BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

INSTRUCTIONS FOR ONLINE REGISTRATION OF CANDIDATES FOR HIGH SCHOOL CERTIFICATE EXAMINATION, 2027

A. Log in-

1. The authority to Log In shall be the Head of the Institutions.

2. The online registration shall be done (24x7) on visiting the website www.bseodisha.ac.in from 03/12/2025 till 17/12/2025.

3. The payment of fee submission of application form shall be closed by17.12.2025.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 filled up application forms for Annual HSC Examination-2026.

6. The Schools who have not created their passwords are to login by the Password, "school@123".

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7. The Application Format consists of the following main fields:

   a. School Profile

   b. Student Registration

   c. Registered Student List

   d. Registered Teachers List

   e. Declaration-cum Payment

   f. Download Descriptive Roll Sheet

8. At first School Profile has to be filled in.

9. 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 location of the school and name of the GP/ ULB are incorrect, the same may be corrected by submitting authentic documents at the Head Office, Cuttack.

10. The head of institution must fill the correct 11 digit Udise Code of the school in the designated place of the school profile.

11. The rest data under school profile shall have to be entered correctly before uploading of full signature of the Head of the Institution.

12. Before move to student registration button, the head of institution must collect and countersign the proforma submitted in Annexure-I.

13. Click school profile "SUBMIT" button and move to the STUDENT REGISTRATION Page to register the students one by one.

14. 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.(Size of photo & Signature not more than 50 kb).

15. 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. The third language subject should be filled up correctly. The third language subjects are TLH, TLS, TLP, TLO, TLV. The physically challenged candidates can opt only TLV subject under 3rd language. These candidates can also opt SEP under 2nd language subject. The rest candidates cannot opt SEP & TLV under 2nd & 3rd language subject respectively. No change of subject shall be allowed after the enrolment is over.

16. In case 1st language of the candidate is other than FLO, an extra field will be shown for script This field refers to medium of language for writing answer in other subjects i.e MTH, GSC & SSC which has to be selected correctly.

17. Photo & full signature of the student in proper file & size have to be uploaded for avoiding any complicacy in future.

18. The Vocational Trades have been introduced in 1278 schools. The students of these schools can choose any one trade from two trades opened in each school in lieu of third language subject.

19. The following Vocational Trades have been introduced for the students :-

SL NO.	VOCATIONAL SUBJECT NAME	SUB CODE
1	AGRICULTURE	AG- SC
2	AGRICULTURE	AG- AW
3	AGRICULTURE	AG- CG
4	APPAREL & HOME FURNISHING	AH
5	AUTOMOTIVE	AM
6	BEAUTY & WELLNESS	BW
7	CONSTRUCTION	CN
8	ELECTRONICS & HARDWARE	EH
9	FOOD PROCESSING	FP
10	HEALTH CARE	HC- HT
11	IT/ITES	IT
12	PLUMBING	PL
13	RETAIL	RT
14	TELECOM	TC
15	TOURISM & HOSPITALITY	TH

One of these trades can be opted in place of third language subject in the designated 1278 schools.

20. Aadhar number 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.

21. After entering all fields, the entered information has to be again checked / edited before Clicking "SUBMIT" button.

22. You can fill up application forms one after another for total number of students of the school.

23. After completion of all registration, you can click on "Registered list of Students" to visualise the entire registration done by you.

24. There is a download option for "Registered Candidates 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.

25. After completion of edit, please click "NEXT" button to go to the field "REGISTERED TEACHER LIST".

26. 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.

27. 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.

28. 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

29. 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.

30. Teachers whose superannuation date is on or prior to **31.12.2025** have been deleted from the Registration list. Hence registration of these teachers shall not be done by the Head of the Institutions. A drop down column with following options i.e. continuing in same station/ Retired / Deceased / Transferred / Resigned/Promoted to the post not less than BEO rank will be shown against all the teachers which must be filled in by the head of institution with a remark.

31. 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 online mode.

32. The SC & ST candidates of Govt./ Govt. Aided schools are exempted from paying the fee. Head of the Institution will collect the fee from other candidates at the following rate for payment through online mode.

        [a]   Fee for enrolment :- Rs.60/- per candidate

33. 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 and Registered Teacher List.

34. 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.

35. 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.

36. 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 19.12.2025.

37. The Deputy Secretaries will deposit copy of the Registered teacher list of all the schools (district wise) to BSE head quarter on or before 24.12.2025.

38. For any assistance/query please call on the following cell phone numbers during 11.00am to 5.00pm.

   8949360745 / 8209003709.

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

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