



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

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No. F-1(G)/HSSC-C/F.NOT/A-2018/1108

Dated: 12-12-2017

NOTIFICATION
(For institutions in Abroad)

It is hereby notified for the general information that the **Higher Secondary School Certificate (HSSC) Part I & II Annual Examination, 2018** of the Federal Board of Intermediate and Secondary Education, Islamabad, will commence from **Tuesday, the 17th April, 2018**.

2. The schedule for receipt of admission forms along with admission fee in the Board's office is as under:-

a. SCHEDULE OF ADMISSION FEE			
S.#	SCHEDULE	FROM	TO
i.	With normal fee	12-12-2017	15-01-2018
ii.	With double fee	16-01-2018	25-01-2018
iii.	With triple fee	26-01-2018	15-02-2018

b. RATES OF ADMISSION FEE:				
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** Admission data (in soft form) placed on FBISE website for HSSC-I candidates will be filled in letter and spirit by the institution within given due dates. **No hard copy of admission form of HSSC-I regular candidates shall be submitted by institution(s). Institution shall only forward the list of candidates with their registration number, subjects/group, bank draft/swift transfer number, date of fee submission along with covering letter duly signed and stamped by Principal and original bank draft/swift transfer (FBISE Copy) within given due dates.** Correction in the editable field of the available data will be done by institution till final submission of Admission forms.

4. **MODE OF SUBMISSION FOR OTHER CATEGORIES** Admission forms of the categories (Regular HSSC-II, Ex, Private except the candidates appearing for improvement) shall be submitted vide online at FBISE website www.fbise.edu.pk. Instructions/procedure for online submission is available at our website. However, **a hard copy of computerized Admission Forms attested by their respective head of institution along with a list of candidates and original Bank Draft/Swift Transfer (FBISE Copy) must be sent to the ACE HSSC Conduct by post/by bag, through a covering letter.**

5. **FOR COMPARTMENT CASES.** The 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.

6. Private candidates residing in the territorial jurisdiction of FBISE may also apply to appear in the examination of the Federal Board. However, they shall not be allowed to offer any subject/group of subject(s) not offered by the affiliated institution(s).

7. The candidate(s) who wish to improve their grade/marks should fill in the admission form(s), which can be downloaded from the FBISE website (www.fbise.edu.pk).

NOTE:

- Private candidates are not allowed to offer the paper(s)/subject(s) involving practicals.
- The failure candidate(s) of HSSC Supplementary Examination, 2017 may also submit their admission forms with normal fee within 15 days from the date of declaration of result but before commencement of the examination positively.
- The Head of Institution is requested to submit admission form(s) separately 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 their admission forms.
- Change of subject(s)/group will not be allowed under any circumstances after submission of admission form to the Board's Office.
- 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. He/She will pay fee of both the parts.
- All the Heads of affiliated institutions are requested to ensure that the particulars of candidates on the admission forms are recorded on the basis of registration card. Admission form will not be entertained without registration number/card.

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8. **MODE OF REMITTANCE OF FEE**

For remittance of fee to the FBISE account, the overseas institutions/candidate(s) may exercise one of the following option:-

i. The payment may be made through SWIFT "MT-103" 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.

OR

ii. 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.

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

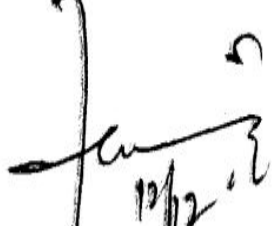
Name of Institution _____
No. of candidates _____
Nature of Fee _____

FOR INDIVIDUALS

Name of Candidate _____
Father's Name _____
Nature of Fee _____

9. **DOCUMENTS TO BE ATTACHED WITH FORM.**

- i. Attested copy of SSC Result Card if appearing in HSSC Part-I only or HSSC Part-I & II together as a fresh.
- ii. Attested copy of HSSC Part-I Result Card if appearing in HSSC-II examination.
- iii. Attested copy of CLC in case of appearing from another college in HSSC-II as regular candidate (Transfer case).
- iv. Attested copy of permission letter of FBISE if candidates have taken Pakistani Culture/Urdu Salees/English Advance.
- v. Attested copy of Equivalence Certificate issued by IBCC in case of foreign qualification (O levels etc).
- vi. Attested copy of letter of change of group/subject, cancellation of 1st year result (if applicable).


(FATIMA TAHIRA)
CONTROLLER OF EXAMINATIONS
(CONDUCT)
Ph. 051-9269506

DISTRIBUTION

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



(MUSSARAT RAUF)
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