



West Bengal Board of Secondary Education

Nivedita Bhawan, DJ-8, Sector-II, Salt Lake, Kolkata – 700091

No: DS(C)/ 173 /24

Date : 31.12.2024

To
The Heads of all X-Class High Schools
Under West Bengal Board of Secondary Education

NOTIFICATION

Subject: Guidelines for Admission to Class IX and Class X After Issuance of Registration Certificate.

This is to inform all Heads of Institutions under the West Bengal Board of Secondary Education about the procedure for admitting students to Class IX and Class X after the issuance of their registration certificates. The following guidelines must be strictly adhered to:

1. Application Submission:

- The prescribed application form (WBBSE/03) must be submitted within **31st March** of the respective academic year.
- Applications should be submitted to the **Central Receiving Section of Nivedita Bhawan.**

2. Fees Structure:

- The admission fee for Class IX (post-registration) is **₹50.00** per student.
- The admission fee for Class X is **₹150.00** per student.

3. Eligibility Criteria:

- Only candidates whose registration certificates were issued within the last **three years** are eligible to apply for admission to Class IX or Class X.

4. Admission Limits:

- Heads of Institutions are directed to admit not more than **10 students** to Class IX or Class X in the relevant academic year as per applicable provision of the Board.
- Exceptions may be considered only in cases where the student's guardian holds a **transferable job or transfer of Juvenile Home** or any other unforeseen issue that requires special case in the interest of the student.

5. Exceptional Consideration:

- For the greater interest of students, the procedure for admission to Class IX and Class X not with standings the above outlined guidelines, on a case to case basis with approval of the President, Ad-hoc Committee, West Bengal Board of Secondary Education. All such cases shall attract a nominal processing fee of **₹50.00** per student over and above the usual fee given in the point 2 above.

You are requested to ensure compliance with these instructions to facilitate a smooth admission process and uphold the interests of students.

31.12.2024

Secretary
W.B.B.S.E