

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTIONS FOR FILLING UP OF APPLICATION FORMS FOR 2ND SINGLE SUBJECT EXAMINATION IN ODIA (CLASS-X) AND 2ND HALF YEARLY LANGUAGE TEST IN ODIA (CLASS-VIII) ONLINE

1. Download the instruction to fill up the online application form on visiting the link www.bseodisha.ac.in
2. The candidates of both the examinations shall apply for appearing at the examination through online mode on visiting the website www.bseodisha.ac.in from 20/11/2017 to 04/12/2017 11.45 pm. However the candidates submitting the examination fee at the last moment can submit their application through online before 05/12/2017 midnight.
2. Application form can be filled up by logging in through E-Mail ID and Password.
3. In order to create password, Login for new registration has to be clicked so that Registration page will be displayed.
4. Here the name, valid mobile number and e-Mail have to be entered alongwith password of your choice. Click submit button so that message will come regarding successful registration and proceed by clicking OK.
5. "Login to your Account" page will be displayed. Here enter your e-mail ID & Password and login.
6. Now a verification code will be mailed to your registered e-mail account. Enter here the verification code sent to your email account and click "Verify".
7. Thereafter again "Login to your Account" page will be displayed. Enter your e-mail ID & password to fill up the application form.
8. In the 1st page of the application form you have to choose your application category. Enter your qualification level, residence declaration and read the instruction for appearing the examination in either online or offline as the case may be and submit.
9. Next you will be directed for payment. If not paid click to pay application fee. If already paid enter DU number given by the Bank and Proceed.
10. The payment can be done either by online or offline mode through SBI Collect.
11. After payment is made and DU Number is entered, the main application page will be displayed which has to be filled up correctly.

12. After submission of DU Number, you have to wait at best 12 hours for the server to authenticate your payment. Once payment is authenticated, application page will be displayed to fill up the form.
13. Upload the following documents in proper file and with proper size.
 - [a] Upload Class-X certificate in support of date of birth of the candidate.
 - [b] In case the candidate has not acquired the Class-X qualification, he/she has to upload Class-VIII/ IX pass certificate as the case may be from the respective Head of the Institution specifying all particulars of the candidate including date of birth. (Only in case of Half Yearly Language Test)
 - [c] Upload recent passport size photograph and full signature.
 - [d] Upload certificate of identity.
14. All documents that have to be uploaded shall be in .jpg/ .png format having different sizes as given below :-
 - [a] Photographs :- within 30 kb
 - [b] Signatures :- within 20 kb
 - [c] Documents :- within 100 kb
15. After entering all information and uploading all documents, click submit button to get the acknowledgement receipt.
16. Take a print copy of the acknowledgement receipt and preserve it for future reference.
17. All candidates are advised to remember their User ID & Password so that the same have to be used for opening the link for various other purposes including downloading of admit card, appearing at the online examination, getting the result etc.
18. All information regarding examination can be known from the website :- www.bseodisha.ac.in

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Controller of Examinations,
B.S.E., Odisha, Cuttack.