



অসম উচ্চতৰ মাধ্যমিক শিক্ষা সংসদ
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM, GUWAHATI - 781 021

No-AHSEC/R&A/ADMN/2020/03/01/1057

Date- 06th June, 2024

NOTIFICATION

It is notified to all the concerned that the submission of application for the institution transfer of **regular students who have passed the Higher Secondary First Year Examination 2024**, is going to be started w.e.f. **10th June, 2024 to 24th June, 2024**. The students from other Boards/Council registered under COBSE, who wish to pursue their HS 2nd Year Class under AHSEC can also apply for the institution transfer. The transfer of admission for regular student will be admissible only from permitted/Recognized institution to 2nd Year permitted/ recognized institution.

The students will be able to submit their applications through online for transfer of admission in HS 2nd Year Class by visiting <https://coi.ahseconline.in> or www.ahsec.assam.gov.in. The concerned students and institutions are advised to go through the given guidelines/SOP, important dates in detail for compliance and smooth conduct of the transfer process.

Applicable fee is given below-

- ₹600/- (Non-refundable application fee) (For AHSEC students only).
- ₹1300/- (Non-refundable application fee) (For Students from Other Boards).

Note: The fee for students from other board includes the application fee of ₹ 600 + Registration fee of ₹ 200 + Late Fine of ₹ 200 + Eligibility Fee of ₹ 300/-.

Secretary

Assam Higher Secondary Education Council
Bamunimaidam :: Guwahati - 781 021

Date: 06th June, 2024

Memo No- AHSEC/R&A/ADMN/2020/03/01/1057(A)

Copy to-

1. Chairman, AHSEC, for favour of his kind information.
2. The Controller of Examinations, AHSEC, for information.
3. The Dy. Secretary (RPR), AHSEC, for information.
4. The Programmer, AHSEC, for uploading this information into official website and necessary communication via E-mail to the concerned institutions.
5. The Registrars/Principals of all the Universities/Degree Colleges/Sr. Sec. Schools/HIS Schools, for information & necessary compliance.
6. The Asstt. Secretary (R&A), AHSEC, for information.
7. Concerned File

Secretary

Assam Higher Secondary Education Council
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BAMUNIMAIDAM:: GUWAHATI-781021

APPLICATION FOR ADMISSION ON TRANSFER OF REGULAR STUDENTS WHO PASSED HS 1ST YEAR EXAM, 2024
(Admissible only in transfer from Permitted/Recognized institution to 2nd Year Permitted/ Recognized Institution)

1. NAME OF THE STUDENT (IN BLOCK LETTERS) :			
2. FATHER'S NAME :			
3. MOTHER'S NAME :			
4. ADDRESS	VILL-		PO-
	DIST-		PIN-
	STATE-		MOB.-
			SESSION- 2023-24
5. REGISTRATION NO & SESSION :			

FROM WHERE TRANSFER IS SOUGHT <i>(Particulars of the present institution)</i>		TO WHERE TRANSFER OF ADMISSION IS SOUGHT <i>(Particulars of the recognised / 2nd year permitted institution)</i>	
INSTITUTION'S NAME	CODE	INSTITUTION'S NAME	CODE
STREAM <i>(Please mention the Stream currently studying)</i>		STREAM	
SUBJECTS <i>(Please mention the Subjects currently studying)</i>		SUBJECTS <i>(Please mention the Subjects to be studied)</i>	
ENGLISH		ENGLISH	

REASON FOR TRANSFER *(Please tick and attach the documentary evidence mandatory)*

<input type="checkbox"/> Transfer of parents in service.	<input type="checkbox"/> Unavoidable change of residence of parents	<input type="checkbox"/> Medical ground.	<input type="checkbox"/> Change of place / residence due to marriage. <i>(In Case of Female candidate)</i>
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DECLARATION FROM THE APPLICANT:
 I do hereby declare that the particulars and information furnished at above are true to the best of my knowledge and belief. In the event of anything found to be incorrect/false, I shall be liable to debar from appearing in the ensuing H S examination conduct by the Council or any such punishment that may be deemed fit and proper by the Council.

SIGNATURE OF THE PARENTS _____ FULL SIGNATURE OF THE APPLICANT _____

CERTIFICATE OF THE PRINCIPAL OF THE PERMITTED / RECOGNISED INSTITUTION FROM WHERE TRANSFER IS SOUGHT

Certified that the applicant is promoted to HS 2nd Year and I have no objection if the Assam Higher Secondary Education Council allows the transfer of the student from my institution.

Institution Name:.....

District:.....

SIGNATURE OF THE PRINCIPAL _____ SEAL OF PRINCIPAL/INSTITUTION _____

RECOMMENDATION OF THE PRINCIPAL OF THE 2nd YEAR PERMITTED/RECOGNISED INSTITUTION TO WHERE ADMISSION IS SOUGHT

(a) Certified that seat and all the subjects (except.....if any) studies by the student in the former institution are available (if any elective subjects are not available in the institution then the students is to submit a declaration for not appearing the subject is mandatory).

(b) Certified that all the subject (except.....if any) studies by the student in the former institution are permitted by the council. (Applicable for AHSEC candidate).

Institution Name:.....

District:.....

SIGNATURE OF THE PRINCIPAL _____ SEAL OF PRINCIPAL/INSTITUTION _____

GUIDELINES/INSTRUCTIONS

1. The admission on transfer is facilitated to only the regular students who passed the Higher Secondary First Year Examination 2024 and is admissible only from permitted/recognized institution to recognized/2nd Year Permitted institution. (Student from other Board/Council registered under COBSE can also apply).
2. **TRANSFER OF A STUDENT SHALL BE CONSIDERED ON THE FOLLOWING GROUNDS ONLY-**

SL NO	GROUND(S) OF TRANSFER	DOCUMENT(S) REQUIRED
A.	TRANSFER OF PARENTS IN SERVICE	<i>In case of transfer of parents in service, attested copy of order of transfer from competent authority and certified joining report from the controlling officer after joining the new place of posting is to be submitted/uploaded.</i>
B.	UNAVOIDABLE CHANGE OF RESIDENCE OF PARENTS.	<i>In case of unavoidable change of residence of parents (in the event of death of parent, copy of death certificate has to be submitted/uploaded). In this connection a certificate is to be submitted/uploaded from the concerned revenue authority where from transfer is sought.</i>
C.	MEDICAL GROUND.	<i>If transfer is sought on medical ground, a medical certificate from competent authority is required to be submitted/uploaded.</i>
D.	CHANGE OF PLACE / RESIDENCE DUE TO MARRIAGE. (FOR FEMALE CANDIDATES ONLY)	<i>In case of female candidates, change of place/residence due to marriage, candidates shall have to submit/uploaded affidavit to this effect.</i>

Note: The Council may consider case(s) other than those mentioned above depending on the merit.

3. **THE MODE OF SUBMISSION OF APPLICATION AND PAYMENT OF FEE-** Apply Online through Portal [Link-https://coi.ahseconline.in](https://coi.ahseconline.in)
4. Application shall be considered if subject(s) proposed by the student is / are permitted in the recognized / permitted institution of the council to where transfer is sought.
5. Transfer will be allowed to the registered and eligible students only.
6. Application for transfer will not be considered if the institution falls within the same city/town area except in medical ground.
7. All subjects currently studying by the student in the present institution must needs to be available in the admission seeking institution. If any elective subjects are not available in the admission seeking/New Institution, then the students have to submit a declaration for not appearing the subject is mandatory. (For AHSEC Students Only).

ENCLOSURES:

- I. Copy of HSLC Marksheet.
- II. Copy of HS 1st year Admit Card. (For AHSEC students only)
- III. Copy of H.S.1styear Marks Sheet.
- IV. Copy of Filled up **"APPLICATION FOR ADMISSION ON TRANSFER OF REGULAR STUDENTS WHO PASSED HS 1ST YEAR EXAM, 2024."**
- V. Relevant Certificate(s)/Document(s) in support of his/her claim seeking transfer.
- VI. Filled up **"REGISTRATION FORM."** (For students who passed the HS 1st year exam, 2024 from other Board/ Council registered under COBSE.)
- VII. Transfer Certificate (For students who passed the HS 1st year exam, 2024 from other Board/ Council registered under COBSE.)
- VIII. Migration Certificate (As applicable).



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REGISTRATION FORM FOR THE SESSION 2023-24

(ONLY FOR THE STUDENTS FROM OTHER BOARDS/COUNCILS REGISTERED UNDER COBSE WHO WANT TO PURSUE HS 2ND YEAR CLASSES UNDER AHSEC)

1. NAME OF INSTITUTION :.....
2. INSTITUTION CODE NO. :.....
3. APPLICANT'S NAME :.....
4. FATHER'S NAME :.....
5. MOTHER'S NAME :.....
6. PERMANENT ADDRESS :.....

VILL/TOWN.....

PO.....PIN.....

DISTRICT.....MOBILE.....

7. PRESENT ADDRESS :.....

VILL/TOWN.....

PO.....PIN.....

DISTRICT.....MOBILE.....

8. MEDIUM.....9. CASTE.....10. RELIGION.....11. GENDER.....

12. MIGRATED _____ (YES / NO). *If Yes, the Original Migration Certificate is to be enclosed.*

13. DATE OF ADMISSION (H S 2ND YEAR)..... (DD/MM/YYYY) 14. CLASS ROLL NO.....

15. STREAM.....

16. SUBJECTS OFFERED (Please mention the Subjects name and code)

I) ENGLISH (COMPULSORY) II) (MIL/ALTE. ENGLISH) _____ III) ELECTIVE -I _____

IV) ELECTIVE -II _____ V) ELECTIVE - III _____ VI) ELECTIVE - IV _____

17. DETAILS OF PASSING OF HSLC OR EQUIVALENT EXAMINATION. (TOTAL MARKS, MARKS OBTAINED & PERCENTAGE SHOULD BE CALCULATED EXCLUDING ADDITIONAL SUBJECTS IF ANY).

NAME OF BOARD	ROLL NO.	NO	MARKS OBTAINED	TOTAL MARKS	PERCENTAGE	YEAR OF PASSING

RECOMMENDATION OF THE PRINCIPAL OF PERMITTED/RECOGNISED INSTITUTION OF THE COUNCIL

The name and other particulars of the applicant including Original Mark Sheet have been checked and found correct. The candidate may be registered as a student of the Assam Higher Secondary Education Council.

(SIGNATURE AND SEAL OF THE PRINCIPAL)

DOCUMENTS TO BE ENCLOSED:-

1. HSLC Pass Certificate/ Admit card.
2. HSLC Mark sheet
3. Caste certificate, as applicable.
4. Migration Certificate.