

Board of Secondary Education, Assam

Bamunimaidam, Guwahati -781021

No: SEBA/REGN/2016/1/01/PT/12

Dated Guwahati the 9th February, 2018

From : Shri Probin Sarma, AES
Secretary
Board of Secondary Education, Assam
Guwahati – 781021

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

Sub : Detailed instructions for Class IX Registration, 2018, through Online medium.

Ref : Notification No. SEBA/REGN/2016/1/01/PT/06 dated 07/02/2018

Sir/Madam,

With reference to the subject cited above, I have the honor to furnish below the detailed guidelines for filing in Online Registration Forms as notified in the Notification No. SEBA/REGN/2016/1/01/PT/06 dated 07/02/2018.

PART 1: PRE-REGISTRATION REQUIREMENTS:

The concerned School will be responsible for the Application process for all the Students to be registered under the school. Kindly note the following, and make sure that they are fulfilled before starting the Online Registration Process:

- A) Each school /madrassa under the Board will be provided a CONFIDENTIAL Password Intimation Letter, which is to be kept in safe custody till the completion of the registration process. The Password Intimation Letter will be provided through the O/o the Inspector of Schools of the respective district. Kindly collect this letter beforehand.
- B) Schools should collect the information of **ALL** the students studying in class IX as per the format of the **Data Capture Sheet (given in Annexure 1 of this document)**. The schools / madrassas should make sure that each and every student enrolled in Class IX completes this process.
- C) The Head of the Institute will verify that the information collected in the Data Capture Sheet mentioned above is correct in all respect for each student. Strictly **NO** additions / modifications will be allowed later after the completion of the online process.
- D) The school / madrassa will have to arrange for a computer system with the following requirements: (1) a stable internet connection, and (2) a web browser (Chrome Version 50 or above OR Firefox version 50 or above).

PART 2: ONLINE REGISTRATION PROCESS (STEP BY STEP):

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

STEP 1: Login

- Visit www.sebaonline.org to log in to the Online Registration Portal.
- Follow the instructions given in the Password Intimation Letter.
- Enter the Login ID and Password as per the Password Intimation Letter
- Please note that there is no scope to change the password at any level. **Hence keep the password confidential.**

STEP 2: Enter details of students to be registered with the Board

- This step can be completed in multiple sessions; the schools can log in any number of times to complete this process (till 14/03/2018).

- The following data for each student reading in Class IX in session 2018-19 (which is collected in advance **as per Annexure 1**) have to be submitted in the online system:

1. Name of Student	9. Contact(Mobile) Number
2. Father's Name	10. Present Address
3. Mother's Name	11. Permanent Address
4. Gender	12. Medium
5. Date of Birth	13. Subject Combination including MIL Group (If applicable)
6. Category (Caste)	14. Scanned copy of photograph and signature of the Student.
7. Whether physically challenged	
8. Student's Aadhar Number	
- Schools can add,, view, modify and delete the students' data till 14/03/2018. **THE OPTION TO ADD/DELETE/MODIFY WILL BE CLOSED AFTER 14/03/2018.**

STEP 3 : Verify and sign the checklist :

- Take a printout of the downloaded Checklist of all students to be registered.
- The checklist downloaded will be in PDF format. (For proper printout please be sure that in Print dialogue box, the page scaling option has been set at Fit to Printable Area)
- The Head of the School will be responsible for all data uploaded into the portal and hence he/she will check and sign the said checklist as confirmation of the same. No change is allowed after confirmation.
- **Step2 and 3 should be completed on or before 14/03/2018.**

STEP 4 : Generate e-challan and make payment:

- **Step 4 and 5 will be opened from 15/03/2018 to 31/03/2018.**
- All the students entered and finalized till 14/03/2018 will be selected by default. No new additions / deletions / modifications will be possible. The schools will have to make payment for all the students.
- Generate e-Challan for all the students combined. Take a printout of the downloaded e-Challan.(For proper printout please be sure that in Print dialogue box, the page scaling option has been set at Fit to Printable Area).
- Multiple challans are allowed.
- Visit your nearest Branch of the Assam Co-operative Apex Bank Ltd. to make the payment.
- Use only the generated e-Challan(s). **Do not make any changes in the generated e-Challan.**

STEP 5 : Verify Payment and Print Final Statement:

- This step can be completed on multiple sessions. The schools can log in any number of times to complete the process.
- Wait for 2-3 working days from the date of your making payment into the bank to get the payment verified.
- Once verified, the Final Statement will be generated.
- Take a printout of the downloaded Final Statement.(For proper printout please be sure that in Print dialogue box, the page scaling option has been set at Fit to Printable Area)

It is important to note that the above steps need to be followed the proper order for hassle free completion of the process. Changing the order OR SKIPPING ANY STEP may lead to error which may be beyond rectification.

PART 3: POST-REGISTRATION PROCESS:

- A) After completion of the above procedure, hard copy (print out) of the final statement(s) shall have to be signed by the Head of the Institution, after obtaining full signature of the students / guardians in the specific column of the statement. The statement is then to be submitted to the Officer-in-charge of the concerned centre.
- B) The Officer-in-Charge of centre have to collect the statement from the schools under his centre and will duly sign in each copy of the statement, in the specific column. It will then be submitted at office of the Inspector of Schools (in a single lot) on or before 04/04/2018.

SEBA RESERVES THE RIGHT TO MOVE TO APPROPRIATE AUTHORITY TO TAKE ACTION ON THE HEADS OF THE INSTITUTION IF ANY IRREGULARITIES ARE DETECTED.

Please note the following:

- 1) The Board will not receive any Form, Fees and Statement from any individual school / Madrassa through any other medium except online portal. The hard copy of the statement must be submitted to the Officer-in-charge of the Centre only who will then forward the same after his countersignature to the office of the Inspector of Schools on or before 04/04/2018 without fail.
- 2) Restricted Subject Combination :
 - (i) Attention of all teachers is drawn to the following restricted subject combination :
 - (ii) A student studying a MIL as First Language cannot choose the same language as Elective subject as well as e.g. Assamese MIL (01) students cannot choose Assamese (E) (20) as Elective Subject.
 - (iii) Similarly, a student of Dima Hasao and KarbiAnglong with subject combination English (IL)(12) alongwith any one subject from the subject code No.13-18 cannot choose the same language as Elective Subject as given the Subject Code No. from 22-25. For e.g., a student studying English (IL)(12) and Assamese (IL)(13) cannot choose Assamese (E)(20) as Elective Subject.

The Head of Institutions are requested to bring this information to the notices of all Teachers, students and widely publish this information. Your cooperation in this regard will be highly appreciated. If any clarification is required, please do not hesitate to contact the undersigned. These instructions are also available at SEBA's website www.sebaonline.org.

Yours faithfully

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

Memo No SEBA/REGN/2016/1/01/PT/12-A

Dated 09/02/2018

Copy to :

- 1) P.A. to the Chairman, SEBA, for his kind information
- 2) The Director of Secondary Education Assam, Kahilipara, Guwahati-19
- 3) The Inspector of Schools, Concerned District Circle for information & necessary action.
- 4) The COE, SEBA, for information and necessary action.
- 5) The C.A.O. SEBA for information and necessary action.
- 6) Sr. SAP, to upload at SEBA's website.
- 7) Guard file

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

Annexure 1: Individual Data Capture Sheet for Students regarding Online Registration for Class IX-2018

1.	Name of the Student:			
2.	Father's Name:			
3.	Mother's Name:			
4.	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
5.	Date of Birth:			
6.	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)		
7.	Physically Challenged:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Type of Impairment: (If physically challenged)	<input type="checkbox"/> VISUALLY IMPAIRED <input type="checkbox"/> LOW VISION <input type="checkbox"/> SPEECH IMPAIRED <input type="checkbox"/> HEARING IMPAIRED <input type="checkbox"/> ORTHOPEDICALLY IMPAIRED		
8.	Student's Aadhar No: (if available)			
9.	Student's Mobile No:			
Present Address				
10.	Address line 1			
11.	Address line 2			
12.	State/ Union Territory			
13.	Pin:			
14.	Country			
Permanent Address		<input type="checkbox"/> (tick the check box if permanent address is same with the present address)		
15.	Address line 1			
16.	Address line 2			
17.	State/ Union Territory			
18.	Pin:			
19.	Country			
20.	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		
21.	MIL Subject:		MIL Group	
22.	Elective Subject:			
<div style="border: 1px solid black; width: 250px; height: 150px; margin: 0 auto;"></div> <p>(Space for passport size photograph)</p>		<div style="border: 1px solid black; width: 350px; height: 60px; margin: 0 auto;"></div> <p>Signature of the Student (within the box)</p>		

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

Signature of the Father/Guardian