



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

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No. (1)/FBISE/SSC-C/AE-2019/039

23rd October, 2018

NOTIFICATION
(FOR INSTITUTIONS ABROAD)

It is hereby notified for the general information of all concerned that the Secondary School Certificate (SSC) Part I & II Annual Examination, 2019 of the Federal Board of Intermediate and Secondary Education, Islamabad, shall commence with effect from Tuesday, 12th March 2019.

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

SCHEDULE OF SUBMISSION OF ADMISSION FORM/LIST OF THE CANDIDATES ALONG WITH ADMISSION FEE			
S #	SCHEDULE	From	To
I.	With normal admission fee	24-10-2018	10-12-2018
II.	With double admission fee	11-12-2018	26-12-2018
III.	With triple admission fee	27-12-2018	10-01-2019

CATEGORY OF STUDENTS	Rates		
	SSC-I	SSC-II	SSC-I & II
Regular/Ex/ Registered Private candidates (All Groups)	US \$ 90/-	US \$ 90/-	US \$ 180/-
Non-Registered Private candidates (All Groups)	US \$ 165/-*	US \$ 165/-* (Only for Other Board Candidates)	US \$ 255/-*
Registered IBCC Candidates	---	---	US \$ 180/-
Non-Registered IBCC Candidates	---	---	US \$ 255/-*
Improvement of Marks/Grade Candidates	US \$ 115/-	US \$ 115/-	US \$ 205/-

*Including US \$ 75/- as registration fee.

NOTE:

- The institutions/candidates should ensure that their admission forms along with requisite admission fee should reach the board on or before the last date specified above to avoid payment of extra fee or rejection of forms.
 - The failure candidates of SSC Supplementary Examination, 2018 may also submit their Admission Forms according to the same schedule. Those candidates whose result is declared late by the Board may submit their Admission Forms with normal fee within 15 days of the date of declaration of their 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 SSC Part-I Examination from the Board other than FBISE. Their Original Result Cards of SSC-I and a photocopy thereof, duly verified by the respective Board must be attached with their admission form(s).
 - Change of subjects/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 SSC Part-I along with Part-II papers, is provided only to passed candidates of SSC-I for which papers of Part-I will have to be indicated in the respective column of admission form. He/She will pay full 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 cards. Admission form will not be entertained/accepted without registration number.
 - The candidates who intend to improve their Grade/Marks after passing SSC 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.
 - A private candidate is allowed to appear in the subject involving practical subjects to the condition that he/she provides certificate of having done the practical at an affiliated institution duly signed by the Principal.
3. **MODE OF SUBMISSION FOR REGULAR CANDIDATES OF SSC-I & II.** Admission data (in soft form) placed on FBISE website for SSC-I & II candidates will be filled in letter and spirit by the institution within given due dates. No hard copy of admission form of SSC-I & II regular candidates shall be submitted by institution(s). Institutions shall only forward the computerized generated list of candidates including their registration numbers, subjects/group, Original Bank Draft/Swift Transfer receipt, date of fee submission along with covering letter duly signed and stamped by Principal and Original Bank Draft/Swift Transfer receipt (FBISE Copy) within given due dates to the Controller of Examinations (Conduct) by post/by bag. 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 i.e. 051-9269516.

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4. **MODE OF SUBMISSION FOR EX, PRIVATE, IBCC AND IMPROVEMENT CANDIDATES.** The categories of the candidates (Ex, Private, IBCC & Improvement) should fill in the admission form which can be downloaded from FBISE website www.fbise.edu.pk & sent the hard copy of admission form along with requisite **Original Bank Draft/Swift Transfer receipt (FBISE Copy)** to the Controller of Examination (Conduct) by post/by bag. Admission form of non registered private/IBCC candidates must be got attested from Head of an affiliated institution. Only non-registered private/IBCC candidates have to paste two (02) photographs on prescribed places at page 1 of the admission form (one un-attested whereas second one must be got cross attested).
5. A candidate, appearing in any failure subject will pay full fee of his/her respective Part.
6. Private candidates, who have not been on the roll of any institution after 31st October of the current academic year must attach Original School Leaving Certificate of SSC Part-I along with the admission form to appear in the examination of the Federal Board. However, they shall not be allowed to offer any subject/group of subject(s) which is not offered by the candidate from an affiliated secondary school. In case of non-schooling, an affidavit shall be submitted duly attested by the Education Counselor of Pakistan Embassy along with a copy of Passport showing date of birth or a copy of Birth Certificate issued by a local hospital or any other valid proof on account of date of birth.

7. **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:-

- i. The payment may be made through SWIFT "MT-103" purpose in 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.
- ii. Payment may be made through Bank Draft drawnable at Islamabad (Pakistan) issued in favour of Controller of Examinations (Conduct), Federal Board of Intermediate & Secondary Education, Islamabad. Any Bank Draft/Electronic Transfer in foreign currency, drawnable in a foreign country (other than Pakistan) will not be accepted at any cost.
- iii. Payment may be made through Credit Card (Master or Visa) from FBISE website.
- iv. The 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

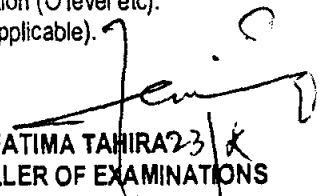
Name of Institution _____
No. of candidates _____
Nature of Fee _____

FOR INDIVIDUALS

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

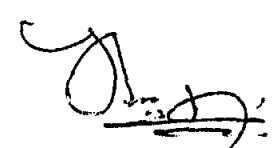
8. **DOCUMENTS TO BE ATTACHED ALONG WITH ADMISSION FORM/LIST.**

- i. Attested copy of permission letter of FBISE if candidates have taken English Literature, Geography of Pakistan/Urd Salees, Sindhi etc
- ii. Attested copy of Equivalence Certificate issued by IBCC in case of foreign qualification (O level etc).
- iii. Attested copy of letter of change of group/subjects, cancellation of SSC-I result (if applicable).


FATIMA TAHIRA 23/12
CONTROLLER OF EXAMINATIONS
(CONDUCT)

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. Chat Room
11. All Concerned.


IBRAR AHMED KHAN
DEPUTY CONTROLLER OF EXAMINATIONS
SSC (CONDUCT)