BOARD OF SECONDARY EDUCATION : ODISHA : CUTTACK

ODISHA TEACHER ELIGIBILITY TEST (OTET) – 2019

GUIDELINES/ INFORMATION BROCHURE

The applicant has to use an Internet enabled work station, personal computer / laptop and should open the website **www.bseodisha.nic.in** for Registration of On-line Application:-

1. **For registration, following steps to be completed. Click to "Basic Info".**

   - ➢ Type First Name & confirm.
   - ➢ Type Middle Name & confirm (if any)
   - ➢ Type Last Name & confirm.
   - ➢ Type Full Name.
   - ➢ Type Mobile No. & confirm.
   - ➢ Type E-Mail ID & confirm.

2. **Photo & signature.**

   - ➢ Upload Scanned photograph of the candidat**e** (**Max 50kb, Min 20kb, .JPG format**) and scanned signature of the candidate (**Up to 20kb , .JPG format**)

3. **Details (Basic Details & educational qualification)**

   - ➢ **Basic Details**

     - ♦ Select Paper applied for (only 01(one) division/unit is to be selected in which he/she is applying for.
     - ♦ Select the language preference
     - ♦ Select if Trained, click on the Trained radio button
     - ♦ Select category (General/SC/ST/SEBC)
     - ♦ Are you a person with disability (Yes/No)? (If scribe is required, the applicant should download the scribe form and the same should be completed in all respect and handed over to the supervising officer of the Examination centre.)
     - ♦ If yes, select the nature of disability.
     - ♦ Select Examination city from scroll list .
     - ♦ Date of Birth (DD/MM/YYYY), Gender (Male/Female), Type Father's & Mother's Name, Type address (Correspondence & Permanent).

   - ➢ **Educational Qualification**

♦ Please refer the Education Qualification/Eligibility Criteria Document Year of passing & percentage of marks in respective discipline should be mentioned.

4. **Preview**

Applicant can see the Preview of the filled Application. Then save and submit.

- ➢ **Note:** Applicant's credentials & eligibility shall be verified for its correctness / genuineness with respect to his/her appearance and presentation of original documents later in the recruitment process. On detecting information as False or Incorrect at any stage can lead to disqualification / termination of candidature / appointment without assigning any reason, besides legal action.
- ➢ **After successful submission, candidate should take application print.**

5. **Payment**

- ➢ **Go to online payment mode: -** Applicant is required to pay exam fees only in ONLINE payment mode, thru Debit/Credit card, Netbanking options. On payment of FEE , an e-RECEIPT will get automatically generated which is also to be retained for future reference. Applicant take print out of the e-Receipt later also.
- ➢ **Exam Fees for all categories would be INR 500 plus service charge as applicable and INR 300 plus service charges as applicable for SC and ST candidates only**
- ➢ **NOTE:** Online payment latest can be done within two working days from the date of closing of online application. i.e.; 29/07/2019.
- ➢ **LOGIN & CHECK PAYMENT STATUS:**
- ➢ For checking the "payment Status" Applicant is to LOGIN after 2 days of fee payment. If his/her payment till then has not been reflected in the Registration System, to do enquiry applicant can send a query on the email ID: **EMAIL : otet1819@gmail.com**

- ➢ . **IMPORTANT INFORMATION:**

1. Odisha Board of Secondary Education, Cuttack, Odisha reserves the right either to cancel the examination fully or partially, if any irregularity in Conduct of Examination

/ Selection is noticed. Decision of the President, Odisha Board of Secondary Education, Odisha, Cuttack, in respect of all matters pertaining to this OTET examination test would be final and binding on all the Applicants / candidates. The vacancies notified are likely to vary / change.

2. REGISTRATION by an Applicant is invalid unless or otherwise fee as prescribed is not paid. Only after scrutiny of his / her application, his / her educational qualification and other eligibility conditions, his / her eligibility as an eligible candidate shall be decided as per the requirement notified in the notification advertised. **If candidate is found ineligible at a later date of the selection process his/her candidature will be summarily rejected and Fee paid shall not be refunded. Mere Registration of on-line application OR Appearing OR Qualifying in the test does not confer any right for selection / appointment/Recruitment**.

3. Applicant must visit the web site on regular basis till the end of examination process, so that he/she should get last minute updates, if any, in schedule of examination/eligibility status / venue status / Admit Card Status/ Other information related to the examination process.

4. Allocation of the successful candidates: - A common merit list will be prepared post completion of examination and other verification work by the Board. Thereafter, the candidates will be allotted to the respective Zones as decided by the Board.