



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION-II  
(FORMERLY AHSEC)  
BAMUNIMAIDAM:: GUWAHATI -781021

No. ASSEB/DIV-II/R&A/PORT-NOTF/2026/53/2346

Date: 08/05/2026

GUIDELINES/SOP FOR STUDENTS:

SL. NO.	INSTRUCTION FOR STUDENTS
1.	A Student has to submit application online through "SUJOG" re-admission portal.
2.	A student can apply up to maximum of three (3) nos. of applications.
3.	To edit profile of a student, he/she can visit the <b>PROFILE TAB</b> in the student dashboard before preparation of selection list by the institution. The profile of a student can be edited only once.
4.	The published Selection List and Waiting List for re-admission into H.S. Second Year will be made available on the re-admission portal "SUJOG" for the students. The students will be notified of their selection through SMS.
5.	After publication of selection list, students will be allowed to approve only one institution for re-admission using their login id in the portal. The student must take re-admission in the institution concerned within the stipulated time period to complete the re-admission process.
6.	A student will be able to change their preferred Stream/Subject(s) at the time of re-admission. Students will be able to change their preferred Stream/Subject(s) at the time of re-admission as per the provision available in the portal and the institution concerned will have to update the same in the portal on the day of re-admission.
7.	If a student does not accept the re-admission offer within stipulated time, the student will be removed from Selection List with information through SMS.
8.	If a student does not apply/select any institution within stipulated time of opening of "SUJOG" re-admission portal, the student's name/ profile will be disabled on the portal with information through SMS.
9.	Mobile number should be unique for registration of student on "SUJOG" re-admission portal. Same mobile cannot be used for multiple applications.
10.	Issuance of Gap permission certificate from ASSEB, DIV-II, for re-admission into H.S. Second Year Class has been discontinued. Students are advised to consult with institutions for their eligibility for re-admission.

- N.B.: 1. Re-admission of the students whose marksheets are marked as 'Compartmental' is not required.  
2. The re-admitted students will attend class from 02/06/2026.

Secretary,

Assam State School Education Board, Division-II  
Bamunimaidam, Guwahati- 781021

Date: 08/05/2026

No. ASSEB/DIV-II/R&A/PORT-NOTF/2026/53/2346 (A)

Copy to: -

1. The Commissioner & Secretary to the Govt. of Assam, Department of School Education, for favour of kind information.
2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19, for favour of kind information.
3. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19, for favour of kind information.
4. The Inspector of Schools/ Principals of Lead Colleges, All districts, for information.
5. The Sr. Programmer, ASSEB, DIV-II, for uploading this notification into the official website of ASSEB, DIV-II and necessary communication via E-mail to the concerned institutions/Inspector of Schools, All districts.
6. The Registrars/Principals of all Universities/Degree Colleges/Senior Secondary Schools/Higher Secondary Schools for information and necessary compliance.
7. Concerned File.

Secretary,

Assam State School Education Board, Division-II  
Bamunimaidam, Guwahati- 781021