



FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION

Sector H-8/4, Islamabad, PAKISTAN

No. FBISE/REGN/NOTI/SSC/2018-2020/005

27 March, 2018

NOTIFICATION

It is hereby notified for information of all concerned that the schedule of **ADMISSION** and **REGISTRATION** for the students of **Class-IX** academic session 2018-2020, will be as follows:

a. **SCHEDULE FOR ADMISSION**

- (1) Start of Academic Session - 16-04-2018
- (2) Last date for Admission - 15-05-2018
- (3) Admission with prior permission of Chairman/Chairperson FBISE with Rs 600/- (inland) and US \$ 20/- (Abroad) per candidate as special permission fee - upto 30-05-2018

b. **SCHEDULE FOR RECEIPT OF REGISTRATION RETURN**

- (1) Receipt of Registration Return with normal fee @ Rs 600/- (inland) and US \$ 75/- (Abroad) per candidate - upto 14-06-2018
- (2) In case the candidate is admitted within stipulated period mentioned above Para 1(a) but Registration Return is not submitted within the stipulated period upto **14-06-2018**, a surcharge of Rs 600/- or US \$ 20/- per month per student will be levied **upto (15) fifteen days after the announcement of schedule of examination/admission forms**. The part of the month shall be treated as full month for purpose of fee. In late submission cases, following documents shall also be forwarded with the Registration Return duly attested by the concerned Principal:-
 - i. Copy of Admission Form (filled at the time of admission in School/College)
 - ii. Copy of Admission Withdrawal Register (relevant page)
 - iii. Copy of School Leaving Certificate (previous institution)
 - iv. Copy of Fee Deposit Slip (fee deposited for admission in the institute)

Note: Board may ask for original record/any other supporting documents (I-IV)
(3) **No request for late registration will be entertained after the deadline as highlighted at para 2 above.**

2. **All affiliated institutions shall submit registration return online by filling Registration Return at our website www.fbise.edu.pk Registration Fee shall also be submitted online at any nearest HBL Branch by completing/downloading fee challan available at our website before or latest by 14-06-2018, Registration fee should be deposited in following accounts for aboard institution.**

Accounts	Swift Code	IBAN Code
Foreign Account(Rs)	HABBPCCA	PK26HABB0022110050002001
Foreign Account(\$)	HABBPCCA	PK79HABB0022117900687511

Instructions/procedure for online submission is attached please. However a hard copy of computerized registration return alongwith original fee challan (FBISE Copy) and **a copy of valid Affiliation letter** must be submitted to the Assistant Secretary SSC Registration by post or at One Window Cell of FBISE, upto closing date i.e. 14-06-2018.

3. Subject to eligibility determined by the Board Admission and Registration on transfer basis from Board to Board/institution to institution may be made/forwarded to Board within thirty (30) days of the withdrawal from previous institution and in (10) days from date admission respectively with normal fee where after late fee will be charged as

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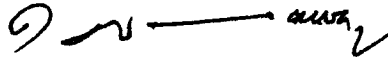
described at para 1-b-(2) above. Following documents must be enclosed with the Registration Return of transfer cases:-

- a. Original NOC/Migration Certificate
- b. Copy of School Leaving Certificate duly attested by the concerned Principal
- c. Copy of SSC-I Result Card duly attested by the concerned Principal
- d. Copy of result duly attested by the concerned Principal in case of change of stream.

4. A student/ who is admitted in time in an institution affiliated with any Board but not registered due to any reason (supported by documents) shall be treated as a fresh candidate for the purpose of Registration. In case of delay late fee per month will be charged as FBISE schedule para 1(2), as notified by the Board but in any case not later than 15 days after announcement of Examination schedule/Admission Form.

5. The Head of Institution shall be personally and legally responsible for communication of complete and accurate particulars of the students, i.e. spellings of name, parentage and date of birth etc, as these particulars shall be treated as full and final; and will accordingly be exhibited on all documents/certificates issued by the Board.

6. Mere registration of a candidate shall not entitle him/her to appear in an examination. He/She must fulfill the conditions laid down for the eligibility to sit in an examination over and above. The Board also reserves the right to cancel the registration of a candidate at any stage if it is found that the particulars provided by him/her are false or the candidate has concealed any facts that rendered him ineligible for registration.


(MUHAMMAD NAWAZ MUGHAL)
Director (Academics)
☎ 051-9269510

The Head of all Institutions
Affiliated with FBISE Islamabad


Copy to:

Director General, Federal Directorate of Education, G-9/4, Islamabad
Director of Education, FGEI (C&G), Sir Syed Road, Rawalpindi
Director, Army Directorate of Education (IGT&E Branch), GHQ, Rawalpindi
Director of Education, PAF Rear Air HQs, Peshawar
Director of Education, Naval HQs Islamabad
Chairman, Private Educational Institution Regularity Authority, I-8/3, Islamabad
GSO-I, Regional Office, Rawalpindi, Wah, Peshawar, Mangla, Gujranwala, Lahore,
Multan, Quetta, Bahawalpur & Karachi Cantt
CB Education Directorate, C/o Chaklala Cantonment Board, Murree Road, Rawalpindi
All Embassies/Pakistan Missions concerned

Internal:

APS to Chairman
APS to Secretary
All HODs
System Analyst with the request to place it on website
The Deputy Secretary (Finance)
The Audit Officer
Incharge, FBISE Sub-office Gilgit-Baltistan
Chat Room

Note: Information on the subject matter alongwith Registration Return Proforma and Bank Challan are available at the FBISE Website www.fbise.edu.pk


(SYED AZHAR QAYYUM SHAH)
Deputy Secretary (Registration)
☎ 051-9269525

INSTRUCTIONS FOR ONLINE REGISTRATION

1. Open FBISE Website (www.fbise.edu.pk) and click on "Online Registration". Following button would appear:



2. After clicking on this button the following window will open:

USER AUTHENTICATION

SIGN IN

WELCOM TO FBISE!

Your's Insitution Code

Password

Sign In

3. Enter institution code & password in the relevant filed and then click on sign in button

User ID: Enter your "Institution Code" as user ID
 Password: FBISE123

Note: After first log in password should be changed, in case of any mishandling the institution concerned will be responsible.

4. After submission, the following will appear:

Show All entries
Search:

S.#	Candidate Name	Father's Name	NIC/B'FORM	B Date	A Date	Gender	Group	S	Action
1									

Showing 1 to 2 of 2 entries
Previous Next

DEFAULT PRINT

FINAL SUBMIT

FINAL PRINT

5. Click on "Add Student Information" button on top left side of the form.

Show All entries

6. After clicking the above button the following form will appear:

CANDIDATE NAME:	CANDIDATE NAME
FATHER'S NAME:	CANDIDATE FATHER NAME
DATE OF ADMISSION	<input type="text"/>
DATE OF BIRTH	<input type="text"/>
SELECT GENDER	<input type="radio"/> MALE <input checked="" type="radio"/>
SELECT GROUP	<input type="radio"/> SCIENCE <input checked="" type="radio"/>
NIC/B" FORM:(XXXXX-XXXXXXX-X)	#####-#####-#
<div style="background-color: black; color: white; padding: 2px; display: inline-block;"> </div>	

- Complete the above text fields for each student individually and then click on "Save this Record" button. After this, same text fields will appear and you will complete it with another student record, save it and repeat it for each student.
- To view the saved records click on the "View Student Detail" button on top left side of the form



- After clicking "View Students Detail" button, the following window will appear:

ADD STUDENT INFORMATION

Show All entries Search: _____

S.#	Candidate Name	Father's Name	NIC/B'FORM	B Date	A Date	Gender	Group	S	Action
1	MURTAZ KHAN	MUHAMMAD ALI KHAN	12101-3351120-5	06/01/1983	30/03/2016	MALE	SCIENCE	<input type="checkbox"/>	
2	HUZAIFA KHAN	MUHAMMAD RIAZ KHAN	11111-1111111-1	05/01/2010	29/03/2016	MALE	SCIENCE	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries Previous Next

- User can edit or delete record if required by clicking on the edit or delete in front of each record. The selected record displays on the screen. After editing each record must be saved by clicking on the "Save Updates" button
- Final Submit: After completion each record status field check box be clicked which confirms that record is correct. Then press "Final Submit" button which will send record to final Data and user will not be able to edit or delete record after submitting. Popup box will re-confirm submission.

S.#	Candidate Name	Father's Name	NIC/B'FORM	B Date	A Date	Gender	Group	S	Action
1	MURTAZ KHAN	MUHAMMAD ALI KHAN	12101-3351120-5	06/01/1983	30/03/2016	MALE	SCIENCE	<input checked="" type="checkbox"/>	
2	HUZAIFA KHAN	MUHAMMAD RIAZ KHAN	11111-1111111-1	05/01/2010	29/03/2016	MALE	SCIENCE	<input checked="" type="checkbox"/>	

- Final print: This will print only those records that are checked and submitted by user. A copy of Final print shall be sent to FBISE along with requisite signature, relevant records and fee within 03 days of online submission.
- Online Registration Module will be available on FBISE website w.e.f. 20-04-2017. Institutions are instructed to check/use the module, in case of any problem contact:

Officer

Phone

E-mail

Web Developer

051-9269555 - Ext 437

riaz.saifa@gmail.com

Assistant Secretary (Registration)

051-9269524

director.acad@fbise.edu.pk