



BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMADAM, GUWAHATI-781 021

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

S/No. SEBA/REGN/DES/2021/0001/01

Date: 20th May, 2021

NOTICE

It is for the information of all the Schools affiliated under Board of Secondary Education, Assam (SEBA), that the online portal (<https://sebaregistration.in/>) for Registration of Class IX students for the session 2021-22, will be opened on **21st May, 2021 from 9 AM**.

The portal will remain open from **21st May, 2021 to 31st July, 2021**.

All the Heads of High/Higher Secondary Schools, including the schools which are recently converted as High/Higher Secondary schools, are hereby requested to complete the registration of Class IX students in the online registration portal within the stipulated time. Schools are requested to start downloading the Data Capture Sheet (DCS) from the portal and circulate among the Class IX students, for securing the required information and uploading in the portal.

1	Registration Fees	: Rs. 150/- (Rupees one hundred fifty) only per student.
2	Registration Process	: For Online Registration, please visit SEBA's website www.sebaonline.org and click on the link Class IX Registration, 2021 . Upon click, School will be redirected to Registration portal . a. In the Home page of the Registration portal, school has to select the School Login Option. b. School has to Sign in with their respective User account by using their School Code as User ID followed by a password. Password will remain same as provided during 2020 class IX registration. 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, in Annexure I . c. After signing in, the School will be redirected to My School page , where the school has to update the details of the School before proceeding for registration. d. The Data Capture Sheet (Annexure II) 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 their details. e. The Head of the Institution will upload the collected details of the students, in the registration portal. f. The Heads of the Institution shall examine and verify the information furnished by each student comparing with the School Admission Register (SAR) and other related documents. g. The detailed guidelines for filling in online application is also available as a link in the registration portal as " User's Handbook ".
3	Photograph & Signature	: A recent passport size Color Photograph (in white background) and Signature of the students have to be uploaded in the portal.
4	Birth Certificate	: For the proof of Date of Birth, the scanned copy of Birth Certificate of each student has to be uploaded in the portal. If Birth Certificate is not available then, Certificate provided by the Head of the Institution has to be uploaded.

5	Payment	: After inserting the student's information as per Data Capture Sheet, the School has to generate the challan and make the necessary payment of the Registration Fees in any SBI branch , or by Online payment . (i) Online payment can be done through Debit Card/Credit Card or Internet Banking. OR (ii) Challan : Registration fees can be deposited through Challan (generated from portal), in any of the Branches of State Bank of India .
6	Statement (Form 50) and Correction.	: After every successful payment, Form 50 will have to be generated from the portal, in the Payments section. School will thereafter take the printout of the Form 50 and verify the details of each candidate, if any correction is required as per the data capture sheet. School will be able to make the necessary corrections of the Student's details, if required, later during the Online Registration Checklist Correction phase.
7	Important Dates	: 1. Last date of making online Registration is - 31st July, 2021. 2. Last date of Challan Generation and making Payment- 06th Aug, 2021. 3. Registration Checklist Online Correction - from 10th to 31st Aug 2021. NOTE: HARD COPY/COPIES OF FORM 50, HAS TO BE RETAINED BY THE SCHOOL CONCERNED. IT NEED NOT BE SUBMITTED TO THE CENTRE SCHOOL OR I/S OFFICE.
8	Important Instructions for filling-up the Online Registration Form: A) Please enter student's Name, Father's Name, Mother's Name and Date of Birth correctly as per the School Admission Register (SAR) and Birth Certificate. B) The age of the registered student should be minimum 13 years as on 1st March, 2021. C) For any query please contact Member Secretary (DPO)/EDP of the Regional Office of SEBA. D) The <u>User Name</u> and <u>Password</u> for the portal is same as of last year. However for the newly converted schools, User Name and Password will be provided by the Inspector of Schools.	

Sd/-
Secretary,
Board of Secondary Education, Assam
Guwahati-21

Memo No. SEBA/REGN/DES/2021/0001/01-A Date: 20th May, 2021

Copy to:

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

Sd/-
Secretary,
Board of Secondary Education, Assam
Guwahati-21

LIST OF MEMBER SECRETARIES OF REGIONAL OFFICES OF SEBA

DISTRICT	DESIGNATION	NAME
BAKSA	MEMBER SECRETARY	BHUPENDRA NATH DAS
BARPETA	MEMBER SECRETARY	NIRANJAN OJAH
BISWANATH	MEMBER SECRETARY	BEDABRAT BORA
BONGAIGAON	MEMBER SECRETARY	JUGAL KISHOR BARAH
CACHAR	MEMBER SECRETARY	DR. BIDYUT DEB CHOUDHURY
CHARAIDOU	MEMBER SECRETARY	GOURI SANKAR BORUAH
CHIRANG	MEMBER SECRETARY	DHANARAJ BRAHMA
DARRANG	MEMBER SECRETARY	CHITTARANJAN KALITA
DHEMAJI	MEMBER SECRETARY	DR. BIDYOT DIHINGIA
DHUBRI	MEMBER SECRETARY	ABHIJIT CHAKRABORTY
DIBRUGARH	MEMBER SECRETARY	DIPANKAR DUTTA
DIMA HASAO	MEMBER SECRETARY	THANG CHUNG HOI KHELMA
GOALPARA	MEMBER SECRETARY	GUNA HAZARIKA
GOLAGHAT	MEMBER SECRETARY	RUNA SAIKIA
HAILAKANDI	MEMBER SECRETARY	H.M. PARVEZ AKHTAR
HOJAI	MEMBER SECRETARY	ASHOK KUMAR GOGOI
JORHAT	MEMBER SECRETARY	PARAMITA SARMAH
KAMRUP	MEMBER SECRETARY	PHULPAHI NATH
KAMRUP (M)	MEMBER SECRETARY	RONGMILON AHMED
KARBI ANGLONG	MEMBER SECRETARY	DAWA SANGPO LAMA
KARIMGANJ	MEMBER SECRETARY	KH. SANJEEV KUMAR SINGH
KOKRAJHAR	MEMBER SECRETARY	BIJU BASUMATARY
LAKHIMPUR	MEMBER SECRETARY	SARUJ BARUA
MAJULI	MEMBER SECRETARY	RITURAJ HAZARIKA
MORIGAON	MEMBER SECRETARY	RUHINI KUMAR DUTTA
NAGAON	MEMBER SECRETARY	PRASANTA KONWAR
NALBARI	MEMBER SECRETARY	PRAFULLA KALITA
SIVSAGAR	MEMBER SECRETARY	GOURI SANKAR BORUAH
SONITPUR	MEMBER SECRETARY	KRISHNA KANTA DEKA
SOUTH SALMARA	MEMBER SECRETARY	AULAD HUSSAIN
TINSUKIA	MEMBER SECRETARY	LINUMA GOGOI
UDALGURI	MEMBER SECRETARY	ROBERT BASUMATARY
WEST KARBI ANGLOG	MEMBER SECRETARY	DAWA SANGPO LAMA

Individual Data Capture Sheet for Students regarding Online Registration for Class IX-2021

Name of the School:

1.	Name of the Student:			
2.	Father's Name:			
3.	Mother's Name:			
4.	Guardian's Name:			
5.	Name of the school attended last:			
6.	Elementary Education ID: (if any) To be collected from CRC (not mandatory)		7. Date of Birth:	
8.	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	9. Religion:	<input type="checkbox"/> HINDU <input type="checkbox"/> ISLAM <input type="checkbox"/> BUDDHIST <input type="checkbox"/> CHRISTIAN <input type="checkbox"/> SIKH <input type="checkbox"/> JAIN <input type="checkbox"/> OTHERS
10.	Caste:	<input type="checkbox"/> SC <input type="checkbox"/> ST (P) <input type="checkbox"/> TG <input type="checkbox"/> OBC <input type="checkbox"/> MOBC <input type="checkbox"/> GENERAL <input type="checkbox"/> ST (H)		
11.	Physically Challenged:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	(If physically challenged) Type of Impairment:	<input type="checkbox"/> VISUALLYIMPAIRED <input type="checkbox"/> HEARING & SPEECHIMPAIRED <input type="checkbox"/> CEREBRAL PALSY & MENTALLYIMPAIRED <input type="checkbox"/> LOCOMOTORIMPAIRED		
12.	Student's Aadhar No: (if available)			
13.	Student's/ Parent's Mobile No:		14. Email ID (if any):	
Present Address				
15.	Address line 1			
16.	Address line 2			
17.	Village/City:		18. State/ Union Territory:	
19.	District:		20. Pin:	
Permanent Address		<input type="checkbox"/> (tick the check box if permanent address is same with the present address)		
21.	Address line 1			
22.	Address line 2			
23.	Village/City:		24. State/ Union Territory:	
25.	District:		26. Pin:	
27.	Medium of Instruction:	<input type="checkbox"/> English <input type="checkbox"/> Assamese <input type="checkbox"/> Bodo <input type="checkbox"/> Hindi <input type="checkbox"/> Bengali <input type="checkbox"/> Manipuri		
28.	MIL Subject:		29. MIL Group	
30.	Elective Subject:			
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Paste a recent passport size colour photograph with white background of size 3cmX4cm </div> <p>(Space for passport size photograph)</p>		<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Signature of the Student (within the box in black ink)</p>		

*** NOTE: STUDENT HAS TO SUBMIT PHOTOCOPY OF THE BIRTH CERTIFICATE OR CERTIFICATE PROVIDED BY THE SCHOOL, WHERE DATE OF BIRTH IS MENTIONED, FOR UPLOADING IN THE REGISTRATION PORTAL.**

I do hereby declare that the information provided above is true and correct.

Signature of the Father/Guardian