

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

## GENERAL INFORMATION AND STEP BY STEP INSTRUCTION FOR FILLING UP OF APPLICATION FORM FOR OFFLINE

### STATE OPEN SCHOOL CERTIFICATE EXAMINATION (SOSCE), 2021

#### GENERAL INFORMATION

##### 1. ELIGIBLE CANDIDATES

- a) The candidates who filled up forms for appearing at the SOSC Examination, 2021 (1<sup>st</sup>), if not satisfied with their results can fill up forms for appearing at this offline examination. However the candidates under fresh (regular) category whose result grade column have been marked as “NM” shall not have to fill up forms for appearing at this examination. They can directly download their admit cards and appear at the offline examination.
- b) The candidates of State Institute of Open Schooling who have appeared at the SOSC examination between 2017 to 2020 and have not cleared the examination are eligible to appear this offline examination under back category by filling up of the forms.

2. The candidates of SOSC Examination, 2021 (1<sup>st</sup>) who have been awarded with pass grades and are again appearing at the offline examination, the results of offline examination will be the final result of the candidates and binding on them.

3. Filling up of application forms for Offline State Open School Certificate Examination, 2021 shall be done only through **ONLINE** mode on visiting the website [www.bseodisha.ac.in](http://www.bseodisha.ac.in) from 05/07/2021 to 14/07/2021 midnight.

4. The Govt. of Odisha, have exempted examination fee for the current examination on account of COVID-19.

##### 5. TRANSFER OF CREDIT (TOC)

Students of the recognized Boards of School Education who have passed in at least one subject of secondary course but have not qualified may seek admission in the respective course at SIOS and avail facility of TOC.

*The facility of TOC will be permissible under the following conditions:*

- The candidate will have the option to get the credit transferred up to a maximum of two subjects from the parent Board, provided these subjects are passed with 30% marks in the last five years (i.e. passed during 2016 or later).
- The credits will be given only in those subjects which are included in SIOS Scheme of Studies and the Scheme of Examination.
- The candidate will have to give complete details of the TOC subjects, marks obtained, roll no./year etc., in the online application form.
- The candidate will have to upload the mark sheet issued by the Parent Board.

### **LOG IN**

1. The authority to log in for filling up of application forms shall be the Head of the Study Centres, either at the Block Level or District Level. No other person is authorised to Log In for the said application.
2. Log in can be made on visiting the website i.e. [www.bseodisha.ac.in](http://www.bseodisha.ac.in).
3. The authority to log in shall enter the **school code** and **password** and click **LOG IN**. The **password** of the school is the same as that has been last used.

### **FILLING UP OF APPLICATION AND REGISTRATION OF CANDIDATES**

1. The application for filling up of forms shall constitute the following major fields :
  - [a] School Profile
  - [b] Student Registration (Fresh)
  - [c] Student Registration (Back)
  - [d] Registered Students List
  - [e] Descriptive Roll Sheets
2. The school profile shall automatically be displayed on the screen. If any mandatory field is left blank, that has to be filled in and if any correction or update in signature required that has to be done to update the school profile and submit to go to the next field i.e. Student Registration (Fresh). The Head Office, Cuttack shall be approached for correction of entry if information that can not be edited at the school end.
3. The registration of fresh students can be done one by one. All information of the students shall be entered correctly along with uploading of photo, full signature of the candidate and other documents in the desired format and size mentioned.
4. After completion of registration of fresh students one by one, click on Student Registration (Back) at the top of the screen, to do the registration of back students.

5. For doing the registration of back students you have to enter the Roll No. and year of the examination, so that the data of the students will be displayed on the screen.
6. Click on “Fill Form” at the right hand corner, so that the entire data along with the marks secured by the candidate will be displayed.
7. In case of any problem as mentioned below in filling up of application for back candidates, the Head Office, Cuttack has to be contacted within the above stipulated period for doing the filling up of application form of those candidates.
  - [a] Roll Nos. not found
  - [b] Subject mismatch
  - [c] Correction of subject
  - [d] Any other difficulty
8. It is important to enter the information which are not shown on the screen, enter the subject in which the candidate will appear the examination, upload the photo and signature and thereafter **SUBMIT** to do the registration of more candidates.
9. After completion of registration of both fresh and back students, click on “Registered Student List” to view the data of the students entered. There is also a scope given to the head of the institution here, to modify/ delete the information already submitted. Hence the “Log in Authority” should utilise this provision and update the data by modifying the wrong information already given. The name and date of birth of the back candidates can not be edited by the login authorities. In case those needs correction, the Head Office, Cuttack may be contacted for correction supported by documents.
10. Once you are doubly sure regarding the information entered by you is correct, click on “Click here for Final Submit” and download the DR Sheet.
11. The log in authorities are to ensure that, they download the Descriptive Roll Sheet of the candidates. In case DR is not displayed, it should be taken for granted that filling up of application is not yet complete and the said candidates can not appear at the examination.
12. The D.R. should be kept for future reference and a copy of the D.R. shall be deposited with the concerned zonal office on or before 16/07/2021.

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

Sd/-,  
Secretary,  
B.S.E., Odisha, Cuttack