



BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMAIDAM, GUWAHATI-781 021

website : www.sebaonline.org, email : boardassam@gmail.com

No. SEBA/REGN/DES/2013/35

Dated Guwahati, the 18th January, 2020

From : Suranjana Senapati, ACS
Secretary,
Board of Secondary Education, Assam
Guwahati- 781021.

To : The Heads of High/ Higher Secondary / High Madrassa School

Sub : Online Registration of Class IX students for the year, 2020 from
17/01/2020 to 31/03/2020.

Sir/ Madam,

In inviting a reference to the subject cited above, I am to inform you that the online registration portal (<https://sebaregistration.in/>) for Registration of Class IX students for the year 2020, will remain open from **17th Jan, 2020 to 31st March, 2020**.

All the Heads of High/ Higher Secondary / High Madrassa Schools are hereby requested to complete the registration of Class IX students in the online registration portal within the stipulated time.

For filling in the Online Application Forms for Registration of Students of class IX, the following points shall have to be noted:

1	Registration Fees	:	Rs. 150/- (Rupees one hundred fifty) only per student.
2	Application Form for Registration	:	<p>For Online Registration, visit SEBA's Online registration portal i.e. www.sebaonline.org and click on the Online Registration, 2020 Or navigate to https://sebaregistration.in.</p> <p><u>Link will be available from 17/01/2020.</u></p> <p>a. In the Home page of the registration portal, school has to select the School Login Option.</p> <p>b. In this part school has to Sign in with their respective User account by using their School Code as a User ID followed by a password.</p> <p>Password will remain same as provided during 2019 class IX registration.</p> <p>If Password is lost then School has to collect the password from the respective Member Secretary of the Regional office of SEBA of concerned district. The list of Member Secretary of each district is enclosed herewith.</p> <p>c. After signing in, the school has to fill up the details of the School before proceeding for registration.</p> <p>The Data Capture Sheet (enclosed) is uploaded in the official portal of SEBA, www.sebaonline.org. The Head of the Institution has to download and print the Data Capture Sheet and share it among the students, to collect the details of the students.</p> <p>The captured details will be uploaded, in the registration portal, by the Head of the Institutions.</p> <p>The Heads of the Institutions shall examine and verify the information furnished by each student comparing with the School Admission Register and other related documents. Ensure that the Online application forms are filled in correctly.</p> <p>The detailed guidelines for filling in online application is also available as a link in the registration portal as "User's Handbook".</p>
3	Photograph & Signature	:	Soft copy of a recent passport size Color Photograph (in white background) and Signature to be uploaded in the portal. (Options for uploading Photograph and Signature are provided in the portal).

4	Statement	:	After adding the Students information, Photograph and Signature, Form No. 50 will be generated by the system. Before generating the Form No 50, the Head of the Institutions should check the entries again and again. Generating of Form No 50, should be done, only after the full satisfaction, that there is no error.
5	Collection and Submission of Form No. 50 & D.D.	:	The Officer-in-Charge of the HSLC/AHM Examination centre shall collect the printout of the Form No. 50 duly signed by Head of the Institution and handover to office of the Inspector of Schools. 1. Link for online registration of 2020 will be available till 31/03/2020. 2. Link for payment option will remain active till 04/04/2020. 3. Last date of generating the final list (Form No 50) is 05/04/2020. 4. Last date of submission of final list (Form No 50), by feeder schools to the Center In-Charge, is 08/04/2020. 5. Last date of submission of the final list (Form No 50), by the Center In-Charge to the concerning Office of Inspector of Schools is 09/04/2020.
6	Mode of Payment	:	Necessary fees for Registration may be deposited either through generated Challan in any SBI branch , or by Online payment . (i) Online payment can be done through Debit Card/Credit Card or Internet Banking. (ii) Challan: Registration fees may also be deposited through Challan (generated from portal), in any of the Branches of State Bank of India .
7	Important Instructions for filling-up the Online Registration Form: a) FILLING IN OF MANDATORY FIELDS OF THE FORM ARE COMPULSORY. b) ENTER STUDENT'S NAME/FATHER'S NAME/MOTHER'S NAME CORRECTLY. c) ENTER CORRECT DATE OF BIRTH. PLEASE DO NOT ENTER INVALID D.O.B. (FOR EXAMPLE, 30TH FEBRUARY OR 1ST APRIL/JUNE/SEPTEMBER/NOVEMBER). d) THE AGE OF THE REGISTERED STUDENT SHOULD BE MINIMUM 13 YEARS AS ON 1ST MARCH 2020. e) STUDENT HAS TO SUBMIT PHOTOCOPY OF THE BIRTH CERTIFICATE OR M.E. SCHOOL CERTIFICATE WHERE THE DATE OF BIRTH OF THE STUDENT IS MENTIONED, FOR UPLOADING IN THE REGISTRATION PORTAL.		

Your kind co-operation is highly solicited.

Enclosed:

1. List of Member Secretaries
2. Data Capture Sheet

Yours faithfully,



Secretary,
Board of Secondary Education, Assam
Guwahati-21

Memo No. SEBA/REGN/DES/2013/35-A
Copy to:

Dated Guwahati, the 18th January, 2020

1. The Chairman, SEBA for information.
2. The Controller of Examinations, SEBA for his information.
3. The Inspector of Schools (all) for information and necessary action.
4. The Member Secretary (all), Regional Office of SEBA.
5. The EDP (all) Regional Office of SEBA.
6. The Secretary (all), District Academic Council for information and necessary action.
7. The Dy. Secretary, SEBA, for information and necessary action.
8. Sr. SAP, IT Dept., for information and necessary action.
9. Guard file.



Secretary,
Board of Secondary Education, Assam
Guwahati-21