

BOARD OF SECONDARY EDUCATION KARACHI
APPLICATION FORM FOR PERMISSION

The Secretary
Board of Secondary Education,
Karachi.

ORDINARY / URGENT

Subject: Issuance of Permission for _____

Sir,

I request for grant of Permission for _____
on ordinary / urgent basis the following documents are attached here with as required by the Board.

| | |
|--------------------|------------------------------------|
| Documents attached | Name : _____ |
| 1. _____ | Father's Name : _____ |
| 2. _____ | Roll No. with year : _____ |
| 3. _____ | Date of birth : (in figures) _____ |
| | In words _____ |

| <u>FOR OFFICE USE ONLY</u> | |
|--------------------------------------------------------------------------------------|---------------------------------|
| The application is found in order. Applicant is allowed to deposit Rs. _____ as fee. | Prepared by Date |
| Signature of the Officer in-charge | <i>SIGNATURE</i> |

Postal Address : _____

Signature of Candidate

IN CASE OF CHANGE OF INSTITUTION / CATEGORY (FROM PRIVATE TO REGULAR) / SUBJECT

Date of Admission _____

Seal & Signature of the Head of the Institution

BANK CHALLAN TO BE PAID IN NATIONAL BANK OF PAKISTAN (BSE) BE., KARACHI.

| FOR OFFICE RECORD | FOR OFFICE RECORD | FOR OFFICE RECORD |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Rs. | Rs. | Rs. |
| paid in the NBP (BSE) Branch in the name of Secretary BSE, the amount given below | paid in the NBP (BSE) Branch in the name of Secretary BSE, the amount given below | paid in the NBP (BSE) Branch in the name of Secretary BSE, the amount given below |
| 1. Fee | 1. Fee | 1. Fee |
| 2. Urgency Charge | 2. Urgency Charge | 2. Urgency Charge |
| Total | Total | Total |
| Date of Delivery _____ | Date of Delivery _____ | Date of Delivery _____ |

BOARD OF SECONDARY EDUCATION KARACHI

INSTRUCTIONS REGARDING PERMISSION

(Please read this carefully)

The following documents are required to be attached with the application form if permission is requested for :

1. Change of Group

Attach attested Photostat copy of Mars-sheet of SSC Part I Examination.

NOTE: Permission for change from General Group to Science Group is granted subject to the condition that :

- i) Result of Part I will be cancelled
- ii) The student will have to appear in Part I & II Examination simultaneously
- iii) N.O.C. from the Head of the institution where he/she wants to study is submitted.
- iv) No such permission shall be granted after one month of issue of Mark-sheet of S.S.C. Part-I Examination.

2. Change of Category

- i) Attach attested Photostat copy of Mark-sheet of S.S.C. Part-I Examination.
- ii) School Leaving Certificate of the School last attended in case of change from Regular to Private, provided that the applicant was not on the roll of a recognized School after one month of the reopening of the School.

NOTE: No such permission shall be granted after one month of issue of Mark-sheet of S.S.C. Part-I Examination.

3. Change of Subject

Attach attested photo stat copy of :

- i) Evidence of studying outside Sindh / Pakistan
- ii) N.O.C. from the Head of the Institution
- iii) N.O.C. from Ministry of Education in case of foreign nationals.

4. Change of Institution

Attach N.O.C. from the Head of the Institution concerned together with School Leaving Certificate. Also Photostat copy of Mark-sheet / Admit Card of SSC Part-I.

5. Appearing in Additional Subjects

Attach attested Photostat copy of Mark-sheet of the SSC Examination.

6. Improvement of Grade

Attach Photostat copy of Mark-sheet of SSC Examination.

NOTE : Subject to other conditions as laid down in the Rules, Grade can be improve by re-appearing of the SSC Examination.

- i) As a Private / Regular candidate once within one year after passing the SSC Examination.
- ii) Either in all papers of PART I or Part II or all papers of Part I & II taken together according to the same Scheme of studies and in the same course as prescribed for the year in which a candidate intends to appear at the examination.
- iii) Provided that one has not appeared at any higher examination.

7. Admission in Class

- i) Attach Photostat copy of School Leaving Certificate.
- ii) In case of no proper schooling comprehensive **Test Report** from the Head of the Institution where admission is desired.
- iii) N.O.C. from Ministry of Education, in case of foreign nationals.

8. Eligibility

- i) Attach original document of previous schooling together with Photostat copy of the pages of the Passport.
- ii) Permission from Ministry of Education, Government of Pakistan.

9. Appearing in G.C.E. (O' Level)

Examination conducted by within the jurisdiction of the Board (Attach N.O.C. from the Ministry of Education, Govt. of Pakistan).

10. Appearing at S.S.C. Part I & II Examination simultaneously as a private candidate

Attach Photostat copy of N.I.C. / B. Form of Registration.

NOTES:-

- i) Urgent document shall be issued with two days gap and ordinary one after nine days gap from the date of submission of Form and fee.
- ii) If the applicant fails to collect the required documents within 7 days after the date of delivery given to him/her the certificate if lost or destroyed, will not be claimed by him/her and he/she shall deposit fresh fee and form for its issuance.

FEE SCHEDULE

| | | | | |
|-----|--------------------------------------------------------------------------------------------------------|-----|-----|----------|
| 1. | Permission for Change of Subject | ... | ... | Rs. 50/- |
| 2. | Permission for Change of Institution | ... | ... | Rs. 50/- |
| 3. | Permission for Seeding Fresh Admission | ... | ... | Rs. 50/- |
| 4. | Permission form Change of Group | ... | ... | Rs. 50/- |
| 5. | Permission for Change of Category | ... | ... | Rs. 50/- |
| 6. | Permission form Improvement of Grade | ... | ... | Rs. 50/- |
| 7. | Permission for Appearing in Additional Subjects | ... | ... | Rs. 50/- |
| 8. | Eligibility Certificate for Foreigners | ... | ... | Rs. 50/- |
| 9. | N.O.C. for Appearing in Examination conducted by other agencies within the jurisdiction of this Board. | ... | ... | Rs. 50/- |
| 10. | Failed papers (Candidates coming from other Boards) | ... | ... | Rs. 50/- |
| 11. | Permission for taking S.S.C. Part I & II Examination simultaneously as a private candidate. | ... | ... | Rs. 50/- |
| 12. | Urgent fee for all the Documents | ... | ... | Rs. 50/- |