BOARD OF SECONDARY EDUCATION, ODISHA, KATAKA

STEP BY STEP INSTRUCTIONS FOR ONLINE FILLING UP OF APPLICATION FORMS FOR CLASS-X, HSC EXAMINATION, 2027

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 Class-X, HSC Exam, 2027.
3. The online application for filling up of application forms shall be available from 02/11/2026, 08.00 am onwards on visiting the website i.e. www.bseodisha.ac.in
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 & password is the same that has been used for Enrolment of Class-IX students.
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] Registered Teachers List
   [F] Declaration & Payment
   [G] Descriptive Roll Sheet.
   The filling up of application forms can be done more than once. However if the head of the institution is filling up the forms for suppose, 20 candidates, he/ she has to complete the process and log in again to do the filling up of application forms for more candidates.

[A] School Profile:-

- This section contains information regarding the school which will automatically be displayed basing on the data submitted during enrolment of Class-IX students for appearing at the HSC Examination, 2027. However if some information needs to be edited, the same can be done along with entry of name and mobile number of the Head of the Institution and uploading of his/her full signature. Thereafter **"SUBMIT"** button has to be clicked to move to the next section for filling up of the application forms for Regular and Ex-Regular students. If non editable field needs to be corrected the same can be corrected at Head Office, Kataka on production of original documents.
- The Head of the institutions has to enter medium of instruction in which the students are being taught. This will be Odia in almost all schools. However some

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schools have medium of instructions as Telugu/ Hindi/ English which should be mentioned correctly.

- The field "School comes under which Department" should be entered correctly i.e. whether it comes under "Deptt. of S & ME or Deptt. of SC & ST or Private".

[B] **Registration Regular:-**

[i] On clicking "Registration Regular" at the top of the screen, the data of students who have been enrolled during 2025-26 in Class-IX shall be displayed.

[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 finalize, who shall fill up the application forms out of the name of candidates shown on the screen. The candidate who have passed Class-IX annual exam can only be eligible for filling up of forms. Further PEN of each candidate has to be entered. In case of students not having PEN, information of such students is to be submitted to the Head Office, Kataka at the earliest for generation of temporary number to be used in place of PEN.

[iii]Once the candidates at [ii] above is finalised, Head of the Institution has to do the following entries.

(a) Enter script for other subjects where first language subjects of candidate is other than FLO.

(b) Thereafter select the candidates at the extreme right box and click **"SAVE"** 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 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 Ex-Regular 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 Roll Nos., Enrolment No. (UIN) and year of last appeared examination of those candidates who come under this category.

[ii] Enter Roll No., UIN No. and year of the examination press **"VIEW"**, the data of the candidate will be displayed on the screen. It is to be noted that, year of examination shall be the year of the last examination in which the candidate had appeared and failed.

[iii] The Appearing Code of all candidates who come under this category will be "A" except for the compartmental candidates. Upload their scanned photograph and signature and click **"UPDATE"** button, so that this particular candidate moves to the section **"REGISTERED STUDENT LIST FOR EDIT"**. The similar procedure shall be followed one by one for registration of more than a single candidate.

[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

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Central Office, Kataka to fill up the application form of that candidate within the stipulated period.

[v] After completion of the filling up of application forms for all ex-regular candidates click **"REGISTERED STUDENT LIST FOR EDIT"**, so that all candidates who have filled up forms shall be seen on the screen.

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

[i] In this section the data of all category of candidates who have filled up application forms shall be displayed on the screen which can be viewed, downloaded and edited. The Head of the institutions are required to take the advantage of the edit option given at this stage. It is advised to download and take a print copy of the "Registered Student List" and thoroughly check if any mistake exists. Mark the mistake and effect correction on the screen in favour of those students before going to the next stage that is declaration. The following data of a candidate can be edited.

Regular Candidates

- Mother's Name
- Father's Name
- Date of Birth
- Gender
- Language Subjects (First/Second/Third)
- Script for other subjects
- Aadhar No.
- Religion
- Whether Physically Challenged
- Whether Scribe Required

Ex-Regular Candidates

- Father's Name
- Mother's Name
- Gender
- Religion
- Language subjects

[ii] After effecting correction click "UPDATE" button.

[iii] In case some other information apart from that mentioned above is required to be corrected, the Head of the Institution has to approach Central Office, Kataka for effecting necessary correction. However this should be completed within the stipulated period of filling up of application forms and required correction should be supported by **genuine documents**.

[iv] After completion of edit of all information, the Head of the Institution shall move for "Registered Teacher List".

[E] **Registered Teacher List:-**

i. Registered Teacher List will show details of all the registered teachers of the school. It has **"VIEW/ MODIFY/ TRANSFER"** action.

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ii. Teacher joined the school due to transfer process and whose name is not showing in registered teacher list, his/her name can be added by clicking "INSERT" button.

iii. It should be remembered that, if some student's 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.

iv. 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.

The Registered Teacher List shall have to be countersigned by the concerned District Education Officer. Cases of death or resignation of Teachers are to be intimated to the Head Office for deletion at this level. A copy of the said list duly countersigned by the DEO and Descriptive Roll Sheet of the students shall have to be submitted to the concerned Zonal Deputy Secretary of the Board on or before 26.11.26.

[F] **Declaration:-**

On clicking the declaration section, the following declarations have to be given by the Head of the Institutions on clicking the box.

☐ 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 Class-X, HSC Exam, 2027. The copies of Caste Certificates of SC & ST students have been preserved which may be require data any time by the B.S.E., Odisha for the purpose of audit or for any other purposes. **The correction of data in favour of the registered students, have been effected and no further correction is required.** The photograph of the candidates in the database have been duly uploaded which is genuine. **I shall be held solely responsible for any incorrect information submitted in this application.**

Payment:-

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

CATEGORY	AMOUNT OF FEE PER CANDIDATE
[a] School Regular (SR)	Rs.420/-
N.B. Students of Govt. and Govt. Aided Schools belonging to ST/SC Category are exempted from the above fee at [a]	
[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/-

After certifying the above declarations, press "PAYMENT" button, so that you will be directed to payment gateway. After successful payment, you will be directed to the next page for downloading the Descriptive Roll Sheet.

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7. 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.
8. The last date for submission of application form shall not be extended this year. Hence log in authorities are instructed to complete the form fill up work well in advance and do not wait for the rush at the fag end.
9. The filling up of application process will be completed only after downloading of "Descriptive Roll Sheet" and not downloading the. "Registered List". **In case you have not received the copy of Descriptive Roll Sheet, your students shall not be eligible for appearing at the Class-X, HSC Examination, 2027.**

26/12/2026

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

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