

BOARD OF SECONDARY EDUCATION, ODISHA
INSTRUCTIONS FOR FILLING UP OF ONLINE APPLICATION FORMS
FOR APPEARING AT THE VOCATIONAL EXAMINATION (CLASS-IX)
FOR THE SESSION, 2017-18

1. The Head of the Institution of schools where vocational trades have been opened shall register their Class-IX students of academic session 2017-18 from 10/01/2018 to till 19/01/2018 midnight through ONLINE for appearing at the Vocational Examination (Class-IX) on visiting the website “www.bseodisha.ac.in”. The registration can be done 24 x 7 during the above period.
2. The online application shall have the following Sections :-
 - (i) School Profile
 - (ii) Student Registration
 - (iii) Student Registered List
 - (iv) Trainer Qualification
 - (v) Declaration
 - (vi) Descriptive Rolls
3. The section “School Profile” has to be filled up first. The name of vocational trade will be automatically displayed and number of seats allotted to each trade shall have to be entered correctly. Further all other mandatory fields have to be filled up with utmost accuracy. If any information required to be corrected in already existing data in the profile, the same may be done before clicking the “SUBMIT” button. The school profile once submitted can not be further edited. Hence one should be doubly sure before submission.
4. After successfully completing “School Profile”, the section “Student Registration” shall be clicked to view the list of total candidates enrolled in the school for appearing at the Annual HSC Examination, 2019.
5. Now enter the internal mark, select the vocational trade in lieu of third language subject from the drop down and select the student by clicking tick mark in the box. It is advised to select all such students who have opted

vocational trade and click “SAVE & NEXT” button to go to the section “Student Registered List”.

6. Under the section “Student Registered List”, the data of the selected candidates shall be displayed which can be modified/ edited if any wrong information is entered. The Head of the Institutions shall have to be very cautious and advised not to loose this particular chance for editing the data of the candidate. All data excepting candidate name, date of birth, reloading photo and signature can be edited.
7. After completion of the edit part, the section “Trainer Registration” shall have to be clicked to enter the required information regarding Vocational Trainers appointed for the school.
8. When all information have been found to be correct on the screen as regards to registration of candidates and information on vocational trainers, the “Declaration” section has to be clicked.
9. The Head of the Institutions are required to go through the declaration and after they are satisfied, the box in the left hand corner has to be tick marked, so that their signature shall appear on the screen, signifying the fact that, they have gone through the declaration. The “Final Submit” button shall also appear on the declaration page. This button has to be clicked so that “Descriptive Rolls” can be downloaded. It is to be remembered that, once final submit button is clicked, no edit can be effected. Hence it is advised to complete all corrections before clicking the “Final Submit” button.
10. The downloaded “Descriptive Roll” sheet has to be preserved for future reference.

Sd/-
Controller of Examinations,
B.S.E., Odisha, Cuttack