

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

## STEP BY STEP INSTRUCTIONS FOR FILLING UP OF APPLICATION FORMS FOR ANNUAL HSC EXAMINATION, 2021 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., 2021. 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 10/01/2021, 10.00 am onwards on visiting the website i.e. [www.bseodisha.ac.in](http://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 filling up of forms for Annual 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] Declaration
  - [F] 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, 2021. 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.

- If non editable field needs to be corrected the same can be corrected at Head Office, Cuttack on production of original documents.
- The Head of the Institutions has to enter medium of instruction in which the students are being taught. This will be Odia in almost all schools. However some schools have medium of instructions as Telugu/ Hindi/ English which should be mentioned correctly.
- The field “Schools comes under which Department” should be entered correctly i.e. whether it comes under “Deptt. of S & ME or Deptt. of SC & ST or Private”.

[B] **Registration Regular** :-

- [i] On clicking “Registration Regular” at the top of the screen, the data of students who have been enrolled during 2019 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 script for other subjects where first language subjects of candidate is other than FLO.
  - (c) 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 last appeared 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 and failed.
- [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 declaration. 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
- Gender
- Language Subjects (First/ Second/ Third)
- Script for other subjects
- Grades of Internal Assessment Subjects

**Ex-Regular Candidates**

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

[ii] In case some other information apart from that mentioned at [c] 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 of 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 "Declaration".

[E] **Declaration :-**

On clicking the declaration section, the following declarations have to be given by the Head of the Institutions on clicking the  box.

**Declarations :-**

- 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, 2021. The copies of Caste Certificates of SC & ST students have been preserved which may be required at any time by the B.S.E., Odisha for the purpose of audit or for any other purposes. 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.

- Log in Authorities are to make themselves 100% sure regarding wrong fill up of application forms where two or more candidates belong to their schools having same name. In such case the “Registered Student List for Edit” shall be checked thoroughly and correct candidate should be allowed to fill up application form. In case of any discrepancy the genuine candidate can not appear at the examination for which the Head of the Institution shall be held solely responsible.

After certifying the above declarations, you will be directed to the next page for downloading the Descriptive Roll Sheet.

8. If the Log In authorities requires some more students for registration, they can very well follow the similar procedure and do the form fill up work.
9. The last date for submission of application form 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.
10. 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, 2021.

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