



NOTIFICATION

It is hereby notified for information of all concerned that the schedule of **ADMISSION** and **REGISTRATION** of the students in **Diploma Courses and DOM (2024-2025) D-Com(2024-2026) , DDM and DAE s(2024-2027)** will be as follows:

a. SCHEDULE FOR ADMISSION IN INSTITUTIONS

- | | |
|--|--|
| (1) Start of Admission in Diploma Courses
(DDM+DAI's 03 Years & D Com 02 Years)
Start of Admission in Diploma of Office
Management (One Year) | Immediately after the declaration of
SSC II Result by the FBISE.
Immediately after the declaration
of IISSC II Result by the FBISE
Islamabad |
| (2) Last date for Admission in Diploma Courses | 01 November 2024 |
| (3) Admission with Special (prior) permission
of the Chairman/Chairperson FBISE with
Rs1500/- (Inland)
per candidate as special permission fee | upto 30 th November 2024 |

b. SCHEDULE FOR RECEIPT OF REGISTRATION RETURN

Receipt of Registration Return with
Normal fee @ Rs 1500/- (Inland)/ US \$ 100/-
(Abroad) per candidate

upto 1st December 2024

c. LATE SUBMISSION OF REGISTRATION RETURN

In case a candidate is admitted within the stipulated period mentioned above at para 1(a) but Registration Return is not submitted within the stipulated period i.e. upto **1st December 2024** a surcharge of Rs1500/- (Inland) / US \$ 30/- (Abroad) per month per candidate will be levied **up to fifteen (15) 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, the following documents shall also be forwarded with the Registration Returns **duly attested** by the Principal concerned:

- Copy of Admission Form (filled at the time of admission in the institution)
- Copy of Admission Withdrawal Register (relevant page)
- Copy of the SSC Result Card and that of IISSC-II (Or equivalent) in case of DOM
- Copy of fee deposit slip (fee deposited for admission in the institution)

d. **No request for late registration will be entertained after the deadline as highlighted at para 1(c) above.**

Note : The Board may ask for original record pertaining to documents mentioned at para 1(c) or any other document (if required).

2. All affiliated institutions shall submit registration returns online by filling the online Registration Form available at our website www.fbise.edu.pk. Registration Fee shall be deposited at any nearest HBL Branch by remitting the fee on auto generated fee challan, available with the on line Registration form upto 1st December 2024. In addition dues can also be remitted via MCB (Any branch within Pakistan), Easy Piasa App, Easy Piasa Agent/Outlet, HBL Konnect App, HBL Konnect Agent/Outlet, HBL Mobile Banking, MCB Mobile Banking.

Instructions/procedure for online submission of Registration Returns are/is available on FBISE website (www.fbise.edu.pk)

3. Hard copy of the computerized Registration Return alongwith covering letter (signed and stamped by Principal) of institution and original fee challan/receipt(s), attested copy of SSC Result Card/Equivalence Certificate, and IISSC Result Card in case of DOM, Gap Certificate (if applicable), original NOC/Migration Certificate (other Board cases) and a copy of valid Affiliation letter must be submitted to the Assistant Secretary, IISSC Registration by post or at One Window Cell of the FBISE, upto closing date of Registration Return i.e. 1st December 2024.

4. A candidate who has passed "O" level or equivalent examination and A level or equivalent shall be allowed admission within (30) thirty days of declaration of result. Similarly, admission on transfer basis from Board to Board may be made within **thirty (30) days** of withdrawal of the student from the previous institution subject to eligibility determined by the Board. The institution shall, however, get the students registered with FBISE within **fifteen (15) days** of the admission on payment of normal fee and on provision of relevant documents. Late fee will be charged thereafter as prescribed at Para 1(c). The following documents must be enclosed with the Registration Return of such candidates:

- Original NOC / Migration Certificate
- SSC Result Card duly attested by the Principal concerned/HSSC Result Card duly attested by the principal concerned.
- College Leaving Certificate duly attested by the Principal concerned
- In case of Admission in Part-II/part-III,, manual Registration Return may be submitted alongwith two photographs duly attested by the Principal concerned and Proof of promotion to Part-II/ Part-III Copy of the Part-I/Part II Result Card **duly verified by the Board concerned, NOC & College Leaving Certificate (Other Board cases will submit separately)**
- Copy of the Equivalence Certificate issued by the IBCC (where applicable) duly attested by the Principal concerned

5. A student who is not registered with any other Board due to any reasons (supported by documents) shall be treated as fresh candidate for the purpose of Registration. In case of delay, late fee per month will be charged w. e. f. the date of admission as described at para 1a and e (whichever is applicable). Such cases will be entertained up to fifteen (15) days after the announcement of schedule of Examination/ Admission Forms.

6. The Head of Institution shall be solely responsible for communication of complete and accurate particulars of the students, i.e. **spellings of name, parentage, gender and placement of correctly scanned recent photograph (preferably in current College Uniform)** etc.as these particulars shall be treated as full and final; and will be exhibited on all the documents / certificates issued by the Board.

7. 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 an examination. The Board reserves the right to cancel the registration of a candidate at any stage if it is found that the particulars provided are false.

(FATIMA TAHIRA) 4/9/21
Director (Registration & Sports)
☎ 051-9269510

Email: director.registrationsports@fbisc.edu.pk

The Heads of all Institutions Affiliated at HSSC level and, diploma courses, DAEs,DDM and DCOM with FBISE, Islamabad (As attachment through E-mail as well)

Copy to:

The Joint Secretary (Admn), Ministry of Federal Education and Professional Training, Pak Secretariat, Islamabad
The Director General, Federal Directorate of Education, G-9/4, Islamabad
The Director of Education, Naval HQs, Islamabad
The Chairman, Private Educational Institutions Regulatory Authority, G-8, Islamabad
The Director of Education, FGEL (C&G), Sir Syed Road, Rawalpindi
The Director, Army Directorate of Education (IGT&E Branch), GHQ, Rawalpindi
CB Education Directorate, C/o Chaklala Cantonment Board, Murree Road, Rawalpindi
The Director of Education, PAF Rear Air HQs, Peshawar
GSO-I, Regional Offices (C&G) Rawalpindi, Wah, Peshawar, Mangla, Gujranwala, Lahore, Multan, Quetta, Bahawalpur & Karachi Cantt.

Internal:

APS to Chairman
APS to Secretary
All HODs
The Director (IT) (with the request to upload it on website alongwith instructions for submission of Registration Return)
Deputy Secretary (Finance)
Deputy Director (Audit)
Incharge FBISE Sub-offices Gilgit and Skardu
Chat Room.
Programmer (Mr. Qasir) for necessary action i.e. availability of online Registration Portal at For Diplomas ,DDM,DAEs and D COM Courses ..

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

04/09/21
Deputy Secretary (Registration)
☎ 051-9269524