



**FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION H-8/4, ISLAMABAD  
(PAKISTAN)**

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No. F-1(G)/HSSC-C/F.NOTI/A-2021/1208

Dated: 28-12-2020

**NOTIFICATION**

***(For institutions in 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 printed/computerized copy of admission forms/lists and payment of fee for **Higher Secondary School Certificate (HSSC) Part I & II Annual Examination, 2021** of the Federal Board of Intermediate and Secondary Education, Islamabad which is expected to commence in the month of June, 2021.

2. The schedule for receipt of admission forms/data (all categories) along with admission fee in the Board's Office is as under:-

<b>a. SCHEDULE FOR SUBMISSION OF ADMISSION FORM ALONG WITH FEE</b>			
S.#	SCHEDULE	FROM	TO
i.	With normal fee	01-01-2021	22-02-2021
ii.	With double fee	23-02-2021	10-03-2021
iii.	With triple fee	11-03-2021	12-04-2021

<b>b. RATES OF ADMISSION FEE:</b>				
S.#	CATEGORY	HSSC-I	HSSC-II	HSSC-I & II
i.	For regular/ex/private candidates (all groups)	US \$ 100/-	US \$ 100/-	US \$ 200/-
ii.	Additional subject/IBCC Cases	-----	-----	US \$ 200/-
iii.	Improvement of Marks/Grade	US \$ 125/-	US \$ 125/-	US \$ 225/-
iv.	Registration fee (for private candidates if not registered before)	-----	-----	US \$ 75/- (In addition to exam admission fee as applicable)

3. **MODE OF SUBMISSION FOR REGULAR CANDIDATES OF HSSC-I & II**

Admission data (in soft form) placed on FBISE website for HSSC-I & II candidates will be filled in letter and spirit by the institution within given due dates. **No hard copy of admission form of HSSC-I & II of the regular students shall be submitted by institution(s). Institution shall only forward the computerized generated list of students Fee receipts number, date of fee submission along with covering letter duly signed and stamped by Principal and Fee receipt within given due dates separately for HSSC-I & HSSC-II to the Controller of Examinations (Conduct) FBISE Islamabad by post.** Correction in the editable field of the available data will be done by institution till final submission of Admission forms. In case of any difficulty in data entry, please contact the number 051-9269516 and 051-9269514.

4. **MODE OF SUBMISSION FOR EX, PRIVATE, IBCC AND IMPROVEMENT CANDIDATES**

The categories of the candidates (Ex, Private, IBCC & Improvement) should fill in online admission form which can be downloaded from FBISE website [www.fbise.edu.pk](http://www.fbise.edu.pk) & the same along with Fee receipt must be submitted to the Controller of Examinations (Conduct) FBISE Islamabad by post. Online hard copy of admission form of non-registered Private/IBCC candidates must be got attested from any of the Government Officer of BPS-17 and above in Education Department/officers of Armed Forces/Head of an affiliated institution. Only non-registered Private/IBCC candidates have to paste two passport size photographs on prescribed places at page 1 of the admission form (one un-attested whereas second one must be got cross attested)

5. Those candidates who intend to improve their Grade/Marks after passing HSSC Examination can do so by re-appearing in any number of subjects/papers of their choice or Part-I or Part-II or both the Parts/entire examination as the case may be within a period of one year of passing the relevant examination. The candidates appearing in any subject (both the papers) involving practical examination shall appear in the practical examination as well. However, candidate neither requires nor can appear in practical if he/she is appearing in a paper of a subject or any one part of the examination.

6. **FOR COMPARTMENT CASES.**

Those candidates who intend to reappear in any number of paper(s) of HSSC Part-I or Part-II after having failed, they would pay full fee of their respective part of examination and online admission form can be down loaded from FBISE website [www.fbise.edu.pk](http://www.fbise.edu.pk)

7. Private candidates residing in the country where FBISE conduct its examination may also apply to appear from the Federal Board. However, they shall not be allowed to opt/ choose any subject(s) which is not offered by the FBISE.

**NOTE:**

- i. Private candidates are not allowed to opt / choose the paper(s)/subject(s) involving practical.
- ii. The Head of Institution is requested to submit separate list in respect of candidates who appeared/passed their HSSC Part-I Examination from any other Board. Their Original Result Cards of HSSC-I and a photocopy thereof, duly verified by the respective Board must be attached with covering letter by the Principal.

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- iii. Change of subject(s)/group will not be allowed under any circumstances after submission of admission form to the Board's office.
- iv. Facility of reappearing in one or two papers of HSSC Part-I along with Part-II papers, is provided for which papers of Part-I will have to be indicated in the respective column of admission form. Such candidate(s) will pay fee of both the parts.
- v. All the Heads of affiliated institutions are requested to ensure that the particulars of candidates of HSSC Part-I (only) on the admission forms are recorded on the basis of registration card except subjects which are editable by the Head of Institution.
- vi. The fee of private students which is being forwarded through institution must be remitted collectively instead of individually / individual student.
9. **MODE OF REMITTANCE OF FEE**  
For remittance of fee to the FBISE account, the overseas institutions/candidate(s) may exercise one of the following options:-
- The payment may be made through Credit Card (Master or Visa) from FBISE website.
  - 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), (Nature of fee must be mentioned while preparing Swift MT 103 form/text) 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.
  - Payment may also be made through **Bank Draft drawn able at Islamabad (Pakistan)** issued in the favour of Controller of Examinations (Conduct), Federal Board of Intermediate & Secondary Education, Islamabad.
  - The institutions/candidates forwarding admission forms from KSA and UAE may remit the dues/examination fee through following banks to HBL, FBISE account:-

i.	Banks in KSA	Arab National Bank, Al-Bilad Bank, National Commercial Bank, Al-Jazair Bank, Al-Jadeed Bank, Al-Moodi Exchange Co., Al-Ansari Co., and Al Fardan Exchange Co.
ii.	Banks in UAE	UAE Exchange Co, Hello Paisa and HBL UAE Branch.

**NOTE:** 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:

**FOR INSTITUTIONS**

Name of Institution \_\_\_\_\_  
No. of candidates \_\_\_\_\_  
Nature of Fee \_\_\_\_\_

**FOR INDIVIDUALS**

Name of Candidate \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Nature of Fee \_\_\_\_\_

10. **DOCUMENTS TO BE ATTACHED WITH ADMISSION FORM (PRIVATE CANDIDATE)**

- Copy of SSC Result Card if appearing as private in HSSC Part-I only or HSSC Part-I & II together as a fresh (first time).
- Copy of HSSC Part-I Result Card if appearing as a private in HSSC-II examination.
- Copy of permission letter of FBISE if candidates have taken Pakistani Culture/Urdu Salees.
- Attested copy of Equivalence Certificate issued by IBCC in case of foreign qualification (O levels etc).
- Copy of letter of change of group/subject, cancellation of 1<sup>st</sup> year result (if applicable).

(FATIMA/TAHIRA) 28  
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**DISTRIBUTION**

- APS to Secretary, Ministry of Federal Education & Professional Training, Pak Secretariat, Govt. of Pakistan, Islamabad.
- The Secretary, Inter Board Committee of Chairmen, Plot No. 25, G-10/4, Islamabad.
- All Heads of Educational Institutions (Abroad) affiliated with FBISE, Islamabad at HSSC level.
- Pakistan Embassies in the relevant countries.
- All HOD's, FBISE, Islamabad.
- APSs to Chairman and Secretary, FBISE, Islamabad.
- The Manager, HBL, FBISE branch, H-8/4, Islamabad.
- Officer Incharge Website, FBISE, Islamabad
- The Section Officer (Bag Section), Ministry of Foreign Affairs, Islamabad.
- All Concerned.

(SYED AZHAR QAYYUM SHAH)  
DEPUTY CONTROLLER OF EXAMINATIONS  
(HSSC-CONDUCT)