

USER MANUAL FOR FORM FILL-UP PORTAL OF H.S. FINAL EXAMINATION – 2026

1. Institution Login

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

Case: 1: For login please follow the following steps:

Step 1: Username: 6- digit institution code.

Step 2: Password: Use the password you created during " **registration**".

Case: 2: For those institution who have not login at the time of Registration for the session 2025-26, please follow the following steps:

Step 1: Username: 6- digit institution code

Step 2: Password: 6- digit institution code (default)

Step 3: Enter Principal mobile number for OTP verification. An OTP will be sent to the registered mobile number.

Step 4: Enter the OTP to verify your login.

Step 5: Create and confirm a new password. Login again using Institution Code and the new password.

Step 6: Create and confirm a new password. Login again using Institution Code and the new password.

Step 7: Update institution details such as address, contact number and information as marked as (*).

2. Process of Examination form fill-up:

Click on the **Examination Menu** and select '**Exam Form Fill-Up**' button

a) For Regular Student Data:

Select the "**Regular Students**" button' for Regular/I.P. students and click **Action Box** to proceed to student profile.

3. Data Verification & Corrections

In student profile you may correct:

- Phone Number,
- Gender, and
- Medium of Instruction Only

4. Final Submission

After verifying all entries, click 'Final Submit'.

5. Print Checklist

Download and print the checklist. Verify all student details as mentioned in the **Point No. 3** carefully and correct if discrepancy noticed before proceed to payment. **No further EDITS/CORRECTION are allowed after proceed for payment.**

6. Payment Process

Choose 'Payment Option under **Examination Payments**. Pay Online (UPI/Net Banking/Card) or via SBI Branch Payment for Challan generation. Validity of SBI Challan is for 6 Working days only.

***If payment fails, wait one hour before retrying. Avoid multiple immediate attempts.**

7. Payment Note

➤ **Institution Affiliation Renewal Fee**

First-time payment (either online / bank challan) adds ₹1000 Institution Affiliation Renewal Fee. **Pay the first transaction before proceed for another.**

Process for Supplemental (N.I.P.) Students

8. Supplemental (N.I.P.) Student Schemes

Allowed types:

✓ **Regular (N.I.P)**

A student whose registration session is prior to 2024-25 i.e. 2020-21, 2021-22, 2022-23 and 2023-24, but never appeared in the H. S. Final Examinations.

✓ **Betterment Chance**

Select Minimum 1 to Maximum 4 subjects for Betterment.

✓ **Re-Appearence Scheme**

Candidate must appear in all subjects as per the Registration Card.

✓ **Certain Subject**

Only passed candidates but unsuccessful in EL-IV subject may apply.

✓ **Compartmental**

*Unsuccessful candidate due to not achieving pass mark in a **particular subject** in H. S. Final Examination-2025.*

✓ **Repeat**

Candidate must appear in all subjects as per the Registration Card.

9. For N.I.P. student form fill-up steps:

- ✓ Select the ‘+Add Supplementary (N.I.P)’ button
- ✓ Select Registration Session and enter Registration Number (Ex.: XXXXXX/XXXX-XX)
- ✓ Validate & process to check eligibility for N.I.P. student form fill-up
- *The Registration Number of a student shall be kept valid for a maximum period of 5 years from the date of registration of the student in the ASSEB, Division-II.*
- ✓ Select the appropriate scheme for the H.S. Final Examination – 2026.

10. Final Submission for N.I.P.

Complete submission, download checklist, and make payment as regular student.

Summary of Key Instructions

Step	Action	Important Note
1	Login	Use 6- digit Institution Code
2	Password	Use the password you created during "registration".
3	Edit student details	Only phone number, gender, and medium of instruction allowed
6	Payment	Online or SBI Bank Challan mode
7	Institution Affiliation Renewal Fee	₹ 1000 added per additional challan
8-9	N.I.P. Schemes	Select correct chance/scheme carefully
10	N.I.P. Submission	Same as Regular candidates

Final Note:

- Ensure all entries, corrections, and payments are completed before the portal closing date. Incomplete submissions or unpaid challans may result in rejection of forms.
- **In any circumstances, change of scheme will not be allowed after filling up the on-line form fill up process. That means, if a candidate chooses Re-Appearence Scheme during form fill-up process and later on appear in the H. S. Final Examination-2025 with one or two or three or four subjects and then claim to Change to Betterment Chance after declaration of results, that will not be entertained.**
- **The Registration Number of a student shall be kept valid for a maximum period of 5 years from the date of registration of the student in the ASSEB, Division-II.**