BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTIONS FOR FILLING UP OF
APPLICATION FORMS FOR SUPPLEMENTARY HSC EXAMINATION, 2017 ONLINE

1.   The following officers are the authority to Log In for filling up of application forms.

   [a] School students – Head of the Institutions

   [b] Correspondence students –Deputy Secretary of concerned zonal offices.

2.   The authorities to Log In shall go through the General Instruction and Step by Step Instruction before filling up of the application forms for Supplementary HSC Examination, 2017. They will be held responsible for any wrong entry or wrong deposit of fee. They should also note that fee if once remitted to the accounts of the Board shall not be refunded at any cost.

3.   The online application for filling up of application forms shall be available from 10/05/2017, 08.00 am onwards on visiting the website i.e. www.bseodisha.ac.in.

4.   On visiting the above website, Log In page shall be displayed on the screen. You can enter the application by entering the User ID & Password.

5.   The User ID will be the school code and password is the same that has been used for filling up of application forms of students for appearing at the Annual HSC Examination, 2017.

6.   The application will have the following major sections :-

   [a] School Profile.

   [b] Existing Candidates

   [c] Other Candidates

   [d] Registered Students List for Edit.

   [e] Payment

   [f] Certificate & Declaration

   [g] Descriptive Roll Sheet.

   The filling up of application forms can be done more than once. However if the head of the institution has filled up the forms for suppose, 20 candidates, he/ she has to complete the process and log in again to do the filling up of application forms for other candidates.

   [a] **School Profile** :-

   This section contains information regarding the school which will automatically be displayed basing on the data submitted during filling up of application forms of students for appearing at the HSC Examination, 2017. However if some information

needs to be edited, the same can be done and **SUBMIT** button has to be clicked to move to the next section for filling up of the application forms for existing and other candidates.

[b] <u>**Existing Candidates Registration**</u> :-

[i] On clicking "Existing Candidates List" at the top of the screen, the data of students who have been enrolled during 2015 in Class-IX and have not filled up form for Annual HSC Examination, 2017 shall be displayed.

[ii] The Head of the Institution is supposed to go through the data shown on the screen. He has to read the name of the candidates one after other and finalise, who shall fill up the application forms out of the name of candidates shown on the screen.

[iii] Once the candidates at [ii] above is finalised, Head of the Institution has to select the Internal Assessment grades for WE, AE & HE against each candidate and thereafter select the candidates at the extreme right box ☐ and click **Save & Next** button, so that the candidates are shifted and displayed under the section "**Registered Student List for Edit**". This can be done for one candidate or more number of candidates at a time.

[iv] Likewise all students those shall be selected, will be deleted from this section and shall automatically be displayed under the section "**Registered Student List for Edit**".

[v] After completion of registration of "**Existing Candidates**" you can click "**Other Candidates**" to go for registration of these candidates.

[c] <u>**Other Candidates Registration**</u> :-

[i] Before going for registration of Other Candidates, the Head of the Institution should keep with himself ready with the Roll Nos. and year of examination of those candidates who come under this category.

[ii] Enter Roll No. and year of the examination, so that data of the candidate will be displayed on the screen.

[iii] If the candidate comes under the appearing code "All Subject (A)", his/her language subjects should be chosen/ entered again from the drop down and photograph & scanned signature be uploaded. "Save & Next" button, has to be clicked, so that this particular candidate moves under the section "**Registered Student List for Edit**". The similar procedure shall be followed one by one for registration of more candidates.

[iv]   If the candidate comes under the appearing category "Compartmental (C)" his/ her appearing subject(s) shall be displayed on the screen and his/ her photograph & signature have to be uploaded. Thereafter "Save & Next" button has to be clicked, so that this particular candidate moves under the section "**Registered Student List for Edit**". The similar procedure shall be followed one by one for registration of more candidates.

[v]   If on entering the Roll No. & Year of the Examination the data of the candidate is not displayed on the screen, the Head of the Institution has to approach Central Office, Cuttack to fill up the application form of that candidate within the stipulated period.

[vi]   After completion of the filling up of application forms for the all eligible candidates, click "Registered Student List for Edit", so that all candidates who have filled up forms shall be seen on the screen.

[d] **Registered Students List for Edit** :-

[i]   In this section the data of all category of candidates who have filled up of application forms shall be displayed on the screen which can be viewed and edited individually. The Head of the Institutions are required to take the advantage of the edit option given at this stage. The following data of a candidate can be edited. No fee will be charged for effecting the correction in the data.

- Mother's Name
- Father's Name
- Caste Category
- Language Subjects (First/ Second/ Third)
- Script for other subjects

[ii]   In case some other information apart from that mentioned at [i] is required to be corrected, the Head of the Institution has to approach Central Office, Cuttack for effecting necessary correction. However this should be completed within the stipulated period for filling up of application forms.

[iii]   After completion of edit of all information, the Head of the Institution shall move for "Payment".

[iv]   On clicking the payment option at the top, a consolidated statement of accounts for fee payment will be displayed on the screen. Take a print copy of the same as shown below on clicking "Ctrl + P", so that the same amount has to be entered in the SBI Collect software.

[e] **Payment** :-

[i] On clicking the payment option, the details of payment statement will be shown on the screen as below :-

Category	No. of Students	Rate (Per Candidate)	Total Amount
[a] School Regular (SR)		Rs.383/-	
[b] Quasi Reguar (QR)		Rs.475/-	
[c] Ex-Regular (ER)		Rs.475/-	
[d] Late Fine		Rs.100/-	
Total Amount in Rupees			
Click Here to Pay Application Fee			
Enter DU No. *(Enter the DU No. given by the Bank after deposit of fee amount)*	Enter DU No.		SUBMIT

[ii] Click "Click Here to Pay Application Fee" for making payment through SBI Collect, the process of which is well known to you. It can be done either through online or offline mode. In offline mode the DU number will be printed on the Pre Acknowledgement Payment (PAP) form and the same can be known after payment through online mode.

[iii] It is advisable for all to deposit the fee through online mode by the Debit/ Credit card or by using net banking.

[iv] It will be easier to deposit the fee through online mode by using cards/ net banking in view of the Demonetisation Policy of the Govt.

[v] The Head of the Institutions after collection of fee from the candidates can deposit the amount in the school savings bank account and make payment in Bank by issuing cheque. This type of payment is called offline payment through SBI Collect. In such type of payment, if the amount exceeds Rs.25,000/-, the bank may ask for PAN Number of the B.S.E., Odisha, Cuttack. The Head of the Institutions can submit the PAN Number which is, "**AAAJB0510E**" to the bank without asking for the same to the control room of the Board.

[vi] It is most important to note that while entering the total amount of fee in the SBI Collect, the amount should match with the total amount displayed earlier as shown at [i] above. In case of mismatch, you will not be able to proceed further for which the filling up of forms will be a total failure.

[vii] After payment is made, one has to wait for at best 12 hours for authentication of payment.

[viii]   Once payment is made, you have to log out and after at best 12 hours, re-visit the website again, enter the DU Number and proceed for "Declaration" and downloading of "Descriptive Roll Sheet".

[ix]   Once DU number is entered and submitted, no further correction can be effected. Hence it is advised to effect all necessary correction when you are at the stage "Registered Student List for Edit".

[f]   **Declaration** :-

[i]   The following declaration have to be given by the Head of the Institutions in this section.

☐   I do hereby declare that, the information submitted by me are correct and based on official documents of the school. The Ex- Regular students registered by me are eligible for appearance at the Supplementary HSC Examination, 2017. The appearing code of the candidates i.e. All "A" or Compartmental "C" have been correctly entered by me. The correction of the data in favour of the registered students, wherever required have been effected and no further correction is required. The photograph of the candidates in the database have been duly uploaded which is genuine. I shall be held solely responsible for any incorrect information submitted in this application.

[ii]   After going through the Declarations given above, click the box at the left hand corner, so that your signature and final submit button will be displayed confirming that you fully owe to the declaration given.

[g]   Now click "Final Submit" button so that "Descriptive Roll Sheet" will be displayed on the screen. Take a print out of the same and log out.

[h]   If the Log In authorities require some more students for registration, they can very well follow the similar procedure and do the form fill up work.

THE HEAD OF THE INSTITUTIONS ARE INSTRUCTED NOT TO VISIT THE LINK UNNECESSARILY. THEY WILL BE PENALISED IF THEY DO SO.