

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

## STEP BY STEP INSTRUCTION FOR FILLING UP OF ONLINE APPLICATION

### FORM FOR

## ODISHA TEACHER ELIGIBILITY TEST (OTET), 2017 (1ST)

1. Registration for OTET-2017 (1st) is open from 25/08/2017, 08.00 a.m. till 06/09/2017 midnight. Deposit of fee, either online or offline through SBI Collect shall have to be completed by 11.45 pm of 06/09/2017. However submission of information in the online application can be done till midnight of 07/09/2017.
2. Registration can be done (24 x 7) on visiting the website : [www.bseodisha.ac.in](http://www.bseodisha.ac.in)  
***IT IS TO BE NOTED THAT THE CANDIDATE ELIGIBLE TO APPLY UNDER CATEGORY-B, SHALL NOT BE ELIGIBLE TO APPLY UNDER CATEGORY-A.***
3. Before going for registration, the candidate shall have to read the Instructions, Eligibility & Applicability for appearing at the OTET-2017 (1st). He/ She should login only if eligible for OTET.
4. The Instructions, Eligibility, Applicability, Instruction for PH candidate, format for continuing certificate and syllabus structure are available in the website [www.bseodisha.ac.in](http://www.bseodisha.ac.in).
5. On visiting the website “Log in to your account” screen shall be displayed.
6. If you have already registered, enter your e-Mail ID & Password and Login to enter, otherwise click on “Click Here for New Registration” to register.
7. On clicking “Click Here for New Registration”, Registration OTET-2017 page will be displayed on the screen where you have to enter your Name, Password (to be created by you), re-type the password, enter Mobile No. & e-Mail ID and then “Submit”. **(Enter your own e-Mail ID & Mobile No. which are valid, failing which you can not register ONLINE)**
8. After clicking “Submit Button” you will be directed again to the “Login to you Account” screen where you have to enter your e-Mail ID & Password (created by you) and Login.
9. After “Login” you will have to enter verification code which shall be sent in your registered e-Mail ID and thereafter click on “Verify” button. If the verification code is correct, you will be directed again to login screen to login again by entering your e-Mail ID & password, so that “Application Payment Link” page will be displayed from where you can know your registration number and amount of fee you have to pay.

10. Now you can click here to pay application fee through SBI Collect if not paid or click below blue colour box if already paid to submit DU Reference No.
11. If you are going to pay now through SBI Collect, click check box  to go for payment and proceed to next page for selecting State (i.e. Odisha) and "Type of Institution" (i.e. Educational Institutions).
12. Thereafter select "Educational Institutions" (i.e. Board of Secondary Education, Odisha, Cuttack) and click "Submit" button.
13. Then select payment category as "Fee for 1st OTET, 2017" & you will be directed to provide details of payment as asked for on the screen.
14. Enter the text in the space provided as shown in the image on the screen and click "Submit" button to go to the next page.
15. Thereafter details of your payment information will be shown on the screen and you will have to confirm if information entered are correct or cancel if incorrect.
16. Thereafter payment can be made through **State Bank of India** only in following three ways.
  - (i) Net Banking (Online Mode)
  - (ii) ATM Card (Online Mode)
  - (iii) Cash payment through bank challan (Offline mode)

For ONLINE Payment, DU Reference Number will be generated by the Bank after payment is made either through ATM Card or Net Banking.

17. For OFFLINE payment, DU Reference Number will be generated prior to payment is made. The candidate has to download the "PRE ACKNOWLEDGEMENT PAYMENT (PAP) FORM" which is the Bank Challan form. The cash payment has to be done through the said PAP form in the nearest State Bank of India branch & the DU Reference Number is already printed on this form.
18. For both online and offline cases, the candidate has to log out after payment is made and wait maximum for about next 12 hours to fill up the online application form, because the DU Reference Number has to be authenticated by the server as regard to whether payment has been made through the said DU Reference number or not.
19. After a gap of some hours (maximum of 12 hours) within which the authentication shall be done by the server, the candidate has to revisit the website and fill up the form after logging in again as follows :-

**[It is to be noted that without entering the DU Reference Number, one can not proceed to fill up the application form. Even if DU Reference Number is entered, but the same has not been authenticated by the server the candidate can not also fill up the application form. It takes some hours for completion of process of authentication after which one can fill up the application form.]**

20. Application form has the following five sections.
  - (a) Personal Information
  - (b) Eligibility Criteria
  - (c) Educational Qualification
  - (d) Address &
  - (e) Declaration
21. The first three sections can be filled up one by one starting from (a) → (b) → (c). However after reaching section (c), one can again come back to “b” or “a” and update the information already entered.
22. At first Personal Information shall be entered by the candidate. The same can be done only after entering the DU Reference Number obtained from the State Bank of India and provided the number has been authenticated by the server.
23. Enter all the mandatory fields and upload the required certificates/ documents/ photos in jpg/jpeg/.jpg/.png file within the specified size. Thereafter click ‘SUBMIT’ button to go to the next stage i.e. “Eligibility Criteria”.
24. Enter all the required fields under “Eligibility Criteria” and ‘SUBMIT’ to go to the next stage i.e. “Educational Qualification”.
25. Enter all the mandatory fields under General & Professional Qualifications and ‘SUBMIT’ to go to the next stage “Address”. Fill up the permanent & correspondence address. In case the candidate belongs to outside Odisha, he/ she has to enter his/ her detail address. Click “Submit” button and you will be directed to home page.
26. Thereafter click “Declaration” section at the top of the screen, so that the entire data entered by you shall be displayed on the screen.

27. Go through in detail, the information entered by you. If all entered information are correct click on “Yes Final Submit” button so that “Acknowledgement Receipt” page will be shown, which can be downloaded and kept for future reference.
28. In case, the entered information needs correction, the same can be edited by clicking “**Not Now**”. After making due correction, one can go for clicking “**Yes Final Submit**” to get the “Acknowledgement Receipt”.
29. Since the candidates are given ample chance to edit the data entered by them, they should avail such opportunity to the fullest extent and do not make any wrong entry.
30. After final submit, no information can be edited. The B.S.E., Odisha can not and is not authorised to correct the information, when it has been uploaded by the candidate himself/ herself. Hence B.S.E., Odisha shall not be requested for any modification
31. The results of the OTET shall be processed as per data entered by the candidate and there shall be no deviation from that.
32. The following fee shall be applicable for candidates appearing at the OTET, 2017 (1<sup>st</sup>).
  - (a) For SC & ST Category of candidates :- Rs.300/- (Rupees Three Hundred) Only.
  - (b) For Other Category of candidates :- Rs.500/- (Rupees Five Hundred) Only.

**THE BOARD SHALL NOT BE RESPONSIBLE FOR NON-SUBMISSION OF APPLICATION**  
**EVEN IF PAYMENT IS MADE. FEE ONCE PAID SHALL NOT BE REFUNDED.**

Board of Secondary Education,  
Odisha, Cuttack