

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

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

### FORM FOR

## ODISHA TEACHER ELIGIBILITY TEST (OTET), 2016 (1ST)

1. Registration for OTET-2016 (1<sup>st</sup>) is open from 24/06/2016, 08.00 a.m. till 11/07/2016 midnight. Deposit of fee, either online or offline through SBI Collect shall have to be completed by 11.45 pm of 11/07/2016. However submission of information in the online application can be done till midnight of 12/07/2016.
2. Registration can be done (24 x 7) on visiting the website : [www.bseodisha.ac.in](http://www.bseodisha.ac.in)  
***IT IS TO BE NOTED THAT THE CANDIDATE ELIGIBLE TO APPLY UNDER CATEGORY-B, SHALL NOT BE ELIGIBLE TO APPLY UNDER CATEGORY-A.***
3. Before going for registration, the candidate shall have to read the Instructions, Eligibility & Applicability for appearing at the OTET-2016 (1<sup>st</sup>). 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) & [www.bseodisha.nic.in](http://www.bseodisha.nic.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 Login to enter, otherwise click on “Click Here For New Registration” to register.
7. On clicking “Click Here For New Registration”, Registration OTET-2016 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” screen where you have to enter your e-Mail ID & Password (created by you) and Login.
9. After “Login” you will have to enter verification code which shall be sent in your registered e-Mail ID and click on “Verify” button. If the verification code is correct, you will be directed again to login screen to login again by entering your e-Mail ID & password, so that you will be directed for **payment through SBI Collect.**
10. ➤ Thereafter click check box  to go for payment and proceed to next page for selecting State (i.e. Odisha) and “Type of Institution” (i.e. Educational Institutions).

- Thereafter select “Educational Institutions” (i.e. Board of Secondary Education, Odisha, Cuttack) and click “Submit” button.
  - Then select payment category as “1st OTET-2016” & you will be directed to provide details of payment as asked for on the screen.
  - Enter the text in the space provided as shown in the image on the screen and click “Submit” button to go to the next page.
  - Thereafter details of your payment information will be shown on the screen and you will have to confirm if information is correct or cancel if incorrect.
  - Thereafter 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 (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.
  - 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.
  - For both online and offline cases, the candidate has to wait maximum for about next 12 hours to fill up the online application form, because the DU Reference Number has to be authenticated by the server as regard to whether payment has been made through the said DU Reference number or not.
11. 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 fill up the form as follows :-
- [It is to be noted that without entering the DU Reference Number one can not proceed to fill up the application form. Even if DU Reference Number is entered, but the same has not been authenticated by the server the candidate can not also fill up the application form. It takes some hours for completion of process of authentication after which one can fill up the application form.]**
12. Application form has the following five sections.
- (a) Personal Information
  - (b) Eligibility Criteria

- (c) Educational Qualification
- (d) Address &
- (e) Declaration

13. The first three sections can be filled up one by one starting from (a) → (b) → (c). However after reaching section (c), one can again come back to “b” or “a” and update the information already entered.
14. At first Personal Information shall be entered by the candidate. The same can be done only after entering the DU Reference Number obtained from the State Bank of India and provided the number has been authenticated by the server.
15. Enter all the mandatory fields and upload the required certificates in jpg/jpeg/.jpg/.png file within the specified size. The Date of Birth of the candidate will automatically be displayed on the screen. Thereafter click ‘SUBMIT’ button to go to the next stage i.e. “Eligibility Criteria”.
16. Enter all the required fields under “Eligibility Criteria” and ‘SUBMIT’ to go to the next stage i.e. “Educational Qualification”.
17. Enter all the mandatory fields under General & Professional Qualifications and ‘SUBMIT’ to go to the next stages “Address & Declaration”.
18. After going through the “Declaration”, upload your full signature. Thereafter click on “Final Submit” button if no correction is required. Before clicking “FINAL SUBMIT” button you will be allowed to edit the information already entered. However after clicking “Final Submit” button, no edit shall be allowed and Registration Receipt will be displayed on the screen which has to be downloaded and kept for future reference.
19. The **FEE** for registration of all category of candidates shall be Rs.400/- (Rupees Four Hundred) only per candidate.

**THE BOARD SHALL NOT BE RESPONSIBLE FOR NON-SUBMISSION OF APPLICATION**  
**EVEN IF PAYMENT IS MADE. FEE ONCE PAID SHALL NOT BE REFUNDED.**