

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

No. 714 / (Exam. Conf.)/ Dt. 10.06.24.

THE GENERAL INSTRUCTION FOR FILLING UP OF APPLICATION FORM FOR SUPPLEMENTARY HSC EXAMINATION, 2024

1. The students of all recognised secondary schools shall fill up their application forms for appearing at the Supplementary HSC Examination, 2024 through the Head of the Institutions who have enrolled those students.
2. The following category of school students can fill up their application forms for appearing at the Supplementary HSC Examination, 2024 whose authority to fill up the application forms shall be their Head of the Institution.
 - (a) The candidates who are secured "F" grade or have remained absent or booked under "MP" in Annual HSC Examination, 2024 in regular and quasi regular category are eligible to appear the Supplementary HSC Examination, 2024 as regular and quasi regular category respectively.
 - (b) All other candidates who have appeared the examination at least once and were unsuccessful either due to securing "F" grade or remaining absent or booked under malpractice are also eligible to appear in all the subjects in the existing Board's syllabus of 2024 under ex-regular category.
3. The following category of Correspondence Candidates can fill up their application forms for appearing at the Supplementary HSC Examination, 2024 whose authority to fill up the application forms shall be the Deputy Secretary of concerned zones.
 - (a) The regular correspondence course candidates who have secured "F" grade or have remained absent or booked under MP in Annual HSC Exam, 2024 are eligible to appear the Supplementary HSC Examination, 2024 as correspondence Course Regular (CR).
 - (b) Other correspondence course candidates who have appeared and have been unsuccessful in the previous Class-X HSC Board Examination prior to 2024 or during 2013 are eligible to appear under the student category correspondence course ex-regular (CE).
4. The list of regular candidates who were unsuccessful "F" grade, "ABS" & "MP" in Annual HSC Examination, 2024 shall be displayed along with the candidates who did not appear the Annual HSC Examination, 2024 under "Registration Regular". The Head of the Institution has to select the candidates from this list for appearing under "Regular" category.
5. For Ex-Regular category, the Head of the Institution has to enter the Roll No., UIN No. & year of the examination of candidates in which he/ she has last appeared. Entering year & Roll No. of previous examinations shall not find the candidate for appearing the exam.
6. The head of the institutions should fill up the script (writing language) of other subjects such as Mathematics, General Science & Social Science. The entry of script shall be required if the 1st language subject of the candidate is other than Odia.
7. The Vocational candidates who have "F", "ABS" & "MP" under result grade at Annual HSC Examination, 2024 shall appear practical examination if they have failed in practical examination, i.e. if they have scored less than 15 marks in practical. They shall not appear the practical examination if the mark scored by them is 15 or more. Moreover the candidate appearing the examination for the 1st time shall appear at the practical exam.

8.

Fee Structure :-

Fee structure for filling up of application forms is as follows :-

CATEGORY	AMOUNT OF FEE PER CANDIDATE
[a] School Regular (SR)	Rs.420/-
[b] Quasi Regular (QR)	Rs.500/-
[c] Ex-Regular (ER)	Rs.500/-
[d] Correspondence Course Regular (CR)	Rs.500/-
[e] Correspondence Course Ex-Regular (CE)	Rs.500/-

9. The schedule dates for filling up of application forms are given here as under :-

- a. The filling up of application forms shall be done through **ONLINE** mode only on visiting the website www.bseodisha.ac.in from 10/06/2024 for which last date of deposit of fee and online submission of application form will be 21/06/2024 midnight.
- b. There will be no option for deposit of fee on submission of form with fine after the dates mentioned at supra 'a' above.



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



Secretary,
B.S.E., Odisha, Cuttack

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTIONS FOR FILLING UP OF APPLICATION FORMS FOR SUPPLEMENTARY HSC EXAMINATION, 2024 THROUGH ONLINE

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 Supplementary HSC Examination, 2024. They will be held responsible for any wrong entry or wrong deposit of fee. They should also note that fee if once remitted to the accounts of the Board shall not be refunded at any cost.
3. The online application for filling up of application forms shall be available in the website www.bseodisha.ac.in from 10/06/2024 to 21/06/2024.
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 used for filling up of application forms of students for appearing at the Annual HSC Exam, 2024.
6. 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] Payment
 - [f] Declaration
 - [g] 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 filling up of application forms of students for appearing at the Annual HSC Examination, 2024. 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 2022 in Class-IX & have not filled up form for Annual HSC Examination, 2024 and the regular candidates with appearing category "A" who had result grade "F", "ABS" & "MP" in AHSC Examination, 2024 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, 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] Likewise all those students who shall be selected, will be deleted from this section and shall automatically be displayed under the section "**Registered Student List for Edit**".
- [v] After completion of registration of regular candidates you can click "**Registration Ex-Regular**" to go for registration of those 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 Head Office, Cuttack to fill up the application form of that candidate within the stipulated period.

[c] **Registered Students List for Edit** :-

- [i] In this section the data of all categories 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/ Gender/ Religion.

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

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

- [ii] In case some other information apart from those mentioned at [i] is required to be corrected, the Head of the Institution has to approach Head 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.
- [iii] After completion of edit of all information, the Head of the Institution shall move for "Payment".
- [iv] On clicking the payment option at the top, a consolidated statement of accounts for fee payment will be displayed on the screen.

[d] **Payment** :-

- [i] On clicking the payment option, the details of payment statement will be shown on the screen as below :-

Category	No. of Students	Rate (Per Candidate)	Total Amount
[a] School Regular (SR)		Rs.420/-	
[b] Quasi Regular (QR)		Rs.500/-	
[c] Ex-Regular (ER)		Rs.500/-	
Total Amount in Rupees			
Click Here to Pay Application Fee			

- [ii] Click "**Click Here to Pay Application Fee**" for making payment through HDFC Payment gateway.
- [iii] It is for all to deposit the fee through online mode by the Debit/ Credit card or by using net banking or by UPI.

[e] **Declaration** :-

- [i] The following declaration has 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 Ex- Regular students registered by me are eligible for appearance at the Supplementary HSC Examination, 2024. The appearing code of the candidates have been correctly entered by me. 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 24/06/2024.

[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.

THE HEAD OF THE INSTITUTIONS ARE INSTRUCTED NOT TO VISIT THE LINK UNNECESSARILY. THEY WILL BE PENALISED IF THEY DO SO.