

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

## INSRUCTIONS FOR ONLINE REGISTRATION OF CADIDATES FOR HIGH SCHOOL CERTIFICATE EXAMINATION, 2025

### 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](http://www.bseodisha.ac.in) from 18/08/2023 till 28/08/2023.
3. The payment of fee shall be closed by 28/08/2023 at 11.45 pm.
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 last used.
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. Download Descriptive Roll Sheet
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 location of the school and name of the GP/ ULB are editable and in case other information is incorrect the same may be corrected by submitting authentic documents at the Central Office, Cuttack.
4. The rest data under school profile shall have to be entered correctly before uploading of full signature of the Head of the Institution.
5. Click "SUBMIT" button and move to the STUDENT REGISTRATION Page to register the students one by one.
6. 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.
7. 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 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> language subjects shall have to be selected correctly from the dropdown. The third language subject should be filled up correctly. The third

language subjects are TLH, TLS, TLP, TLV. The physically challenged candidates can opt only TLV subject under 3<sup>rd</sup> language. These candidates can also opt SEP under 2<sup>nd</sup> language subject. The rest candidates can not opt SEP & TLV under 2<sup>nd</sup> & 3<sup>rd</sup> language subject respectively.

8. In case 1<sup>st</sup> language of the candidate is other than FLO, an extra field will be shown. This field refers to medium of language for writing answer in other subjects i.e MTH, GSC & SSC which has to be selected correctly.
9. Photo & full signature of the student in proper file & size have to be uploaded for avoiding any complicity in future.
10. The Vocational Trades have been introduced in 999 schools. The students of these schools can choose any one trade from two trades opened in each school in lieu of third language subject.
11. The following Vocational Trades have been introduced for the students :-

<b>Subject</b>	<b>Subject Code</b>
INFORMATION TECHNOLOGY & INFORMATION TECHNOLOGY ENABLED SERVICES	IT
TOURISM & HOSPITALITY	TH
RETAIL	RT
BEAUTY & WELLNESS	BW
AGRICULTURE	AG
APPARELS, MADE UPS & HOME FURNISHING	AH
PLUMBER	PL
AUTOMOTIVE	AM
ELECTRONICS & HARDWARE	EH
CONSTRUCTION	CN
FOOD PROCESSING	FP
TELECOM	TC

One of these trades can be opted in place of third language subject in the designated 999 schools.

12. Aadhar No. of student shall be entered which is mandatory. In case the student does not have, Aadhar No. of Father/ Mother's have to be entered instead.
13. After entering all fields, the entered information has to be again checked / edited before Clicking "**SUBMIT**" button.
14. You can fill up application forms one after another for total number of students of the school.

15. After completion of all registration, you can click on “Registered list of Students” to visualise the entire registration done by you.
16. 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.
17. After completion of edit, 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 online mode.
18. Just after payment is made through online, you can straightway move to the next stage and download the Descriptive Roll Sheet of the Registered candidates.
19. 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.
20. It is to be noted that, the Registration process shall be completed only when print copy of Descriptive Roll Sheet is 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.
21. A copy of the Descriptive Roll Sheet of the students shall have to be submitted with the concerned Zonal Deputy Secretary of the Board on or before 31/08/2023.

Sd/-  
Vice-President,  
B.S.E., Odisha, Cuttack