

**FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION**

Sector H-8/4, Islamabad, PAKISTAN

Ph.: +92-51-9269508, 9269519-20-44

Email: ace_ssc_conduct@fbise.edu.pkNo. F-01/FBISE/SSC-A/1stAE-24/074524th November, 2023**NOTIFICATION****(FOR ABROAD)**

It is hereby notified for the general information and necessary action of all concerned that the following schedule has been formulated for submission of online Admission Forms and payment of admission/examination fee for **SSC 1ST ANNUAL EXAM, 2024** which will tentatively commence with effect from **Thursday 21st March, 2024**.

SUBMISSION OF ONLINE ADMISSION FORM ALONG WITH ADMISSION/EXAMINATION FEE			
Sr. No	Schedule for submission of online Admission Forms	From	To
i.	with normal fee	---	08-01-2024
ii.	with the double fee	09-01-2024	18-01-2024
iii.	with the triple fee	19-01-2024	30-01-2024

RATES OF ADMISSION/EXAMINATION FEE				
Sr. No	Category of Students	SSC-I	SSC-II	SSC I & II
i.	Regular/Ex/Private/IBCC/Additional Subjects/Improvement cases/Failure/Compartment with Improvement case.	US\$ 120	US\$ 120	US\$ 240
ii.	Non-Registered Private Candidates/IBCC cases	*US\$ 220	*US\$ 220	*US\$ 340

***Included US\$ 100 as registration fee. However Registration fee will be paid once.**

NOTE:- DELETION OF ADMISSION FORM/CORRECTION IN ADMISSION FORM/ROLL NO SLIP ETC.=US\$ 50

02. The following instructions on submission of Online Admission Forms will be followed.

- i. The institutions should ensure that online Admission Forms of all the candidates along with fee remittance receipt/Bank Draft through which requisite fee was deposited has been uploaded on the FBISE Online Portal on or before the last date specified above to avoid payment of late fee or rejection of Admission Form(s).
- ii. All the Heads of institutions are requested to submit online Admission Form separately in respect of the candidates who appeared/passed SSC Part-I Examination from the Board other than FBISE. Their SSC-I Result Card duly verified from respective Board and result prepared by registration department according to FBISE scheme must be uploaded.
- iii. The Admission Forms (Draft) of an institution not duly finally submitted will not be accepted and Roll No Slips will not be issued.
- iv. All the candidates of SSC Part-II may avail facility of reappearing in all/any number of papers of SSC Part-I along with Part-II papers for which they will mention desired papers in the respective column of Admission Form.
- v. An Institution/Candidate applying in the category of disability should mention his/her accessibility need in black and white at the time of submitting his/her Admission Form otherwise he/she will not be entertained. Such candidates will also submit prescribed Proforma designed for said purpose.
- vi. **No Examination Fee will be charged from Orphan, differently abled Candidates, prisoners and wards of 'Shuhada' (Proof shall be uploaded).**
- vii. In case of any difficulty in submission of Admission Form, the institution/individual may contact our IT Expert at Phone number 051-9269516 during office hours.
- viii. Private candidate will attach school leaving certificate or affidavit duly signed by the Educational Counsellor to the effect that the candidate has not on role of an institution and "B" form or copy of Passport showing Date of Birth.
- ix. A private candidate can appear in the subjects involving Practicals (Science/Humanities Group) subject to the condition that he/she provides certificate of having done the Practicals at an affiliated institution duly signed by the Principal.
- x. A candidate, appearing in any failure Paper(s) will pay full fee of respective Part.
- xi. In case of IBCC (foreign qualification A/O level etc.) cases, the candidates will also submit hard copy of Admission Form, after Online submission with Equivalence Certificate issued by the IBCC, Permission Letter issued by 'Research and Academic' Department of FBISE if Geography of Pakistan is opted by the candidate in lieu of Urdu Compulsory and Fee Remittance Receipt through which the fee was deposited. The Admission Form is available at FBISE website www.fbise.edu.pk.

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- xii. The private candidates who have passed Part-I exam from the Board other than FBISE will submit verified copy of result card and NOC/Migration Certificate along with online admission form. Such private candidates will submit hardcopy also to the FBISE.
- xiii. All the Non Registered Candidates will upload photograph with blue or white background on prescribed place of the Admission Form.
- xiv. The candidates who intend to improve their Grade/Marks after appearing/passing SSC Examination can do so by re-appearing in any number of Subjects/Papers of their choice of Part-I or Part-II or both the Parts as the case may be within a period of four years with multiple chances before obtaining higher qualifications/Certificate/Degree.
- xv. The Ex/Private candidates are requested to ensure that the particulars written by him/her in the Admission Form are recorded correctly. The Admission Form (Draft) not duly finally submitted will not be accepted and Roll No Slip will not be issued.
- xvi. A candidate after passing SSC examination or an examination recognized as equivalent thereto may appear in any additional subject(s) in current course not offered by him previously. If a candidate intends to appear in the subject(s) involves Practical, Proof of performing the relevant practical will be uploaded along with Admission Form.
- xvii. The fee of private students, whom admission forms are being forwarded through institution, kindly remit collectively instead of individually.
- xviii. Original Bank Draft/EFT receipt must be submitted by post/by bag to the Controller of Examinations within given due dates.

03. MODE OF REMITTANCE OF FEE

- a. For remittance of fee to the FBISE account, the overseas institution(s)/candidate(s) may exercise one of the following options:-
- i. The payment may be made through Credit Card (Master or Visa) from FBISE website **(Preferably for quick credit and verification of fee).**
- ii. The payment may be made through SWIFT "MT-103" (via Commercial channel instead of home remittance (PRI)) for credit into **FBISE Pak Rupee Account Swift Code: HABBPKKA IBAN Code No. PK26HABB 0022 1100 5000 2001** at the Habib Bank Limited, FBISE branch, Sector H-8/4, Islamabad (Pakistan) OR FBISE US dollar account **(IBAN) PK 79 HABB 0022 1179 0068 7511** (for US dollar remittance only) at Habib Bank Limited, FBISE Branch, H-8/4, Islamabad.
(Nature of fee must be mentioned while preparing Swift MT 103 form/text).
Note: Receipt of deposited fee through MT103 swift message must be attached with the online admission form(s).
- iii. Payment may also be made through **Bank Draft drawn able at Islamabad (Pakistan)** issued in the favour of Secretary, Federal Board of Intermediate & Secondary Education, Islamabad.
- b. The details of fee should be specified in the covering letter and following information must be provided on the backside of Swift Payment Receipt/Bank Draft:
- | <u>FOR INSTITUTIONS</u> | <u>FOR INDIVIDUALS</u> |
|--------------------------------|-----------------------------------|
| Name of Institution _____ | Name of Candidate _____ |
| No. of candidates _____ | Father's Name _____ |
| Nature of Fee _____ | Nature of Fee _____ |
| In batch _____ | Serial No of admission form _____ |
- c. ***The institution established as examination centre is hereby allowed to retain US\$ 30/-per candidate (Regular/Ex./Private) on account of expenses of examination activities i.e. Ruminations of superintendent, deputy superintendent, invigilators, ministerial staff, practical examiner, Lab staff, Resident inspector. Institution concern will also bear other expenses from that amount like expenses on receiving and dispatching of examination material and printing of online question papers.***



**(AQEEL IMRAN)
CONTROLLER OF EXAMINATIONS**

DISTRIBUTION

1. APS to Secretary, Ministry of Federal Education & Professional Training, Pak Secretariat, Govt. of Pakistan, Islamabad.
2. Director, Federal Government Educational Institutions (Cantt/Garrison) Directorate, Sir Syed Road Rawalpindi Cantt
3. The Secretary, Inter Board Committee of Chairmen, Plot No. 25, G-10/4, Islamabad.
4. All Heads of Educational Institutions (Abroad) affiliated with FBISE, Islamabad.
5. Pakistan Embassies in the relevant Countries.
6. All HOD's, FBISE, Islamabad.
7. APSs to Chairman and Secretary, FBISE, Islamabad.
8. The Manager, HBL, FBISE Branch, H-8/4, Islamabad.
9. Officer Incharge Website, FBISE, Islamabad
10. The Section Officer (Bag Section), Ministry of Foreign Affairs, Islamabad.
11. Chat Room
12. All Concerned.


**DY. CONTROLLER OF EXAMS
(CONDUCT)** 