# FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION

Sector H-8/4, Islamabad, PAKISTAN

No. FBISE/REGN/NOTI/SSC/2017-2019/ 253 — 30th March, 2017

# NOTIFICATION

It is hereby notified for information of all concerned that the schedule of **ADMISSION** and **REGISTRATION** for the students of **Class-IX** academic session 2017-2019, will be as follows:

a. SCHEDULE FOR ADMISSION

(1) Start of Academic Session - 14-04-2017

(2) Last date for Admission - 15-05-2017

(3) Admission with prior permission of Chairman/Chairperson FBISE with Rs 600/- (inland) and US $ 20/- (Abroad) per candidate as special permission fee - upto 30-05-2017

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

(1) Receipt of Registration Return with normal fee @ Rs 600/- (inland) and US $ 75/- (Abroad) per candidate - upto 15-06-2017

(2) In case the candidate is admitted within stipulated period mentioned above Para 1(a) but Registration Return is not submitted within the stipulated period upto 15-06-2017, a surcharge of Rs 600/- or US $ 20/- per month per student 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, following documents shall also be forwarded with the Registration Return duly attested by the concerned Principal:-

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

**Note**: Board may ask for original record/any other supporting documents (I-IV)

(3) **No request for late registration will be entertained after the deadline as highlighted at para 2 above.**

2. **All affiliated institutions shall submit registration return online by filling Registration Return at our website www.fbise.edu.pk Registration Fee shall also be submitted online at any nearest HBL Branch by completing/downloading fee challan available at our website before or latest by 15-06-2017. Instructions/procedure for online submission is attached please.** However a hard copy of computerized registration return alongwith 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 i.e. 15-06-2017.

3. Subject to eligibility determined by the Board Admission and Registration on transfer basis from Board to Board/institution to institution may be made/forwarded to Board within thirty (30) days of the withdrawal from previous institution and in (10) days from date admission respectively with normal fee where after late fee will be charged as described at para 1-b-(2) above. Following documents must be enclosed with the Registration Return of transfer cases:-

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a. Original NOC/Migration Certificate
b. Copy of School Leaving Certificate duly attested by the concerned Principal
c. Copy of SSC-I Result Card duly attested by the concerned Principal
d. Copy of result duly attested by the concerned Principal in case of change of stream.

4. A student/ who is admitted in time in an institution affiliated with any Board but not registered due to any reason (supported by documents) shall be treated as a fresh candidate for the purpose of Registration. In case of delay late fee per month will be charged as FBISE schedule para 1(2), as notified by the Board but in any case not later than 15 days after announcement of Examination schedule/Admission Form.

5. The Head of Institution shall be personally and legally responsible for communication of complete and accurate particulars of the students, i.e. spellings of name, parentage and date of birth etc, **as these particulars shall be treated as full and final; and will accordingly be exhibited on all documents/certificates issued by the Board**.

6. **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 an examination over and above. The Board also reserves the right to cancel the registration of a candidate at any stage if it is found that the particulars provided by him/her are false or the candidate has concealed any facts that rendered him ineligible for registration.**

**(MUHAMMAD NAWAZ MUGHAL)**
**Director (Academics)**
☎ **051-9269510**

**The Head of all Institutions**
**Affiliated with FBISE Islamabad**

**Copy to:**

Director General, Federal Directorate of Education, G-9/4, Islamabad
Director of Education, FGEI (C&G), Sir Syed Road, Rawalpindi
Director, Army Directorate of Education (IGT&E Branch), GHQ, Rawalpindi
Director of Education, PAF Rear Air HQs, Peshawar
Director of Education, Naval HQs Islamabad
Chairman, Private Educational Institution Regularity Authority, I-8/3, Islamabad
GSO-I, Regional Office, Rawalpindi, Wah, Peshawar, Mangla, Gujranwala, Lahore, Multan, Quetta, Bahawalpur & Karachi Cantt
All Embassies/Pakistan Missions concerned

**Internal:**

APS to Chairman
APS to Secretary
All HODs
System Analyst with a request to place it on website
The Deputy Secretary (Finance)
The Audit Officer
Incharge, FBISE Sub-office Gilgit-Baltistan
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*

**(SYED AZHAR QAYYUM SHAH)**
Deputy Secretary (Registration)
☎ **051-9269524**

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