

# Board of Secondary Education, Assam

Bamunimaidam, Guwahati-781021.

No. SEBA/EX/HOLD/16/2016-17/ 166475-32674 Dated Guwahati the 29<sup>th</sup> October, 2016

From: Shri Kamal Jyoti Gogoi,  
Secretary,  
Board of Secondary Education, Assam  
Guwahati-78021.

To: 1. The Principal/Headmaster/Headmistress of  
H.S. School/High School (All).  
2. The superintendent of High Madrassa (All).

Sub: Instruction for filling in Form through Online to appear in the HSLC/AHM Examination, 2017.

Ref: Notification No. SEBA/EX/HOLD/16/2016-17/37 Dated 20<sup>th</sup> October, 2016.

Sir/Madam,

With reference to the subject cited above, I have the honour to furnish below the detail guidelines for filling in Online Forms to appear in the HSLC/AHM Examination, 2017 as notified in the notification No. SEBA/EX/HOLD/16/2016-17/37 Dated 20<sup>th</sup> October, 2016.

## Guidelines for filling in online forms: -

The concerned School will be responsible for the Application process for all the Candidates appearing under the school. The school will have to use the User Name and Password already supplied by SEBA individually to each school through a Password intimation Letter. The Password letter should be kept in safe custody till the completion of examination.

The whole process can be broadly summarized to the following steps, to be followed in the given order:

### STEP 1: Login

- Follow the instructions given in the Password intimation Letter.
- Enter the User Name and Password as per the Password intimation Letter.
- Please note that each school has already been provided with a confidential unique password, and there is no scope of change of password at any level.

### STEP2: Enter details of candidates registered prior to 2015 (Database A) (Reading in class X during 2016 with Registration prior to 2015 and re-admitted Students)

- This step can be completed in multiple sessions; the schools can log in any number of times to complete this process.
- Following data for each candidate need to be collected in advance for input in the system:
  1. Name of Candidate
  2. Father's Name
  3. Mother's Name
  4. Date of Birth
  5. Medium
  6. MIL Group (if Applicable)
  7. Whether physically challenged
  8. Registration Number
  9. Gender
  10. Category (Caste)
  11. Subject Combination
  12. Scanned copy of photograph and Signature of The candidate.
- Schools can add, view, modify and delete records till STEP 4 is not completed.
- Finally take a printout of the Checklist for candidates registered prior to 2015 (Database A)(Reading class X during 2016 with Registration prior to 2015 and re-admitted Students)

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