



**FEDERAL BOARD OF INTERMEDIATE  
AND SECONDARY EDUCATION**

Sector H-8/4, Islamabad, PAKISTAN



No. FBISE/REGN/NOTIF/DC/2022-2024,25/522

30-08-2022

**NOTIFICATION**

It is hereby notified for information of all concerned that the schedule of **ADMISSION** and **REGISTRATION** of the students in **Diploma Courses** for the **Academic Session 2022-2023 (DOM), 2022-2024 (D.Com) & 2022-2025 (DAEs)** will be as follows:

**a. SCHEDULE FOR ADMISSION IN INSTITUTIONS**

- b. (1) Start of Admission in **Diploma Courses** (DAEs 03 Years & D.Com 02 Years) Immediately after the declaration of SSC II Result by the FBISE Islamabad
- Start of Admission in **Diploma of Office Management (One Year)** Immediately after the declaration of HSSC II Result by the FBISE Islamabad
- (2) Last date for Admission in **Diploma Courses** 01 November 2022
- (3) Admission with Special (prior) permission of the Chairman/Chairperson FBISE with Rs1000/- (Inland) per candidate as special permission fee up to 30 November 2022

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

Receipt of Registration Return with Normal fee @ Rs 1000/- (Inland)/ per candidate up to 15 December 2022

**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 15 December 2022 a surcharge of Rs1000/- (Inland) / US \$ 20/- (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 HSSC-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](http://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 15<sup>th</sup> December 2022. In addition dues can also be remitted via MCB (Any branch within Pakistan), Easy Paisa App, Easy Paisa 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.fbisc.edu.pk](http://www.fbisc.edu.pk))**

3. Hard copy of the computerized Registration Return alongwith original fee challan/receipt(s), attested copy of SSC Result Card / Equivalence Certificate and HSSC 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, HSSC Registration by post or at One Window Cell of the FBISE, upto closing date of Registration Return i.e. 15<sup>th</sup> December 2022.

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. (Other Board cases will be submitted 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 c (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 TAHIR)

Director (Registration & Sports)

☎ 051-9269510

Email: director.registrationsports@fbise.edu.pk

**The Heads of all Institutions Affiliated at HSSC level and for Diploma Courses 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, FGEI (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  
 All Embassies/Pakistan Missions concerned at Abroad.

**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.

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

(RANA KHAN SIAL)

Deputy Secretary (Registration)

☎ 051-9269524