

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

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

### FORM FOR

## ODISHA TEACHER ELIGIBILITY TEST (OTET), 2018

1. Registration for OTET-2018 is open from 12/11/2018, 08.00 a.m. till 27/11/2018, midnight. Deposit of fee, either online or offline through SB Collect shall have to be completed by 11.45 pm of 27/11/2018. However submission of information in the online application can be done till midnight of 28/11/2018. No application through OFFLINE mode shall be accepted.
2. Registration can be done (24 x 7) on visiting the website : [www.bseodisha.ac.in](http://www.bseodisha.ac.in)
3. Before going for registration, the candidate shall have to read the Instructions, Eligibility & Applicability for appearing at the OTET-2018. 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 click “Login” button, otherwise click on “Click Here for New Registration” to register.
7. On clicking “Click Here for New Registration”, Registration OTET-2018 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” page where you have to enter your e-Mail ID & Password (created by you) and click “Login” again.
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 page to login again by entering your e-Mail ID & password, so that “Personal Information” page will be displayed on the screen.
10. Application form has the following six sections.
  - (a) Personal Information
  - (b) Eligibility Criteria

- (c) Educational Qualification
- (d) Address
- (e) Information Sheet
- (f) Declaration & Payment

11. Four sections from the beginning can be filled up one by one starting from (a) → (b) → (c) → (d). However after reaching section (d), one can again come back to “c”, “b” or “a” and update the information already entered.
12. After correctly entering all the required four sections, click the section “Information Sheet” so that whatever the data entered by you can be displayed on screen along with your photograph. Take a print out of the Information Sheet & check whether information entered by you is 100% correct or not.
13. If some information entered by you is still wrong, you can very well correct the same by logging into your account again. However this is the last chance you are being given this time to correct your data. Once “Final Submit” button is clicked, no information can be edited. You have to remember that data entered and finally submitted by you shall not be corrected further, either by you or by the B.S.E., Odisha. Thereafter approach for correction of subject, paper, name, date of birth, caste etc. shall not be entertained at any cost.
14. Pre & Post examination processing will be done as per data/ information submitted by you.
15. For filling up of the application form, Personal Information shall be entered by the candidate at first.
16. 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”.
17. Enter all the required fields under “Eligibility Criteria” and ‘SUBMIT’ to go to the next stage i.e. “Educational Qualification”.
18. Candidates can appear Paper-I or Paper-II or both the papers as per their eligibility. The candidates appearing both Paper-I & II shall have to fill up application form separately.
19. 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 “Information Sheet” page.

20. The print of “Information Sheet” can be downloaded and wherever correction is required that can be effected in the application. In case information submitted by you as seen from “Information Sheet” is correct, click “Next Payment & Declaration” button to go for “Declaration & Payment”.
21. After clicking “Yes-Final Submit” in the Declaration and Payment page, 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
22. The results of the OTET shall be processed as per data entered by the candidate and there shall be no deviation from that.
23. 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.

24. 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.
25. 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 submit the DU Reference Number, because this Number has to be authenticated by the server as regard to whether payment has been made through the said DU Reference number or not.
26. 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 enter the DU Reference Number after logging in again.

27. It is advised to complete the process of filling up of application form and deposit of fee well in advance and do not wait till the last date. In case, payment is not authenticated till the schedule date, you will not be eligible to appear at the examination.
28. It is important to remember that after payment is authenticated, you will be eligible for downloading the "Acknowledgement Receipt". This document has very importance and has to be kept for future reference.
29. In case "Acknowledgement Receipt" is not received, you will not be eligible to appear at the examination.
30. The following fee shall be applicable for candidates appearing at the OTET, 2018.
  - (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  
AND DEPOSIT OF FEE WITHIN THE STIPULATED DATE NOTIFIED. FEE  
ONCE PAID SHALL NOT BE REFUNDED.**

Board of Secondary Education,  
Odisha, Cuttack