

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 F.B.I.S.E. at appropriate time/level.
- 3)
 - i) Registration is mandatory for every candidate to appear in any examination held by the F.B.I.S.E. 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 F.B.I.S.E. 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 readmitted on the prescribed registration return/form, within period as notified by the F.B.I.S.E.
- 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 FBISE.
- 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.