



# অসম মাধ্যমিক শিক্ষা পৰিষদ

বামুনীমৈদাম, গুৱাহাটী-২১

## BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIM Aidam, GUWAHATI-781 021

Website: sebaonline.org, email: boardassam@gmail.com

Ref No. SEBA/IT/MONI/2018/20/7

Date : 22/05/2018

### **Notification**

It is notified for information of all concerned that the Board of Secondary Education, Assam is going start Online Application process for obtaining DUPLICATE and CORRECTION in REGISTRATOIN CARD/ ADMIT CARD/ MARK SHEET/ PASS CERTIFICATE from 23/05/208.

Hon'ble Education Minister of Assam **Sjt. Siddhartha Bhattacharya** has given consent to grace the occasion by inaugurating the Online process.

### **Procedure for Online Application**

#### **(A) OBTAINING DUPLICATE/ CORRECTION in REGISTRATOIN CARD/ ADMIT CARD/ MARK SHEET/ PASS CERTIFICATE /MIGRATION CERTIFICATE**

TO BE KEPT READY AT HAND AT THE TIME OF MAKING ONLINE APPLICATION BY THE APPLICANT

- (1) Scanned copy of Police Report in case of missing documents or scanned copy of the Damaged Document while applying for the issue of Duplicate documents.
- (2) Roll & No. of the HSLC/AHM Examination appeared with academic year & Registration No.
- (3) Details of DEBIT/CREDIT CARD or Net Banking for making online payment.
- (4) E-mail ID (if available)
- (5) Mobile number of the applicant for any correspondence and SMS updates.
- (6) Name & Address of the school where studied last.
- (7) Fee can be paid either by Credit Card/ Debit Card/ Net Banking or Challan available at The Assam Co-Operative Apex Bank Ltd. Bamunimaidam Branch attached to SEBA Building.

#### **(8) HOW TO APPLY:**

1. Go to <https://sebaonline.org> and click on the link "SEBA ONLINE SERVICES" or go to <https://sebaservices.in> to apply for obtaining duplicates/ correction in Registration Card/ Admit Card/ Mark sheet/ Pass Certificate.
2. Click on the button "Apply Now".



# অসম মাধ্যমিক শিক্ষা পৰিষদ

বামুনীমৈদাম, গুৱাহাটী-২১

## BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMAIDAM, GUWAHATI-781 021

Website: sebaonline.org, email: boardassam@gmail.com

3. A detail form will appear on the Screen.
4. Provide all the required information in the form and fill up it completely with utmost care.
5. Select the service from the drop down menu like duplicate registration card/ admit card or correction of registration card/ admit card/ mark sheet etc.
6. Upload the scanned copy of your Police Report/ Damaged Documents in case of application for issue of duplicates or upload the scanned copy of the Registration Card in case of correction in existing documents.  
In case of all uploads the scanned image should be in .jpeg/.png format and file size up to 100KB is accepted.
7. Provide your contact details in the space provided. This will be used to send SMS updates while processing your service.
8. Check carefully all the information provided by you. (SEBA is not responsible for any unprocessed applications due to wrong information provided by the candidates).
9. Proceed to make payment by clicking "Proceed to Payment" button.
10. You can choose from two available payment methods. You may go for "Pay Now using Online Payment" button or choose "Pay Later & Submit Application"
  - a) If you select the Online Payment option then Enter necessary details in the online payment page. Click on "Pay Now" button on bottom right to confirm the payment.
  - b) If you select "Pay Later option", the page will be redirected to display your generated ARN with the "Download Invoice" button.
12. In case of Correction in documents, download the Application Form by clicking the button "Download Form" appeared just above the button to download the invoice. Please fill up the form completely and submit at SEBA counter with all required documents mentioned in the form and a copy of the ARN invoice.  
In case of duplicate documents the process ends with the generation of ARN Invoice.
13. SMS updates will be sent on the registered mobile number as and when the process completes and ready for delivery.
14. For Duplicates, delivery can be accepted personally by visiting the SEBA delivery counter or it will be sent by post to the school where studied last.  
For the correction category candidates will have to collect it personally from SEBA delivery counter after submitting the original document.
15. You can use your ARN further to check the status of your application in the website.
16. You can download the ARN invoice again by providing the ARN if required.

Secretary

Board of Secondary Education, Assam  
Guwahati - 781 021





# অসম মাধ্যমিক শিক্ষা পৰিষদ

বামুনীমৈদাম, গুৱাহাটী-২১


## BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMAIDAM, GUWAHATI-781 021

Website: sebaonline.org, email: boardassam@gmail.com

### Copy to :

1. P. A. to the Chairman, SEBA for information.
2. OSD, SEBA for information.
3. Inspector of Schools (All) for information and necessary action.
4. COE, SEBA for information.
5. CAO, SEBA for information and necessary action.
6. I.T. Deptt., SEBA for web uploading.
7. Guard File.

  
Secretary

Board of Secondary Education, Assam  
Guwahati - 781 021

