

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTION FOR FILLING UP OF ONLINE APPLICATION

FORM FOR

ODISHA SECONDARY SCHOOL TEACHER ELIGIBILITY TEST (OSSTET), 2023

1. Registration for OSSTET-2023 shall be opened from 11/12/2023 till 11.59 pm of 22/12/2023. Deposit of fee shall have to be completed by 21/12/2023, 11.59 pm. The candidates deposited fee on 21/12/2023 shall be allowed to submit their forms online before 11.59 pm of 22/12/2023.
2. Registration can be done (24 x 7) on visiting the website : www.bseodisha.ac.in
3. Before going for registration, the candidate shall have to read the Instructions, Eligibility & Applicability for appearing at the). He/ She should login only if eligible for OSSTET.
4. The Instructions, Guidelines for eligibility & applicability, Format for continuing certificate and Syllabus Structure are available in the website www.bseodisha.ac.in
5. On visiting the website, "Log in to your account" screen shall be displayed.
6. If you have already registered, enter your registered phone number & Password and Login to enter, otherwise click on "Click Here for New Registration" to register.
7. On clicking "Click Here for New Registration", Registration OSSTET-2023 page will be displayed on the screen where you have to enter your Name, Password (to be created by you), re-type the password, enter Mobile No., e-Mail ID & caste category and then "Submit". The candidate should enter his/ her correct caste. The caste entered cannot be corrected at later stage. According to the Caste entered, correct fee amount will be displayed in payment gateway. **(Enter your own e-Mail ID & Mobile No. which are valid, failing which you can not register ONLINE)**
8. After clicking "Submit Button" you will be directed again to the "Login to you Account" screen where you have to enter your phone number & Password (created by you) and Login.
9. After "Login" you will have to enter verification code which shall be sent in your registered mobile number and thereafter click on "Verify" button. If the verification code is correct, you will be directed to login screen to login again by entering your phone number & password, so that you will be directed for **payment of fee through online mode**.
10. Before going for payment, please read Eligibility Criteria as per Guidelines of OSSTET, 2023. If you are not eligible, do not make payment. Fee once paid shall not be refunded.
11. It is to be noted that the information being filled up by the candidate should be correct and as per this instruction, failing which you can not proceed further.

12. A number of chance is given to edit the information before final submission. Hence the same should be utilised so that no mistake is committed in filling up the application form. The Board of Secondary Education Odisha shall not correct any wrong information filled up by the candidate.
13. The Fee for OSSTET, 2023 is Rs. 600/-per candidate for General & SEBC and Rs.400/- for ST & SC category of candidates.
14. Application form has the following four sections.
 - (a) Personal Information
 - (b) Eligibility Criteria
 - (c) Educational Qualification
 - (d) Declaration
15. The first three sections can be filled up one by one starting from (a) → (b) → (c). However after reaching section (c), one can again come back to “b” or “a” and update the information already entered.
16. At first Personal Information shall be entered by the candidate. Under this section, the candidate has to enter his/ her detail information as asked for in the application.
17. Enter all the mandatory fields and upload the required certificates/ documents/ photos in jpg/jpeg/.jpg/.png file within the specified size. Thereafter click ‘SUBMIT’ button to go to the next stage i.e. “Eligibility Criteria”.
18. Enter all the required fields under “Eligibility Criteria” and ‘SUBMIT’ to go to the next stage i.e. “Educational Qualification”.
19. Enter all the mandatory fields under General & Professional Qualifications and ‘SUBMIT’ to go to the next stage i.e. “Declaration”, where you can see all information filled by you under different fields. The candidates should doubly check the information entered by them. If the information is wrongly entered, they can very well edit the information by clicking the “EDIT” button below, which will be displayed after ticking the Declaration box . If there is nothing to edit, they can download the Acknowledgment Receipt which will be displayed after clicking the button,
“YES – FINAL SUBMIT”.
20. Once “YES – FINAL SUBMIT” button is clicked, the candidate can no more edit any information already filled.
21. Take the print copy of the “Acknowledgement Receipt” and preserve it for further use.
22. It should be noted that, the registration for OSSTET, 2023 will be complete only if Acknowledgement receipt is downloaded. In case Acknowledgement Receipt is not

downloaded, registration process is incomplete and hence admit card of the candidate cannot be generated as a result, the candidate shall not be allowed to appear the examination.

23. The results of the OSSTET shall be processed as per data entered by the candidate and there shall be no deviation from that.

**THE BOARD SHALL NOT BE RESPONSIBLE FOR NON-SUBMISSION OF APPLICATION
EVEN IF PAYMENT IS MADE. FEE ONCE PAID SHALL NOT BE REFUNDED.**

Board of Secondary Education,
Odisha, Cuttack