



ASSAM STATE SCHOOL EDUCATION BOARD

DIVISION – I (erstwhile SEBA)

Bamunimaidam, Guwahati-21

website: www.asseb.in | email: assebdiv1@gmail.com

No. ASSEB/D-I/EX/HOLD/8/2024/7

Date: 16th Oct 2024

NOTIFICATION

It is for information of all the schools affiliated under Assam State School Education Board (ASSEB), Division - I, that the dates of the Form fill-up for appearing in the **HSLC Examination, 2025** through **Online Examination Portal (i.e., sebaregistration.org)**, is scheduled as below:

- | | |
|--|--|
| 1. ONLINE FORM FILL-UP | ----- 23 rd Oct 2024 to 14 th Nov 2024 |
| 2. LAST DATE OF ONLINE PAYMENT/ CHALLAN GENERATION | ----- 15 th Nov 2024 |
| 3. LAST DATE OF CHALLAN PAYMENT AT THE SBI BANK | ----- 18 th Nov 2024 |
| 4. ONLINE CHECKLIST CORRECTION (UP TO) | ----- 30 th Nov 2024 |

Detailed instruction for filling-up the form will be available in the portal sebaregistration.org.

PLEASE NOTE:

- User ID and Password, for the Online Examination Portal (i.e., sebaregistration.org) will be same as the Class IX Registration Portal. If User ID and Password is lost, then please contact the Member Secretary, Regional Office, ASSEB, Division - I of your district concerned.
- Payment can be made through SBI Online mode or SBI Challan, generated from the portal. For SBI Challan school can deposit it in any nearest SBI branch along with the necessary fees.
- Helpline numbers are provided in the Online Examination Portal (sebaregistration.org).

Secretary,

Assam State School Education Board

Div – I (erstwhile SEBA)

Guwahati - 21

Date: 16th Oct 2024

Memo No: ASSEB/D-I/EX/HOLD/8/2024/7-A

Copy to:

- The Director of Secondary Education, Assam for information.
- Inspector of Schools (all) for information and necessary action.
- Member Secretary (DPO), Regional Offices of ASSEB, Division - I (all) for information and necessary action.
- Guard file.

Secretary,

Assam State School Education Board

Div – I (erstwhile SEBA)

Guwahati - 21



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Bamunimaidam, Guwahati-21

website: www.asseb.in | email: assebdiv1@gmail.com

No. ASSEB/D-I/EX/HOLD/8/2024/8

Date: 16th Oct 2024

NOTIFICATION

It is for information of all concerned that the fees structure of the candidates who are going to appear in the ensuing HSLC Examination, 2025 is as below:


1. Examination Fee : Rs. 800.00 (Eight hundred only)
2. Practical examination fees : Rs 50.00 (Fifty only)
3. Centre Fee : Rs. 350.00 (Three hundred fifty only)

As per the instruction of the Govt. of Assam vide Notification No. E-238074/471 dated 07/11/2022 the payment of fee is exempted for the candidates of Govt./ Provincialized and Recognized venture schools whose parental annual income from all sources is 2 lakh or below, only for the candidates, who have registered in Class IX, in the year 2022 and 2023.

- 1) It has come to notice that some schools have registered the name of the candidates in their school, although the candidate is studying in another school. The Exemption of fees, for such students is not allowed, even if he/she belongs to low-income category. If any exemption is granted to such candidates, and it is noticed at later stage, result of the candidates shall be Withheld and necessary action will be taken against the Head of the Institution.
- 2) The Guardians/Parents of the candidate has to file an application before the Head of the Institution for exemption of fees.
- 3) The Head of the Institution must verify the genuineness of documents submitted by the Parents/Guardians/Students before allowing the exemption of Examination fee.
- 4) The applicant has to give a photograph of present status of the tree planted by him/her at the time of admission in class IX.
- 5) Candidate will be allowed to complete their form fill-up from their parent School only, where their Class IX Registration has been done. No candidate will be allowed to form fill-up from another Institution, if their Registration has not been transferred yet.
- 6) The Centre Fee @ Rs.350.00 (Three hundred fifty), only per candidate shall be released by the ASSEB to each of the Centre in due course. In the Examination portal the Centre-in-charge has to provide the Bank details of the Examination account of the Centre for release of Centre fees.

- 7) Further, the portal for entering the marks of **Internal Assessment (IA)** for the candidates of **HSLC Examination, 2025 will open from 20th Dec 2024 to 29th Dec 2024**. All schools must enter the IA marks of their respective candidates of HSLC Examination, 2025. Link for the portal will be notified later.
- 8) As notified earlier vide SEBA/EX/PRACT/68/2023/5 dated 11th Sep 2024, all Schools must conduct the **Practical Examinations** of their respective candidates from **17th Jan, 2025 to 21st Jan, 2025**. Portal for entering the Practical Examination marks will be opened from **22nd Jan 2025 to 27th Jan 2025**. All Schools must enter the Practical examination marks in that stipulated time. Link for the portal will be notified later. **School will be able to enter the marks of practical examination only after entering the marks of Internal Assessment as mentioned in previous point.**
- 9) In case of a candidate who have appeared in the Half Yearly Examination in Elective/MIL subject, other than the subject mentioned in the Registration Card, edit option is provided in the Form Fill-up portal itself. School must edit the subject very carefully. **Change of Subject after finalization of Admit card will not be allowed and if such candidate is detected, his/her result will not be declared.**
- 10) **Portal (sebaregistration.org) for form fill-up will start from 23rd Oct 2024 to 14th Nov 2024.**
- 11) The candidates who have not appeared in any of the internal Examinations of the Class X viz. Unit Test, Half Yearly and Pre-Board Examination, will not be eligible to sit in the HSLC Examination, 2025.
- 12) **Annual School Recognition Fees of Rs 1000.00** has to be submitted online, during form fill-up, by all the schools.


Secretary,

Assam State School Education Board
 Div – I(erstwhile SEBA)
Guwahati - 21


Memo No: ASSEB/D-I/EX/HOLD/8/2024/8-A

Date: 16th Oct 2024

Copy to:

1. The Director of Secondary Education, Assam for information.
2. Inspector of Schools (all) for information and necessary action.
3. CAO, SEBA for information and necessary action.
4. Dy. Secretary, SEBA for information and necessary action.
5. Member Secretary (DPO), Regional Offices of ASSEB, Division - I (all) for information and necessary action.
6. Guard file.


Secretary,

Assam State School Education Board
 Div – I(erstwhile SEBA)
Guwahati - 21

STEPS FOR THE ENROLLMENT OF CANDIDATES FOR THE HSLC EXAMINATION, 2025

There are two systems for the Form Fill-up of candidates for the HSLC Examination, 2025.

System No 1:- Through online portal for the candidates who have **Class IX Registration between 2015 and 2023**.

System No 2:- Through offline mode for the candidates who have **Class IX Registration PRIOR to the year 2015**. All such applications are to be submitted manually at the Regional Office of ASSEB, Div-I (erstwhile SEBA). Candidate has to fill-up the Offline Form annexed herewith and submit the same at the Regional Office of ASSEB, Div-I (erstwhile SEBA) with necessary payments (Form will be available in the official website <https://sebaonline.org/>). The Regional Office has to upload the data in a separate system, which will be intimated in due course of time.

Online application procedure for System No 1:- (ONLY THROUGH PREPOPULATED DATA)

Procedure for online system of form fill-up for candidates who have **Class IX Registration between 2015 and 2023**, is as follows,

1. Please go to the official website <https://sebaonline.org/>.
2. Click on the link “**HSLC Examination, 2025 – Form Fill-up**”. User will be redirected to the website <https://sebaregistration.in/>.
3. Click on the “**School Login**”.
4. Enter **Username** and **Password** to login.
 - a. Username is the School Code provided by ASSEB, Div-I (erstwhile SEBA).
 - b. Password is the Class IX registration password, already shared with each school.

**** For any Password loss or Unable to login, School will contact the Member Secretary (DPO)/EDP of the concerned Regional office of ASSEB, Div-I (erstwhile SEBA).**

5. After login, user will be landed in the **My School** page. Each School has to provide the School details, Bank Details etc.

Centre schools have to provide Centre bank details (Account used for Exam purpose only) and Police Station/ Police Out Post details.

6. After updating the school details, next go to “**Exam Enrollment**” under “**Examination**” in the left-hand side menu.
7. Click on the “**EXAM ENROLLMENT AVAILABLE THROUGH PRE-POPULATED DATABASE**”.
8. Select the desired candidate from the list one by one.
9. Select whether the candidate is
 - a. APL/BPL (The candidate whose total income of the family is less than Rs 2 lakhs, shall be treated as BPL. The school has to keep a proper record of the BPL candidate’s income details, for verification as and when required. This facility is only for the Government/Provincialized and Recognized Venture schools.)

****All BPL candidates registered in the year 2022 and 2023 are exempted from the Examination Fees.**

- b. Person with Disability (PWD) – Yes/No

****All PWD candidates are exempted from the Examination fees.**

10. Next Go to the “**Exam Enrollment**”. List of all added candidates for the Examination will be populated.
11. Select candidates from the list and click on “**Proceed for Payment**”.

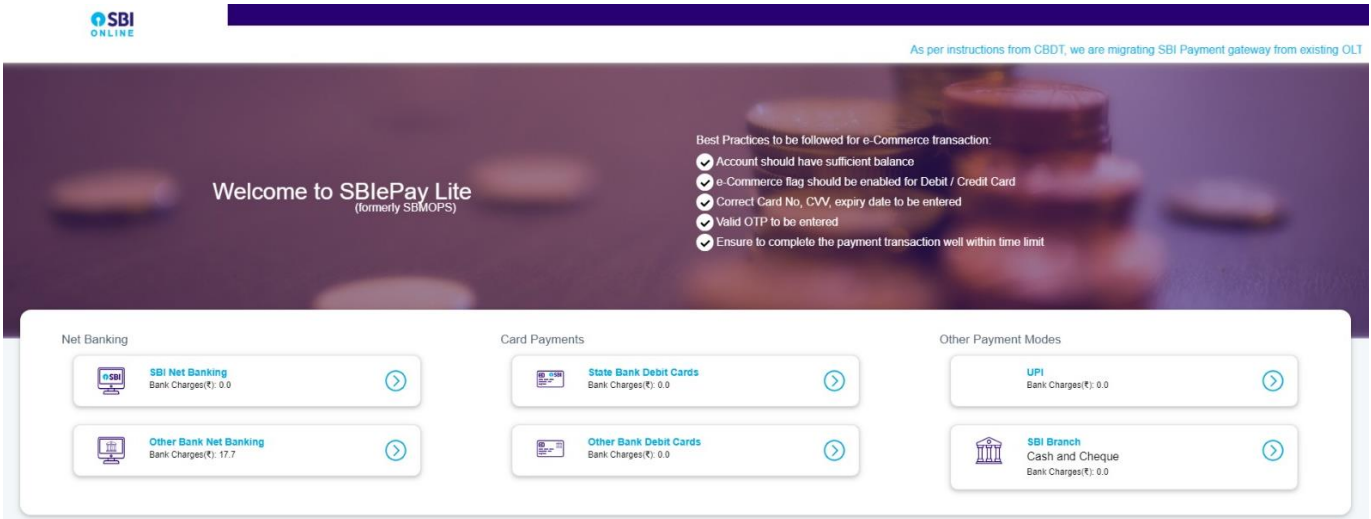
12. User will be asked to confirm

- a. Total Number of Candidates
- b. Total number of APL candidates
- c. Total number of BPL candidate
- d. Total number of candidates of PWD category.

Check the confirmation checkbox.

Click on the “Download the list of Selected Candidates”

13. Click on Make Payment. User will be redirected to the SBI Payment gateway as displayed in the below screenshot.



14. In the SBI Payment gateway, user can make payment through SBI Internet Banking, SBI Debit Card, UPI, Other Banks internet banking, other bank Debit Card or through SBI Challan (SBI Branch).

For SBI challan user has to click on the option SBI Branch, then fill the details and proceed further. Challan will be generated. School has to download the challan. The downloaded challan has to be deposited in the nearest SBI branch with necessary fees.

15. Next please, go to “Exam Payments” under “Payments” section. User will be able to see the list of transactions made. Transaction will be marked as approved once payment is done successfully.

16. In case of Challan, it will be approved in the portal only after the payment is made successfully and transaction is validated in the bank. This process takes one working day after making payment in the bank.

17. Download Form 50 available against each successful payment transaction under “Exam Payments”.

18. Editing/Correction

- a. After successful payment, Checklist correction will be available for the paid candidates. School can edit all the fields except Date of Birth (DOB). All corrections/edit made by the schools will be reviewed by ASSEB, Div-I and will be accepted after proper verification only.
- b. Once the payment is made, one candidate cannot be replaced with another one.