

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTIONS FOR FILLING UP OF APPLICATION FORMS FOR ANNUAL HSC EXAMINATION, 2019 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 Annual HSC Exam., 2019. 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 26/11/2018, 08.00 am onwards on visiting the website i.e. www.bseodisha.ac.in.
5. 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.
6. The User ID will be the school code and password is the same that has been used for enrolment of Class-IX students for appearing at the HSC Examination, 2020.
7. The application will have the following major sections :-
 - [a] School Profile.
 - [b] Registration Regular.
 - [c] Registration Ex-Regular.
 - [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 is filling up the forms for suppose, 20 candidates, he/ she has to complete the process along with deposit of fee and log in again to do the filling up of application forms for more candidates.

[a] **School Profile** :-

This section contains information regarding the school which will automatically be displayed basing on the data submitted during enrolment of Class-IX students for appearing at the HSC Examination, 2020. However if some information needs to be edited, the same can be done along with entry of name and cell number of the

Head of the Institution and uploading of his/ her full signatures. Thereafter **SUBMIT** button has to be clicked to move to the next section for filling up of the application forms for Regular and Ex-Regular students.

[b] **Registration Regular** :-

- [i] On clicking “Registration Regular” at the top of the screen, the data of students who have been enrolled during 2017 in Class-IX 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 do the following entries :-
 - (a) Select the Internal Assessment grades for WE, AE & HE against each candidate.
 - (b) Enter total mark (out of 6 subjects) secured in either Test/ Pre-Test examination, last conducted by the school.
 - (c) Enter script for other subjects where first language subjects of candidate is other than FLO.
 - (d) Internal mark of the students who have opted vocational trade in lieu of third language subjects has to be entered at the appropriate box. 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 Regular candidates you can click “**Registration Ex-Regular**” to go for registration of Ex-Regular candidates.

[c] **Registration Ex-Regular** :-

- [i] Before going for registration of Ex-Regular candidates, the Head of the Institution should keep with himself ready with the Roll Nos., Enrolment No. (UIN) and year of examination of those candidates who come under this category.

- [ii] Enter Roll No., UIN No. and year of the examination, so that data of the candidate will be displayed on the screen. It is to be noted that, year of examination shall be the year of the last examination in which the candidate had appeared.
 - [iii] All candidates (except compartmentally eligible candidates) who come under this category, their Appearing Code will be “A”. Upload their scanned photograph and signature and click “Save & Next” button, 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 than a single candidate.
 - [iv] If the candidate comes under the appearing category “Compartmental (C)”, his/ her appearing subject(s) shall automatically be displayed. Upload photograph & signature of the candidate. Thereafter click “Save & Next” button, 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 than a single candidate.
 - [v] If on entering the Roll No., UIN No. & Year of the Examination the data of the candidate is not displayed on the screen or if a compartmental candidate desires to appear under “A” category, 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 all ex-regular 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, downloaded and edited. The Head of the institution are required to take the advantage of the edit option given at this stage. It is advised to download and take a print copy of the “Registered Student List” and thoroughly check if any mistake exist. Mark the mistake and effect correction on the screen in favour of those students before going to the next stage that is payment. The following data of a candidate can be edited. No fee will be charged for effecting the correction in the data.

Regular Candidates

- Mother's Name
- Father's Name
- Date of Birth
- Caste Category
- Gender
- Language Subjects (First/ Second/ Third)
- Script for other subjects
- Grades of Internal Assessment Subjects

Ex-Regular Candidates

- Father Name
- Mother Name
- Caste Category
- Gender
- Religion
- Language subjects

[ii] In case some other information apart from that mentioned at [c] is required, 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 and required correction should be supported by genuine documents.

[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.320/-	
[b] Quasi Regular (QR)		Rs.405/-	
[c] Ex-Regular (ER)		Rs.405/-	
[d] Late Fine		Rs.50/-	
Total Amount in Rupees			
Click Here to Pay Application Fee			
Enter DU/ Journal No. <i>(Enter the DU/ Journal No. given by the Bank after deposit of fee amount)</i>		Enter Journal No.	SUBMIT

- [ii] Click “Click Here to Pay Application Fee” for making payment through SB 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 most important to note that while entering the total amount of fee in the SB 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 of forms will be a total failure.
- [iv] After payment is made, one has to wait for at best 12 hours for authentication of payment.
- [v] 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”.
- [vi] 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] **Certificate & Declaration :-**

The following certificate and declaration have to be given by the Head of the Institutions in this section.

CERTIFICATE

- Certified that, I have entered the data of the students correctly and have preserved the copies of caste certificates of SC & ST students which may be required at any time by the B.S.E., Odisha for the purpose of audit or for any other purposes.

DECLARATIONS

- I do hereby declare that, I shall report the name of students who have filled up application forms but could not fulfil the eligibility condition of percentage of attendance as on 31st January, 2019/ non-appearance of Pre-Board examination to our District Education Officer by 2nd February, 2019 for cancellation of their candidature.
- 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 Annual HSC Examination, 2019. The correction of data in favour of the registered

students, 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.

2. After going through the Certificates and 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 certificate and declaration given.
 3. 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.
 4. 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.
- [g] The last date for submission of application form with deposit of fee shall not be extended this year. Hence log in authorities are instructed to complete the form fill up work well in advance and do not wait for the rush at the fag end.
- [h] The filling up of application process will be completed only after downloading of "Descriptive Roll Sheet" and not downloading the "Registered List". In case you have not received the copy of Descriptive Roll Sheet, your students shall not be eligible for appearing at the Annual HSC Examination, 2019.