USER MANUAL FOR FORM FILL-UP PORTAL OF H.S. FINAL EXAMINATION – 2027

1. Institution login

Visit URL: https://asseb.ahsecexam.in/

Username: **6- digit institution code**.

Password: use the password you created during "**registration session 2025-26**".

2. Institution Profile:

Updating the **Institution Profile is mandatory for all institutions**. Institutions must complete and submit the profile update before proceeding with the **Examination Form Fill-Up** process. The examination form fill-up option will be available only after the Institution Profile has been successfully updated.

3. process of examination form fill-up:

A. Submit examination form for Regular Candidate:

Click on the "Examination-2027" menu and select "Eligible Regular Candidate" button to view the list of eligible candidates. From the eligible candidate list, select the concerned candidate and click on the "Action" box to proceed to the Student Profile. In the Student Profile, only the Phone Number, Aadhaar Number, Gender, and Medium of Instruction may be corrected, if necessary. The subjects selected by the student should be carefully verified and confirmed, and the Grade for General Studies must be entered in the designated field. After verifying all the details and completing all the required entries, click on the "Submit" button to complete the process.

B. Submit examination form for Betterment Candidate:

Click on the "Examination-2027" menu and select "Eligible Betterment Candidate" button to check and verify the candidate's eligibility by the Registration Number and session. If the candidate is eligible, the betterment examination form fill-up form will be displayed. In the form The candidate will be able to select the number of subjects for which they wish to appear under the Betterment Scheme in accordance with the applicable examination rules After verifying all the details and completing all the required entries, click on the "Submit" button to complete the process and If the candidate is not eligible, the system display a pop-up message as "Searched candidate is not eligible to appear in H.S. Final Examination under Betterment Scheme."

C. Print checklist

Click on the "H.S. Final Examination-2027 Form Fill-Up" menu and select 'print checklist' button for download and print the checklist. Verify all students' details carefully and correct if discrepancy noticed before proceed to payment. No further correction are allowed after proceed for payment.

D. Payment process:

Click on the "H.S. Final Examination-2027 Form Fill-Up" menu and select the "Payment/Challan Generation" option. Payment can be made online through UPI, Net Banking, or Card, or through an SBI Branch by generating a challan. Please note that an SBI Challan is valid for 6 working days only. In case an online payment fails, please wait for one hour before attempting the payment again and avoid making multiple immediate payment

attempts. The Institution Affiliation Renewal Fee of RS 1,000 will be automatically added to the first online transaction or the first bank challan generated.

E. Payment status & Download from-50:

Click on the "H.S. Final Examination-2027 Form Fill-Up" menu and select the "Payment Status" option to check the payment status. After the payment is approved, the concerned institution may download Form-50.

The form fill-up process will be considered complete only when the payment status is shown as "Approved" within the stipulated time frame.

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