



**ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM :: GUWAHATI-21**

**Procedure to be followed for filling *ONLINE* Application Form
of
H.S. Final Examination, 2018**

Step 1: Login

- Follow the instruction given in the password intimation letter.
- Enter the username and password as per password intimation letter.
- Please note that each school/college has already been provided with a confidential unique password and there is no scope of change of password at any level.

Step 2: View Examination Centre

- This step can be completed in multiple sessions; the schools/colleges can log in any number of times to complete this process.
- The allotted examination centre for examination 2018 is displayed.
- Allotted examination centre is fixed and cannot be altered except for Schools/Colleges which has not been tagged earlier. The same will appear in the data base under a dummy centre. Such schools/colleges can alter the same for them a link “Change Examination Centre” will appear in the page.
- Click on the link and select the following -
 1. District of Examination Centre
 2. Name of Examination Centre
- and click on submit for submission.

Step 3: Enter certain details and validate the candidates registered in 2016

- The list of candidates who have registered with Council in 2016 will be automatically listed.
- This step can be completed in multiple sessions. The schools can login multiple number of times to complete this process.
- The school/College will not be able to edit any displayed details except Contact (Mobile) Number. Schools/Colleges need to enter following data for validating the same.
 1. Category of the Candidate
 2. Annual Family Income upto Rs 1 Lac
 3. H.S. First Year Examination Passing Details

Step 4: Enter details of candidates registered prior to 2016

- This step can be completed in multiple sessions; the schools/colleges can log in any number of times to complete this process.
- Following data for each candidate need to be collected in advance for input into the system:
 1. Category of the Candidate
 2. Candidate's Name
 3. Gender
 4. Caste
 5. Religion
 6. Nationality
 7. Aadhar No (if any)
 8. Mother's Name
 9. Father's Name
 10. Annual Family Income upto Rs 1 Lac
 11. Contact (Mobile) Number
 12. Registration Year & Number
 13. H.S. First Year Examination Passing Details
 14. Last H.S. Final Examination Appearance Details (If any)
 15. Medium
 16. Stream
 17. Subject Combination
 18. Scanned copy of photograph and signature of the candidate.
- Schools/Colleges can add, view, modify and delete records till step 5 (Generate e-Challan) is not completed for that record.
- Finally take a printout of the checklist for candidates registered prior to 2016 and get the same checked by the candidate and get their signature as confirmation of correct input.
- The principal of schools/colleges will sign the said checklist as confirmation of the checklist. No change is allowed after confirmation.
- Check for duplicate data when combined with candidate entered in step 3.

Step 5: Generate e-Challan

- Please make sure that all data are final before proceeding to this step (Please note data once submitted for e-Challan generation will become non editable)
- Select the candidates who are eligible to appear in the H.S. Final Examination 2018, from both databases combined.
- Generate e-challan for all the selected candidates combined. Take a printout of the e-challan.
- You can avail a total of 3 (three) chances for submission of your candidates data pertaining to Examination year 2018, through the portal to the Council.

Step 6: Make payment

- Visit your nearest branch of the **Assam Co-operative Apex Bank Limited** for payment using e-challan obtained at step 5. **List of the Bank Branches are available in the website (www.ahsec.nic.in).**

Step 7: Verify payment and print Final Statement

- This step can be completed in multiple sessions. The schools/colleges can login any number of times to complete the process.
- Wait for 2-3 working days for the Bank to verify the payment. Once verified, the final statement will be generated.

It is important to note that the above steps need to be followed in proper order for hassle free completion of the process. Changing the order may lead to error which may be beyond rectification.

Step 8: After completion of the above procedure, hard copy of the final statement shall have to be downloaded. The schools/college wise statement shall have to be signed by the principal of the institution, it is to be submitted to the officer in charge of the center concerned.

Step 9: The officer in charge of the center has to collect the statements for proper verification and will sign in each copy of the statement in the specific column. After that the officer in charge will submit the statement to the Council on or before **15/12/2017**.

Step 10:

A) Fee to be paid by the Candidate :

01	Examination Fee	Rs. 450/-
02	Marks Sheet Fee	Rs. 100/-
03	Certificate Fee	Rs. 100/-
04	Practical Examination Fee	Rs. 50/- (Per Subject)
05	I.P. Fee	Rs. 200/-
06	Subject Permission Fee *	Rs. 100/-

* The institute will select either “Yes” or “No” as applicable.

B) Centre fee to be paid by the candidate to institution :- Rs. 400/-**

** Centres will collect the centre fee from the non-exempted candidates only. However, the centre fee of the exempted candidates will be reimbursed by the Council later on subject to submission of exempted candidates list to the Council by the Institution.

Step 11: The officer in charge of the center is directed to send two copies of Form No. Ex-11 duly filled in showing their requirement of **question paper/subject-wise/medium wise** of the center as per statement.

The officer in charge will ensure that actual requirement of question paper in different subject are furnished in the form to avoid shortage of question papers at the time of examination.

Step 12: It is duty of all the Principals of the institutions to be proactive to check the process, so that not a single false/dummy candidate is allowed to fill up forms or send up with false/forged Registration Number, if such irregularities are detected at any stage, the candidature/examination of such candidates will be **cancelled**. This practice will be viewed seriously and erring principal of the institution will be brought to book for punitive measure.

Step13: The Council will not receive any form, fees, and statement from any individual school/colleges through **offline**. The hard copy of the statement must be submitted to the officer-in-charge of the center only who will forward the same after his countersignature to Council Office on or before **15/12/2017**.

Any queries, the institution may contact the following Phone Nos. or visit the Council website **www.ahsec.nic.in**

1. Secretary – 94350 51788

3. Dy. Secy. (Exam) – 98643 36573

2. Examination i/c – 94351 46338

4. Programmer – 94010 42599

The Council solicit active co-operation from all H.S. Examination Centres for smooth functioning of **Online** application process.

sd/-
Dy.Secy.(Admn) & Exam i/c
Assam Higher Secondary Education Council
Bamunimaidam , Guwahati-21



ASSAM HIGHER SECONDARY EDUCATION COUNCIL

BAMUNIM Aidam::GUWAHATI-21

NOTIFICATION

Date : 14/11/2017

No. AHSEC/EXB/NOTIFICATION/8200 : This is for information to all candidates and Institutions that the Council has already notified for filling up the Examination forms of H.S. Final Examination, 2018 through **ONLINE** (for Regular Category Candidates) and **OFFLINE** (for NIP Category Candidates) modes. Accordingly, Guidelines, OMR Forms and other examination materials are being despatched to all District/Sub-Divisional Head Quarter Institutions meant for the Recognised/Permitted Institutions under the Council. The Institutions are hereby requested to strictly follow the guidelines (uploaded in the Council's Website) both for **ONLINE** and **OFFLINE** modes before starting the process and completed the entire process within the stipulated time-frame. **IT IS TO BE MENTIONED HERE THAT DUE TO ADMINISTRATIVE REASON, THE ONLINE PROCESS WILL BE STARTED FROM THE 20TH NOVEMBER, 2017 INSTEAD OF 15TH NOVEMBER, 2017 AS STATED EARLIER.** Further, as per Govt. order, the Examination fee and Centre fee will be exempted for the candidates whose family annual income from all sources does not exceed Rupees One Lakh. The benefit will cover only to Govt./Provincialized/Recognized Venture Institutions and certification from the Principal for exempted candidates is mandatory.

For details, the Institutions may contact the undersigned with the Mobile No. 9435146338 or log in Council's Website : www.ahsec.nic.in

(Kamal Gogoi)

Secretary

Assam Higher Secondary Education Council

Bamunimaidam, Guwahati-21



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