



FEDERAL BOARD OF INTERMEDIATE
AND SECONDARY EDUCATION

Sector H-8/4, Islamabad, PAKISTAN



No. FBISE/REGN/NOTI/SSC/2023-2025/1627

Dated: 24-05-2023

NOTIFICATION

It is hereby notified for information of all concerned that the schedule of **ADMISSION** and **REGISTRATION** of the students of **Class-IX** for academic session 2023-2025 will be as follows:

a. **SCHEDULE FOR ADMISSION IN INSTITUTIONS**

- (1) Last date for Admission - 21 August, 2023
- (2) Admission with special (prior) permission of Chairman/Chairperson FBISE with Rs 1500/- (inland)/US \$ 30/- (Abroad) per candidate as special permission fee - upto 21 September, 2023

b. **SCHEDULE FOR RECEIPT OF REGISTRATION RETURN**

Receipt of Registration Return with normal fee @ Rs 1500/- (inland)/ US \$ 100/- (Abroad) per candidate - upto 09 October, 2023

c. **LATE SUBMISSION OF REGISTRATION RETURN**

In case, a candidate is admitted within the stipulated period mentioned above at Para (1a) but Registration Return is not submitted within the stipulated period i.e. upto **09 October, 2023**, a surcharge of Rs 1500/- (inland)/US \$ 30/- (abroad) per month per candidate will be levied **upto (15) fifteen days after the announcement of schedule of examination/admission forms**. The part of the month shall be treated as full month for purpose of fee. In late submission cases, the following documents shall also be forwarded with the Registration Returns **duly attested** by the Principal concerned:

- i. Copy of Admission Form (filled at the time of admission in institution)
- ii. Copy of Admission Withdrawal Register (relevant page)
- iii. Copy of School Leaving Certificate (previous institution) if any
- iv. Copy of Fee Deposit Slip (fee deposited for admission in the institution)

d. **No request for late registration will be entertained after the deadline as highlighted at Para 1 (c) above.**

Note: The Board may ask for original record pertaining to documents for late registration return cases as mentioned in Para 1 (c) or any other document (if required).

2. All affiliated institutions shall submit Registration Returns online by filling the Registration Return proforma available at our website www.fbise.edu.pk. Registration Fee shall be deposited at any nearest HBL/MCB Branch/Jazz Cash/Easy Paisa by completing and downloading the fee challan available at our website upto 09 October, 2023. Registration fee for institutions abroad may be paid through **Credit Card (Master Or Visa) through FBISE website OR** may be deposited in following accounts via **Swift MT 103**:

Accounts	Swift Code	IBAN Code
Foreign Account(Rs)	HABBPCCA	PK26HABB0022110050002001
Foreign Account(\$)	HABBPCCA	PK79HABB0022117900687511

Instructions/procedure for online submission of Registration Returns are/is available on FBISE website (www.fbise.edu.pk).

3. Hard copy of Computerized Registration Return alongwith covering letter (signed + stamped by the Principal) and original fee challan (FBISE Copy) and a copy of valid Affiliation letter must be submitted to the Assistant Secretary, SSC Registration by post or at One Window Cell of FBISE upto closing date of Registration Return i.e. 09 October, 2023.

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4. Admission in class IX/X on transfer basis from Board to Board or institution to institution may be made within **thirty (30) days** of withdrawal from previous institution subject to eligibility determined by the Board. Registration of such students must be forwarded **Within (15) days** after admission on payment of normal Registration fee whereafter late fee will be charged as mentioned at para 1(c). Following documents must be enclosed with the Registration Return of transfer cases:

- Original NOC/Migration Certificate
- Copy of School Leaving Certificate duly attested by the Principal concerned
- Proof of promotion to SSC-II having detail of subjects/copy of SSC-I Result Card **duly verified by the Board concerned** (in case of admission in class X)
- Copy of result card duly attested by the Principal concerned in case of Change of stream

5. A student who is admitted in time in an institution affiliated with any other Board but not registered due to any reason (supported by documents) shall be treated as fresh candidate for the purpose of Registration. In case of delay, late fee will be charged as per schedule described at Para 1 (whichever fee is applicable).

6. The Head of Institution shall be solely responsible for communication of complete and correct particulars of the students, i.e. spellings of name, parentage, date of birth, gender and placement of correctly scanned **recent** photograph (preferably in current School Uniform) etc, **as these particulars shall be treated as full and final; and will be accordingly exhibited on all documents/certificates to be issued by the Board.**

Note: Mere registration of a candidate shall not entitle him/her to appear in an examination. He/She must fulfill the conditions laid down for the eligibility to sit in examination. The Board also reserves the right to cancel the registration of a candidate at any stage if it is found that the particulars provided are false/fake.


(FATIMA TAHIRA)
Director (Registration & Sports)

☎ 051-9269510

Email: director.acad@fbise.edu.pk

**The Heads of all Institutions Affiliated at
SSC and Matric (Tech) level with FBISE, Islamabad
(As attachment through E-mail as well)**

Copy to:

The Director General, Federal Directorate of Education, G-9/4, Islamabad
The Director General, Directorate of Education, Gilgit Baltistan
The Director of Education, FGEI (C&G), Sir Syed Road, Rawalpindi
The Director, Army Directorate of Education (IGT&E Branch), GHQ, Rawalpindi
The Director of Education, PAF Rear Air HQs, Peshawar
The Director of Education, Naval HQs Islamabad
The Director Fuji Foundation Directorate of Education, Rawalpindi.
The Chairperson, Private Educational Institution Regularity Authority, G-8, Islamabad
GSO-I, Regional Offices, Rawalpindi, Wah, Peshawar, Mangla, Gujranwala, Lahore, Multan, Quetta,
Bahawalpur & Karachi Cantt
CB Education Directorate, C/o Chaklala Cantonment Board, Murree Road, Rawalpindi
All Embassies/Pakistan Missions concerned

Internal:

APS to Chairman
APS to Secretary
All HODs
The Director (IT) (with the request to upload it on website alongwith instructions for submission of Registration Return)
The Deputy Secretary (Finance)
The Deputy Director (Audit)
Incharge, FBISE Sub-offices Gilgit-Baltistan and Skardu
Chat Room

Note: Information on the subject matter alongwith Registration Return Proforma and Bank Challan are available at the FBISE Website www.fbise.edu.pk


(RANA KHAN SIAL)

Deputy Secretary (Registration)

☎ 051-9269524