

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTIONS FOR FILLING UP OF ONLINE APPLICATION FORMS FOR HSC OFFLINE EXAMINATION, 2021

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 offline HSC Examination, 2021. They will be held responsible for any wrong entry.
3. The online application for filling up of application forms shall be available in the website www.bseodisha.ac.in from 05/07/2021 to 14/07/2021 midnight.
4. 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.
5. The User ID will be the school code and password is the same that has been last used. 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] Certificate & Declaration
 - [f] Descriptive Roll Sheet.

The filling up of application forms can be done more than once. However if the head of the institution has filled up forms for, 20 candidates, he/ she has to complete the process and log in again to do the filling up of application forms for other candidates.

[a] **School Profile** :-

This section contains information regarding the school which will automatically be displayed basing on the data submitted during enrolment of students for appearing at the Annual HSC Examination, 2022. However if some information needs to be edited, the same can be done and **SUBMIT** button has to be clicked to move to the next section for filling up of the application forms for different category of candidates. Some of the fields can not be edited at the end of log in authorities. However if correction is required for those fields, Head Office, Cuttack has to be approached with authentic supporting documents.

[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 & have not filled up form for Annual HSC Examination, 2021 and the candidates who had filled up forms for appearing at the Annual HSC Examination, 2021 will be displayed on the screen.
- [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 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] It should be noted that, if a candidate who had filled up forms for Annul HSC Examination 2021, fills up form for appearing at this offline examination, the results of this examination will be final and binding on part of that candidates.
- [v] 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**”.
- [vi] After completion of registration of regular candidates you can click “**Registration Ex-Regular**” to go for registration of these candidates.

[c] **Registration Ex-Regular :-**

- [i] Before going for registration of Ex-Regular Candidates, the Head of the Institution should keep himself ready with the UIN Nos., Roll Nos. and year of examination of candidates who come under this category.
- [ii] Enter Roll No., UIN No. and year of the examination in which the candidate last appeared, so that data of the candidate will be displayed on the screen.
- [iii] Upload the photograph & scanned signature of the candidate. Click on “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 candidates.
- [iv] If on entering the Roll No., UIN No. & Year of the Examination the data of the candidate is not displayed on the screen, the Head of the Institution has to approach Central Office, Cuttack to fill up the application form of that candidate within the stipulated period.

[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 and edited individually. The Head of the Institutions are required to take the advantage of the edit option given at this stage. The following data of a candidate can be edited. No fee will be charged for effecting the correction in the data.

For Regular Candidates the following fields can be edited :-

- Father’s Name/ Mother’s Name/ Date of Birth/ Caste Category/ 1st, 2nd & 3rd language Subject/ Gender/ WE, AE & HE.

For Ex-Regular Candidates the following fields can be edited :-

- Father's Name/ Mother's Name/ Caste Category/ Religion.

[ii] In case some other information apart from that mentioned at [i] is required to be corrected, the Head of the Institution has to approach Central Office, Cuttack for effecting necessary correction with all original documents. However this should be completed within the stipulated period for filling up of application forms.

[f] **Declaration** :-

[i] The following declaration have to be given by the Head of the Institutions in this section.

I do hereby declare that, the information submitted by me are correct and based on official documents of the school. The correction of the data in favour of the registered students, wherever required have been effected and no further correction is left pending. The photograph of the candidates in the database have been duly uploaded which are genuine. I shall be held solely responsible for any incorrect information submitted in this application.

[ii] After going through the Declarations given above, click the box at the left hand corner, so that your signature and final submit button will be displayed confirming that you fully owe to the declaration given.

[g] Now click "Final Submit" button so that "Descriptive Roll Sheet" will be displayed on the screen. Take a print out of the same and log out.

[h] The downloaded copy of the descriptive roll sheet shall have to be deposited with the respective zonal offices on or before 16/07/2021.

[h] If the Log In authorities require some more students for registration, they can very well follow the similar procedure and do the form fill up work.

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