

	(d) Original Marksheet & Certificate	Original Marksheet and certificate will be sent by the Regional Office, Delhi to the examination centre where the candidate had appeared for the examination. Candidate can collect the Marksheet and certificate from the examination centre on production of original admit card. The examination centre will retain the original document for one year from the month of declaration of result and thereafter left-out documents will be returned to the Regional Office, Delhi East or Delhi West, as the case may be.
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ANNEXURE 3

CATEGORY WISE INSTRUCTIONS TO FILL ONLINE APPLICATION FORM BY PRIVATE STUDENTS

For students appearing under Category(ies) –

Fail /Essential Repeat/ Compartment / Improvement of Performance	
(i)	Details of Candidate's Name, Father's/Guardian's name, Mother's name etc. will be auto-generated in the online system in respect of those who have appeared in the Board's examination held in 2025. Students' of 2024 examination (or before) will need to fill in the details in the online application form.
(ii)	Fill-in correct combination of your Roll number, School number and Centre number (as given in your marksheet) of Board Examination, wherever available.
(iii)	In case wrong details are filled, the application will not be processed and error message will be displayed.
(iv)	The practical/internal assessment/project etc marks scored by the student will be carried forward or pro rata marks will be given or practical examination will be conducted again as per applicable provisions of bye-laws.

STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

PHOTO TYPE

- (A)
- (i) Photos should be in full colour and of high quality to avoid any visible pixels.
 - (ii) Photos must be taken in the last 6 months.
 - (iii) Head should be positioned directly facing the camera, centered and composing 80% of the image. Photo should capture from slightly above the top of the hair to the middle of the chest.
 - (iv) Have a natural expression - smiling is allowed.
 - (v) Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.
 - (vi) Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
 - (vii) The individual's full face must be clearly visible.



METHOD FOR UPLOADING PHOTOGRAPH

- (i) Scan the photograph of the candidate and save it as a jpg file
- (ii) Please ensure that the size of the photo is passport size within 40 kb limit
- (iii) Go to CBSE website and login in through the “व्यक्तिगत परीक्षार्थी” link
- (iv) Go to photo upload option and upload photograph.

ANNEXURE-4
SCHEDULE FOR PAYMENT OF FEES

Fee Slab	Examination Fee to be remitted in INR.			Schedule for submission of Examination fee and form.
	India	Nepal	Other Countries	
	Class X & XII	Class X & XII	Class X & XII	
Normal fee	320/- per subject per candidate for additional subjects	1100/- per subject per candidate for additional subjects	2200/- per subject per candidate for additional subjects	09.09.2025 (TUESDAY) to 30.09.2025 (TUESDAY) 11.59 p.m
With Late fee	Late Fee of 2000/- per candidate in addition to the normal fee prescribed above			03.10.2025 (FRIDAY) to 11.10.2025 (SATURDAY) 11:59.p.m
Practical Fee	For Class XII only. (i). 160/ per practical subject per candidate for schools in India. (ii). 175/ per practical subject per candidate for schools in Nepal. (iii). 375/ per practical subject per candidate for schools in other countries.			