



# Assam State School Education Board

Bamunimaidam, Guwahati-21

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

No: ASSEB/D-I/EX/HOLD/9/2025/1

Date: 01<sup>st</sup> Sep 2025

## NOTIFICATION

It is for information of all the Schools affiliated under Assam State School Education Board, Division-I, that the dates of the Form fill-up for appearing in the **HSLC Examination, 2026** through **Online Examination Portal (i.e., [sebaregistration.org](http://sebaregistration.org))**, has been scheduled as below:

- |  |  |
|--|--|
| 1. ONLINE FORM FILL-UP                             | ----- 1 <sup>st</sup> Sep 2025 to 4 <sup>th</sup> Oct 2025 |
| 2. LAST DATE OF ONLINE PAYMENT/ CHALLAN GENERATION | ----- 10 <sup>th</sup> Oct 2025                            |
| 3. LAST DATE OF CHALLAN PAYMENT AT THE SBI BANK    | ----- 15 <sup>th</sup> Oct 2025                            |
| 4. ONLINE CHECKLIST CORRECTION (UP TO)             | ----- 20 <sup>th</sup> Oct 2025                            |

Detailed instruction for filling-up the form will be available in the Online Examination Portal at **[sebaregistration.org](http://sebaregistration.org)**.

### PLEASE NOTE:

- User ID and Password, for the Online Examination Portal (i.e., **[sebaregistration.org](http://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 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](http://sebaregistration.org)**).
- In the form fill-up portal,
  - Student's name will appear in the portal only if the marks of Unit Test I is available in the Marks Entry Portal against the student.
  - School has to provide the Bank account details of each student while filling the form.

Secretary

Assam State School Education Board

Guwahati-21.

Memo No: ASSEB/D-I/EX/HOLD/9/2025/1-A

Date: 01<sup>st</sup> Sep 2025

Copy to:

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

Secretary

Assam State School Education Board

Guwahati-21.



# Assam State School Education Board

Bamunimaidam, Guwahati-21

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

No: ASSEB/D-1/EX/HOLD/9/2025/2

Date: 01<sup>st</sup> Sep 2025

## 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, 2026 is as below:

- |                              |   |                                       |
|------------------------------|---|---------------------------------------|
| 1) Examination Fee           | : | Rs. 800.00 (Eight hundred only)       |
| 2) Practical Examination Fee | : | 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 2023 and 2024.

1. It has come to notice that some of the 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 such exemption.
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 dates for entering the marks of Practical Examinations and Internal Assessment (IA) for the candidates of HSLC Examination, 2026 will be notified later in due course of time.
8. For detailed procedure please visit Examination portal [sebregistration.org](http://sebregistration.org).
9. Online Examination portal for Form Fill-up will start from 1<sup>st</sup> Sep 2025 to 4<sup>th</sup> Oct 2025.
10. Every Institution will pay Rs 1000.00 as annual renewal fee of Recognition and Affiliation of the Institution as paid in last year. This amount is to be paid by the Institution and the same cannot be collected from students by the Institution.

Secretary  
Assam State School Education Board  
Guwahati-21



## Assam State School Education Board

Bamunimaidam, Guwahati-21

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

Memo No: ASSEB/D-I/EX/HOLD/9/2025/2-A

Date: 01<sup>st</sup> Sep 2025

Copy to:

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2. Inspector of Schools (all) for information and necessary action.
3. CAO, ASSEB, Div-I for information and necessary action.
4. Member Secretary, Regional Offices of ASSEB (all) for information and necessary action.
5. Guard file.

Secretary

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Guwahati-21

# **STEPS FOR THE ENROLLMENT OF CANDIDATES FOR THE HSLC EXAMINATION, 2026**

There are two systems for the Form Fill-up of candidates for the HSLC Examination, 2026.

**System No 1:-** Through online portal for the candidates who have **Class IX Registration between 2015 and 2024.**

**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://site.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 2024**, is as follows,

1. Please go to the official website <https://site.sebaonline.org/>.
2. Click on the link “HSLC Examination, 2026 – 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 2023 and 2024 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. Entering the Student Bank Account details

- In the list displayed in “**Exam Enrollment**” please click on the button “**Update**” in the column **Bank Account**.
- Enter the Bank Account details of each enrolled candidate one by one.
- Please note that school will be able to make payment for a particular candidate, only if the Account details are provided against that candidate. Select checkbox will be available for the candidates only if the Account details are provided in the portal.

12. Select candidates from the list and click on “**Proceed for Payment**”.

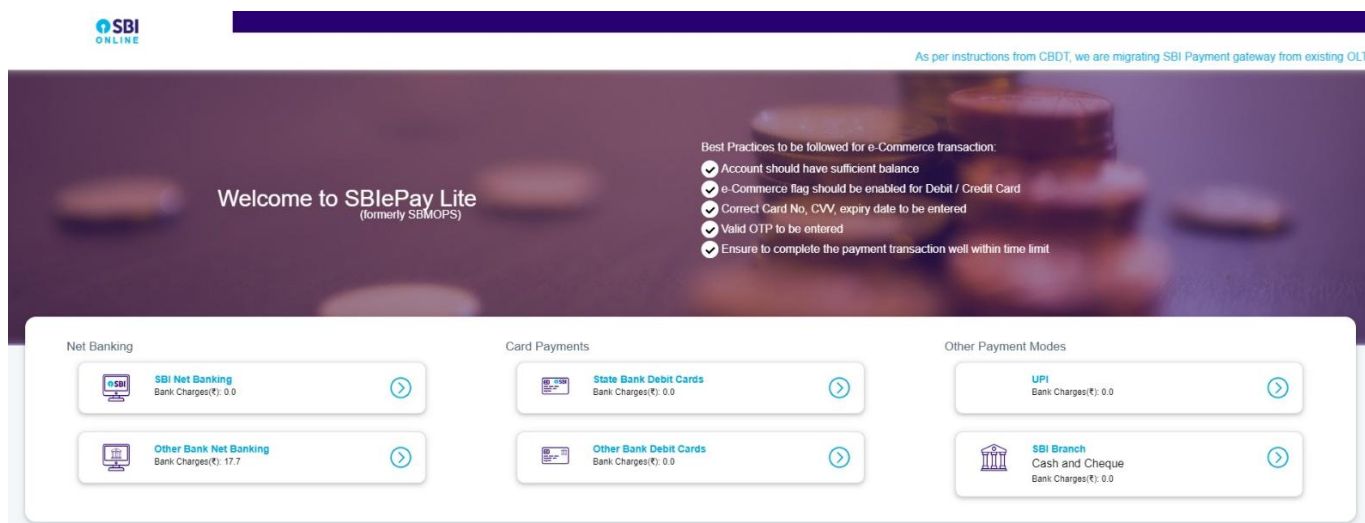
13. User will be asked to confirm

- Total Number of Candidates
- Total number of APL candidates
- Total number of BPL candidate
- Total number of candidates of PWD category.

Check the confirmation checkbox.

Click on the “Download the list of Selected Candidates”

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



15. 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.

16. 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.

17. 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.

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

## **19. 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.