "Registration" shall apply to all categories of candidates, i.e. Regular & Private candidates.
- 2) ***Registration made for Secondary School Certificate Examination shall be valid for Higher Secondary School Certificate Examination on payment of renewal fee. However candidates passing SSC/HSSC-I from other Boards shall have to register themselves with FBISE at appropriate time/level.***
- 3) i) Registration is mandatory for every candidate to appear in any examination held by the FBISE. Issuance of Migration Certificate is subject to Registration.  
ii) Mere registration of a candidate shall not entitle him/her to appear in an examination. He/She must also fulfill the conditions laid down for the eligibility in an examination.  
iii) After having been admitted in an affiliated institution, a regular candidate shall be registered, if otherwise eligible.
- 4) The Board reserves the right to cancel the registration of a candidate at any stage if it is found that the particulars provided are false.
- 5) In case the original Registration Card is lost, a duplicate will be issued on payment of prescribed fee.

- 6) Registration fee shall be prescribed by the Board from time to time.
- 7) The Registration fee or any amount deposited in excess of the prescribed fee or if the registration of a candidate is denied for any valid reasons, it shall be refunded after deduction of 25% service charges.
- 8) No application for registration from regular student shall be entertained after the deadline notified by the FBISE. The Chairperson, however, shall have the power to condone the delay upto 30 days in case of hardships subject to provision of documentary evidence.
- 9) A candidate expelled or rusticated by an educational authority/college council shall not be eligible for registration till the completion of period of expulsion or rustication as notified by the concerned authority/institution.
- 10) The head of every affiliated institution shall forward the particulars of each student admitted or re-admitted on the prescribed registration return / form, within period as notified by the FBISE.
- 11) In case an institution fails to submit the Registration Return/form within notified period, late fee as prescribed by the Board will be charged.
- 12) No Admission Form of a regular candidate for examination shall be entertained in the absence of Registration number. However, registration of a private candidate shall be made at the time of submission of admission form.
- 13) In case a student, who has already been registered, joins or rejoins an institution, the registration number of the student shall be quoted by the Head of the institution while intimating the student's admission or re-admission.
- 14) A student shall not be registered if the Registration Return/form is incomplete in any manner. However, any omission in the Registration Return/form will be allowed to be rectified on payment of prescribed fee, provided it does not involve any alteration in the previous record.
- 15) A candidate who has passed "O" level or equivalent examination shall be allowed admission within 30 days of declaration of result. Similarly candidate seeking admission on transfer basis shall also be allowed admission within 30 days of leaving his / her previous institution. The institution is obliged to send the particulars for registration within 15 days after admission on payment of normal fee, whereafter late fee as prescribed by the Board will be charged.
- 16) The registration record of a student will be the basic record for all intents and purposes instead of the particulars of a student given in admission form for FBISE examination.
- 17) The student(s) who have been enrolled in any institution but not registered so far with relevant Board can be admitted and treated as fresh candidate for the purpose of registration and such student(s) are liable to pay the fee for the purpose notified by the Board.
- 18) The head of institution shall be solely responsible for communication of complete and accurate particulars of the students i.e. spellings of Name, Father's Name and Date of Birth, which will accordingly be reflected on all documents/ certificates issued by the Board.

## **CHAPTER - 7**

### **Correction/Change in name, Father's name and Date of Birth**

The Board will consider only request for correction of transcribing error in the particulars i.e. Name/ Father's Name/Date of Birth. "TRANSCRIBING ERROR" means any errors/omissions made by the Institution(s) or FBISE at any stage during processing of students particulars, whereas any amendment (not supported by institution(s) record) would be treated as "CHANGE" In particulars.

### 7.1 Correction in Name/Father's Name/Date of Birth.

- 1) A request for correction in Name/Father's Name/Date of Birth of a candidate will be considered on submission of an application on the prescribed Performa duly recommended by the Head of concerned Institution in case of regular candidates and from Class-I Gazetted Officer in case of Private and those candidates who shifted from abroad institutions, along with prescribed fee and provision of all or any of the following documents to the satisfaction of Board:-
  - I. Attested Copies of Admission Form and Admission Withdrawal Register (relevant page) and School leaving Certificates pertaining to the stage of occurrence of the said transcribing error.
  - II. Attested Copies of the Admission Form and Admission Withdrawal Register (Relevant pages) of class-I.
  - III. Any other document/evidence required by the Board.
- 2) Correction in particulars of a candidate at the HSSC level will be allowed on the basis of valid entries made in the SSC Result Card/Certificate issued by the Board. In case of SSC passed from any other Board, correction shall subject to verification of SSC result card/Certificate from the concerned Board.
- 3) FBlSE mistake shall be corrected without fee within one year of issuance of registration card/result card/certificate.
- 4) Special children (physically handicapped, deaf and dumb, blind etc) are exempted from all sorts of fee.
- 5) Irrational date of Birth may be corrected subject to verification of calendar, alongwith valid supporting document.
- 6) The Director (Academics) will allow corrections before issuance of result card of SSC/HSSC Part-II and the Chairperson is competent to allow such corrections after issuance of the same.
- 7) A candidate may file an appeal to Chairperson of the Board against the decision within 30 days on payment of prescribed appeal fee along with any additional documentary proof/evidence not provided earlier. The decision of the Chairperson on the appeal will be final.

### 7.2 Change in Name/Father's Name/Date of Birth.

- 1) No Change in Father's Name and Date of Birth shall be considered under normal circumstances. Date of Birth once recorded in SSC certificate or at the time of joining any service in Government/ Semi-Government/ Autonomous Bodies shall be final.
- 2) A request for change in Name/ addition / deletion i.e. surname, caste, designation etc in Name/Father's name of a candidate will be considered on submission of an application on the prescribed Performa duly recommended by the Head of concerned Institution in case of regular candidates and from Class-I Gazetted Officer in case of Private and those candidates who shifted from abroad institutions, along with prescribed fee and provision of all or any of the following documents to the satisfaction of Board:-
  - i. An Affidavit to the effect of change/ addition/deletion duly attested by a First Class Magistrate.
  - ii. Original cutting of advertisements showing particulars of both previous and desired Name/Father's Name along with applicants recent photographs in two National Daily Newspapers one (01) in English and one (01) in Urdu language.
  - iii. Any other document/evidence required by the Board. like **Birth Certificates** issued by Union Council/Cantonment Board/ Municipal Corporation/ Government Hospital (recorded within two years of date of birth) and **Passport, Domicile, NADRA Registration Record** provided these documents have been issued within minimum of two years before the registration of the candidate with the Board.

- 3) The candidate may be allowed to change Name in case of change of religion or gender without any fee, provided that following documents are produced:-
- An affidavit on stamp paper duly attested by the First Class Magistrate along with additional Certificate from the Head of a recognized Religious Institution to the effect of change of religion.
  - A Medical Certificate on recommendation of Medical Board issued by the Medical Superintendent of a Government Hospital, in case of change of gender.
- 4) Minor Spelling adoptions not affecting the Name/Father's Name shall be allowed on production of an Affidavit attested by Magistrate Class-I even if the school record does not support.
- 5) Addition of word "Muhammad" before the actual name of candidate shall be allowed without asking for school record.


**Note:- Any of the above change shall be reflected as foot note on front of certificate like change in Name or Father's Name**

From \_\_\_\_\_ To \_\_\_\_\_

### 7.3 Constitution of Correction Committee

The Chairperson shall constitute a Correction Committee every year comprising of three (03) to five (05) members from amongst the Heads of affiliated Institutions/Education Directorates and from Board's officers to submit their recommendations on the cases as mentioned in the clause 7.1 (iii) and 7.2 (2, 3, 4 and 5). The recommendations of the Committee shall be final. However in case of disagreement in the Committee members, the Chairperson is the final authority to decide the cases on merit.

7.4 Correction/appeal fee shall be charged as notified by the Board from time to time.

  
(ATIQA AHMAD)  
SECRETARY

### DISTRIBUTION

1. Controller of Examinations (Secrecy)
2. Controller of Examinations (Conduct)
3. Data Processing Manager
4. Director Academics
5. Director (Research)
6. Director (One Window Cell)
- ✓ 7. System Analyst (with the request to upload it on the FBISE website for information of general public)
8. Deputy Director (Audit)
9. APS to Chairman for information