

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

PATHANI SAMANTA MATHEMATICS SCHOLARSHIP TEST – 2021

GENERAL INFORMATIONS AND STEP BY STEP INSTRUCTIONS TO FILL IN THE APPLICATION FORM

GENERAL INFORMATIONS

1. Pathani Samanta Mathematics Scholarship Test will be conducted for the following two separate stages.
Stage – I (Students reading in Class-VI are eligible).
Stage – II (Students reading in Class-IX are eligible).
2. Test will be conducted through Objective Type Questions only.
3. There will be 60 objective multiple choice questions carrying total of 150 marks.
4. Test will be administered in OMR answer sheet. Each question will have four options and candidates have to darken the correct option in blue/ black ball point pen.
5. Application for the test shall be received through **ONLINE MODE** only from 29/12/2021 till 12/01/2022 midnight (24 × 7).
6. **Authority to Log in :**
 - [a] Block Education Officers for students of Elementary Schools under their jurisdiction. They shall fill up for Stage-I candidates only.
 - [b] Head of the Institution of Secondary Schools for their own school students.
They shall fill up both for Stage-I & II candidates of their own school.
7. **Authority to Log in** can fill up as many applications at a time, save and finally submit the applications.
8. Only the candidates belonging to Odia medium schools are allowed for the scholarship test.
9. **Correct Mobile No. & E-Mail ID** shall be filled in by the **Log in Authorities** failing which communication shall be failed, that will hamper the appearance of candidates for the Test.
10. Scanned photograph/ scanned signature in **.JPG/ .JPEG** format with size up to **50 KB** shall only be uploaded.
11. The **log in Authorities** will have to inform all schools under their jurisdiction regarding merit of the Test, so that as many students can register for appearing the Test.

12. The **authority to log** in shall be held responsible for any wrong information of the candidate submitted through online registration.

13. No person other than the Block Education Officer (for Elementary Schools) and Head of the Institution (for secondary schools) is permitted to login. In case it is found that other than authority to login have filled up applications, the same shall be rejected outright.

14. Authority to login have to create their login account. In the said account they can fill up as many applications at different times within the stipulated period.

For example :-

[i] Authority to login is Block Education Officer, Cuttack.

[ii] After creation of his log in account, the Block Education Officer, Cuttack can fill up application forms of students of Elementary schools under Cuttack Block as many times. No other person shall be allowed to fill up the application of students of Cuttack Block.

[iii] Block Education Officer, Cuttack can not fill up application other than schools under his/ her jurisdiction.

15. In case Elementary School's U DISE Code is not found in the school master, the said school can not register its candidates. In that case the school has to add its U DISE Code with the school master of B.S.E., Odisha, Cuttack by submitting a letter from the concerned Block Education Officer, so that its students can register for the test. The letter should contain the information in the following format and should be sent through mail ID – transfer0222@gmail.com and not in any other way.

District Name	Location of the School (Block/ NAC/ Municipality/ Municipal Corporation)	Name of the Block/ NAC/ Municipality/ Municipal Corporation	School Name	U-Dise Code of the School	School come under the jurisdiction of which BEO	Name & Mob. No. of the Block Education Officer

16. In case Block Education Officer of a particular block has jurisdiction over NAC/ Municipality/ Municipal Corporation, he can register with same email ID. But if the Block Education Officer is in additional charge of some other Block/ NAC/ Municipality/ Municipal Corporation he has to register for the particular Block/ NAC/ Municipality/ Municipal Corporation with different e-mail ID.

17. The examination centre may be selected in the same block or may be in nearby blocks.

18. Application through OFFLINE mode shall not be accepted.

STEP BY STEP INSTRUCTIONS

A. How to SIGNUP & LOGIN :

1. Go to link given in the website www.bseodisha.ac.in
2. Log in authorities have to register afresh.
3. If already registered for this year examination enter E-Mail ID & Password and then **LOGIN**.
4. For new registration click on **SIGNUP** button, a signup form "Sign Up for a new Account" will be shown. Fill all the fields in signup form, and click on signup button.
5. If all signup information are correct then a "Signup successful." message will be shown.
6. Thereafter open your mail account and only click at the place showing "Please [Click Here](#) to verify your account." in your e-mail account to complete verification.
7. You will be directed to the page "Login to your Account" where you have to enter your E-Mail ID & Password and go for "**LOGIN**".

B. Profile Information Page :

1. Now the profile page will be shown on the screen where you have to select authority from the drop down.
2. Authority to Login will be either Block Education Officer or Head of the Institution.
3. Block Education Officers are the authority to fill up application forms for Stage-I category for students belonging to Elementary Schools of their respective jurisdiction (Block/ NAC/ Municipal/ Municipal Corporation).
4. Head of Institution of Secondary Schools shall be the authority to fill up forms for both Stage-I & II of their own students.
5. In case of Block Education Officer as login authority, it will be asked to select which Block Education Office he/ she belongs, and the District. Thereafter BEO has to choose which Block/ NAC/ Municipality/ Municipal Corporation is coming under his jurisdiction to login for filling up of forms. No other person can login for the said Block/ NAC/ Municipality/ Municipal Corporation.

6. However in both the cases you will have to enter your name, complete official address and mobile number.
7. Upload your (Login Authorities) full signature & click on “SAVE” button.
8. Once you save the profile, the information can not be edited. Hence you should doubly check what has to be entered. Whether those are correct or not. If no, you can very much edit the same before clicking “SAVE” button.

C. Registration :

1. Now click on “Registration” at left hand top corner to go for registration of candidates.
2. The registration page will be displayed on the screen.
3. Screen will display the following headings required for registration.
 - [a] One is “Registration” where you can see the list of registered candidates.
 - [b] Other is “New Registration” and if you click on this button, you will be directed to candidate’s school profile page to fill up the school profile.

D. Candidate’s School Profile :

1. In this page, the school U DISE Code for Elementary schools and School Code for Secondary Schools have to be entered. U Dise Code of Secondary Schools shall not be accepted.
2. Name of the school will automatically come on the screen provided school code/ U Dise Code is entered correctly as the case may be.
3. Correct location of the school (Block/ NAC/ Municipality/ Municipal Corporation) and correct location name shall have to be entered by the log in authorities, which is essentially required for preparation of merit list.
4. Other information as asked on this page have to be entered correctly before clicking “SUBMIT” button. Thereafter you will be directed to do the Registration of Students.

E. Registration of Students :

1. The information for registration of candidates are to be filled up correctly one by one.
2. Application format has been uploaded in the website www.bseodisha.ac.in which can be downloaded by authorities of schools. Accordingly all information should have to be entered in hard copy before doing the ONLINE registration, so that mistake can be totally avoided.
3. After entering all information, photo & full signature of candidates shall be uploaded in the .jpg/.jpeg format having size less than 50 KB.

4. After doing the above formalities, click on “SAVE” button, so that all the entries will be shown on the screen.
5. You will be given one more chance to edit the information that have been entered during registration (if found wrong) by clicking the button “EDIT”.
6. After editing, again go through the entered data and click “UPDATE” button after which again two options will be shown i.e. “VIEW / EDIT”.
7. If all information have been entered correctly click “VIEW” button the entire information will be shown again with “FINAL SUBMIT” button. Click “Final Submit” button to complete the entire registration process.
8. You will be given one Registration Number which has to be preserved for future reference.
9. After final submit, you will be directed to Registration Page where under column “Action”, the logo shown may be clicked to view your data entered. At the bottom of the said page, a “Print” option will be shown which can be clicked to take the print copy of your application form.
10. After completion of registration login authority can go for registration of another candidate by clicking the “NEW REGISTRATION” button.

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