

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

INSRUCTIONS FOR ONLINE REGISTRATION OF CADIDATES FOR HIGH SCHOOL CERTIFICATE EXAMINATION, 2020

A. Log In-

1. The authority to Log In shall be the Head of the Institutions.
2. The online registration shall be done (24 x 7) on visiting the website www.bseodisha.ac.in from 15/10/2018 till 05/11/2018.
3. The payment of fee shall be closed by 05/11/2018 at 11.45 pm and the schools who have made payment at the last moment can submit their application till 06/11/2018 midnight.
4. Head of the Institutions shall Log In by entering their respective school code and password.
5. The password shall be the same by which they filled up application forms for Annual HSC Examination-2018.
6. The Schools who have not created their passwords are to login by the Password, "school@123" and change the Password immediately.

B. Filling up of Application.

1. The Application Format consist of the following main fields:
 - a. School Profile
 - b. Student Registration
 - c. Registered Student List
 - d. Registered Teachers List
 - e. Download Descriptive Roll Sheet
 - f. Change Password
2. At first School Profile has to be filled in.
3. Some of the information such as :- Address of the School, School situated in, name of the Block/ NAC/ Municipality/ Municipal Corporation, location of the school and name of the GP/ ULB of the concerned school shall be displayed automatically as per the existing school master. However if the said information is incorrect the same may be corrected by submitting authentic documents at the Central Office, Cuttack.
4. The information relating to bank account shall also be displayed as per data given earlier. However the same can be corrected by the login authorities.

5. The rest data under school profile shall have to be entered correctly before uploading of full signature of the Head of the Institution.
6. Click "SUBMIT" button and move to the STUDENT REGISTRATION Page to register the students one by one.
7. Keep the scanned copy of photos & full signature of all students ready before going for registration. Scanned images should have to be saved by their names, so that same shall not be interchanged.
8. While filling up the registration form of the candidate, the Head of the Institution should fill up all information correctly, particularly the Name, Father/Mother Name & DOB. The 1st, 2nd & 3rd language subjects shall have to be selected correctly from the dropdown failing which, the student will not get customised OMR Answer sheet in the Examination.
9. In case 1st language of the candidate is other than FLO, an extra field will be shown. This field refers to medium of language for appearing in other subjects i.e MTH, GSC & SSC which has to be selected correctly.
10. Photo & full signature of the student in proper file & size have to be uploaded for avoiding any complicity in future.
11. The Vocational Trades have been introduced in 407 schools. The students of these schools can choose any one trade from two trades opened in each school in lieu of third language subject.
12. The following Vocational Trades have been introduced from 2016-2017.

Subject	Subject Code
INFORMATION TECHNOLOGY & INFORMATION TECHNOLOGY ENABLED SERVICES	IT
TRAVEL & TOURISM	TT
BANKING & FINANCE SERVICES	BF
RETAIL MARKETING	RM
BEAUTY & WELLNESS	BW
HEALTH CARE	HC
MULTI SKILLING	MS
TOURISM & HOSPITALITY	TH
AGRICULTURE	AG

APPARELS, MADE UPS & HOME FURNISHING	AH
PLUMBER	PL
AUTOMOTIVE	AM
ELECTRONICS & HARDWARE	EH

One of these trades can be opted in place of third language subject in the designated 407 schools.

13. Aadhar No. of student shall be entered which is mandatory. In case the student does not have Aadhar No., it is to be ensured that the same is done and his/ her enrolment shall be completed before the last date.
14. After entering all fields, the entered information has to be again checked / edited before Clicking “**SUBMIT**” button.
15. You can fill up application forms one after another for total number of students of the school.
16. After completion of all registration, you can click on “Registered list of Students” to visualise the entire registration done by you.
17. There is a download option for “Registered Candidate List”. The log in authority shall download the same and mark where correction is required. The said correction has to be effected on clicking the “Action” button. In case enrolment of a student has been wrongly done, the same can also be deleted.
18. After completion of edit, please click “NEXT” button to go to the field “REGISTERED TEACHER LIST”.
19. Registration of teachers have been done during last three years in a row. Still it has been noticed that, there lies mistake in data in respect of some of teachers. The list of registered teachers shall be displayed on the screen which are to be carefully viewed by clicking “VIEW” button. If correction is required, the same may be done by clicking “MODIFY” button.
20. In case a teacher, registered in your school has been transferred to some other school, the “TRANSFER” button is to be clicked and school code of that school has to be entered so that data of the teacher shall be transferred to that school.

21. Similarly “INSERT” button will be required to be clicked when a teacher has joined in your school on transfer from other school or for new registration. In case of transfer, you have to enter the school code of the school from which the teacher has been transferred and if a teacher has to be newly registered, the “NEW REGISTRATION” button has to be clicked and required information have to be entered.
22. In case of transfer, either “Insert” or “Transfer” action has to be effected. Whichever is done first, the action will be effected in both the school application.
23. Teachers whose superannuation date is on or prior to 30th April 2019 have been deleted from the Registration list. Hence registration of these teachers shall not be done by the Head of the Institutions.
24. After completion of correction of data of teachers or delete/ insert cases, click “NEXT” button, so that you will be automatically directed to “Declaration-cum Payment” information page. Here you can know how much fee have to be deposited and the said amount has to be deposited through SBI Collect.
25. Now payment can be made either through ONLINE/OFFLINE mode. ONLINE payment can be made through SBI ATM cards/ Net Banking and OFFLINE Payment can be made through generation of Challan by the Bank.
26. After the Payment is made, Logout and wait for at best 12 hrs to make the Server authenticate the DU reference number, generated on Payment of Fee.
27. After a gap of at best 12 hours, re-visit the website again and enter the DU reference number and “FINAL SUBMIT”, so that you can be able to download the Descriptive Roll Sheet of the Registered candidates and Registered Teacher List.
28. It should be remembered that, if some students enrolment has been left out, the same can be taken up after completion of the previous enrolment. However “Registered Teacher List” can neither be viewed nor modified for the second time.

29. It is to be noted that, the Registration process shall be completed only when print copy of Descriptive Roll Sheet & Registered Teacher List are downloaded. The log in authority will be held responsible in case the registration process is left incomplete that is without downloading the print copies as stated.
30. The Registered Teacher List shall have to be countersigned by the concerned District Education Officer. A copy of the said list duly countersigned by the DEO and Descriptive Roll Sheet of the students shall have to be submitted with the concerned Zonal Deputy Secretary of the Board on or before 08/11/2018.

Controller of Examinations,
B.S.E., Odisha, Cuttack