



BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMAIDAM, GUWAHATI - 781021

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

No. SEBA/EX/ONLINE REG/01/2024/3

Date: 10th April, 2024

To : The Head of High/ Higher Secondary Schools (all)

Sub : **ONLINE REGISTRATION OF CLASS IX STUDENTS FOR THE YEAR 2024 FROM 12th April 2024 TO 30th May 2024.**

Sir/ Madam,

With reference to the subject cited above, I am to inform you that the Online Registration Portal for Registration of Class IX students for the year 2024 will open from **12th April 2024**. The last date of Registration is **30th MAY 2024**.

UDISE CODE: In the Registration portal, all Schools must provide the 11 digit UDISE Code in the My School page. However, if any school does not have the UDISE code then the School will put "Applied For" in the field of UDISE Code in the Registration portal (in "My School" page). The schools, which does not have the UDISE code must apply for the same through the necessary procedure and update it in Registration portal, before the Registration process of next year, i.e., 2025. Further all Schools having UDISE code must enroll their students in the UDISE portal.

For Govt/Provincialized Schools, while Registering the students School must provide the **17 digit Student ID of Class VIII**, used in Gunotsav or Siksha Setu. If for any student the 17 digit Student ID is not available then School will put NA in the respective field in the Registration portal.

The schools, which does not have the UDISE code must apply for the same through the necessary procedure and update it in Registration portal, before the Registration process of next year, i.e., 2025. Further all Schools having UDISE code must enroll their students in the UDISE portal.

For Private Schools, if for any student the 17 digit Student ID is available then the School will provide it in Student ID field, else the School will put NA (Not Available).

All the Head of the High/Higher Secondary Schools affiliated under SEBA are hereby requested to complete the registration of Class IX students within the above stipulated time period.

BRIEF STEPS OF REGISTRATION PROCESS ARE GIVEN BELOW:

1. Before starting the online Registration process all Schools will collect the below details from each of the students, to be registered in Class IX.
 - a. Details of the students in the **Data Capture Sheet** (attached herewith in **Annexure 1**).
 - b. **Passport size Photo** with white background.
 - c. **Full Signature of the student** in the Data Capture Sheet.
 - d. Photo copy of the **Birth Certificate** of the students (To be uploaded in the registration portal).

- e. Students has to provide his/her **AADHAAR** number in the Data Capture Sheet. If his/her Aadhaar number is not available then Aadhaar number of his/her parent (any one) is to be provided.
 - f. **Registration fees is Rs 250 (Two hundred and fifty only)** per student. *For the PWD students, Registration fees is Rs 100 (One hundred only).*
2. After collecting the above information, please visit SEBA's official website sebaonline.org and click on the link **Class IX Registration, 2024**. Link will be available from **12th April 2024**.
 3. **LOG IN:** In the Registration portal, School has to click on School Login.

School has to log in with their School Code as a User ID and followed by a Password.

Password will remain same as provided during previous year 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 Secretaries of each district is enclosed herewith in **Annexure 2**.
 4. **UPDATE SCHOOL DETAILS:** After logging in, the school has to update the details of the School in the **My School** page, before proceeding for registration. All Schools are requested to check their respective Schools details and update accordingly.

UDISE CODE - All Schools must update their UDISE code correctly in the My School page. If any School does not have the UDISE code then they must apply for the same and update accordingly in the My School page.

Centre Schools will be able to view their Centre Bank account details also. Centre Schools must check their bank account details carefully and if any discrepancy found then the School has to email to deputysecretary.seba@gmail.com.
 5. After updating the School information, please go to Registration → Received Applications.
 6. **ADD STUDENT:** Click on the "New Application" to add the students one by one. Here after clicking on New Application, one pop-up will arise asking the Student ID. School has to provide the 17 digit Student ID (used in Gunotsav) if available. Else School may proceed without Student ID.
 7. **CONFIRM ADMITTED SCHOOL:** While adding the student, by default the School name will be displayed in the **Admitted School** section at the top of the online form. School has to confirm whether the student belongs to that school or not. If not then actual name of the school has to be provided.
 8. **PAYMENT:** After adding all the students make necessary payments.
 - a. Online payment can be done through Debit Card/Credit Card or Internet Banking.
 - b. Challan: Registration fees may also be deposited through Challan (generated from portal), in any of the Branches of State Bank of India.
Payment can be made through SBI online mode or SBI Challan. For SBI Challan school has to deposit the Challan along with necessary money in the nearest SBI bank branch.
 9. **FORM NO. 50:** Form 50 will be generated after successful payment in the Registration Payments section. The Head of the Institution will check the Form No. 50 thoroughly and verify the information furnished by each student comparing with the School Admission Register and other related documents.
 10. **CHECKLIST CORRECTION:** Checklist correction option will be available after successful payment. School will verify details of each student by clicking on the **School Checklist** option and **edit the details if required**.

11. **SUBMISSION OF FORM 50 IN CENTRE SCHOOL:** After checklist correction School will re-download the corrected Form 50 and submit the same in the Centre School with all necessary signatures of the students, parents and head of the Institutions.
12. **SUBMISSION OF FORM 50 IN THE IS OFFICE:** Centre School will collect all the Form 50s of the feeder schools and submit the same in the IS office.

IMPORTANT DATES


1. Online Registration: **12th April 2024 to 30th May 2024**
2. Payment dates: **till 10th Jun 2024**
3. Last date of generating the final list (Form No 50): **12th Jun 2024**
4. Last date of submission of final list (Form No 50), by feeder schools to the Center In-Charge is **15th Jun 2024**
5. Last date of submission of the final list (Form No 50), by the Center-In-Charge at the Office of Inspector of Schools is **20th Jun 2024**

IMPORTANT INSTRUCTIONS FOR FILLING-UP THE ONLINE REGISTRATION FORM:

- a) Enter **Student's Name/Father's Name/Mother's Name** correctly.
- b) The age of the student should be minimum **13 years as on 1st JANUARY 2024**.
- c) **Date of birth should be as per the Birth Certificate only**.
- d) 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.

Enclosed:

1. Data Capture Sheet
2. List of Member Secretaries


Secretary,
Board of Secondary Education, Assam
Guwahati-21

Memo No. SEBA/EX/ONLINE REG/01/2024/3-A
Copy to:

Date: 10th April, 2024

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


Secretary,
Board of Secondary Education, Assam
Guwahati-21

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.	Student ID (From Siksha Setu)			
7.	Elementary Education ID: (if any) To be collected from CRC		8. Date of Birth:	
9.	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	10. 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
11.	Caste:	<input type="checkbox"/> GENERAL <input type="checkbox"/> SC <input type="checkbox"/> ST (P) <input type="checkbox"/> ST (H) <input type="checkbox"/> OBC (TEA GARDEN) <input type="checkbox"/> OBC <input type="checkbox"/> MOBC		
12.	Physically Challenged:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13.	(If physically challenged) Type of Impairment:	<input type="checkbox"/> VISUALLY IMPAIRED <input type="checkbox"/> HEARING & SPEECH IMPAIRED <input type="checkbox"/> CEREBRAL PALSY & MENTALLY IMPAIRED <input type="checkbox"/> LOCOMOTOR IMPAIRED		
14.	Student's or either Parent's Aadhaar No: (Mandatory)			
15.	Student's/ Parent's Mobile No:		16. E mail ID (if any):	
Present Address				
17.	Address line 1			
18.	Address line 2			
19.	Village/City:		20. State/ UT:	
21.	District:		22. Pin:	
Permanent Address <input type="checkbox"/> (tick the check box if permanent address is same with the present address)				
23.	Address line 1			
24.	Address line 2			
25.	Village/City:		26.State/ UT:	
27.	District:		28. Pin:	
29.	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		
30.	MIL Subject:		31. MIL Group	
32.	Elective Subject:			
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Paste a recent passport size colour photograph with white background of size 3cm X4cm </div>		<div style="border: 1px solid black; width: 100%; height: 100%; margin: auto;"> </div> Signature of the Student (within the box in black ink)		

*** NOTE: 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.**

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

Signature of the Parent/Guardian

List of Member Secretaries of the Regional Offices of SEBA

ANNEXURE - 2

Sl. No.	Name of District	Designation	Name of the Employee	Contact No	Alternate Contact No.
1	Baksa	Member Secretary	Bhupendra Nath Das	7636049737	9854550516
2	Barpeta	Member Secretary	NIRANJAN OJAH	9435149120	8638540898
3	Biswanath	Member Secretary	Bedabrat Bora	9613317557	8473878702
4	Bongaigaon	Member Secretary	Jugal Kishor Barah	9613996082	7002090906
5	Cachar	Member Secretary	Dr. Bidyut Deb Choudhury	9435304841	7002968190
6	Charaideo	Member Secretary	Dr. Bidyot Dihingia	9864630014	
7	Chirang	Member Secretary	DHANARAJ BRAHMA	8011996217	8638054308
8	Darrang	Member Secretary	CHITTARANJAN KALITA	9864930420	9957910610
9	Dhemaji	Member Secretary	PANKAJ BORAH	9101247431	
10	Dhubri	Member Secretary	NITUL DAS	9854494439	8720958901
11	Dibrugarh	Member Secretary	DIPANKAR DUTTA	8638361924	
12	Dima Hasao	Member Secretary	THANG CHUNG HOI KHELMA	8136083001	
13	Goalpara	Member Secretary	Guna Hazarika	9401721816	
14	Golaghat	Member Secretary	RUNA SAIKIA	6002555154	9435230319
15	Hailakandi	Member Secretary	H.M. PARVEZ AKHTAR	7002154955	
16	Hojai	Member Secretary	Animesh Acharya	7002654450	8471974409
17	Jorhat	Member Secretary	Paramita Sarmah	9706666731	
18	Kamrup	Member Secretary	SWEETY BEZBARUAH	9435011480	7002210842
19	Kamrup (M)	Member Secretary	RONGMILON AHMED	9864853767	
20	Karbi Anglong	Member Secretary	KHONSING RONGHANG	9854571282	8638054457
21	Karimganj	Member Secretary	DR. KH. SANJEEV KUMAR SINGH	9435588942	8473824221
22	Kokrajhar	Member Secretary	BIJU BASUMATARY	9435135348	9706456838
23	Lakhimpur	Member Secretary	Derajul Hussain	7002448384	7002721049
24	Majuli	Member Secretary	Rituraj Hazarika	7002264559	7035710860
25	Morigaon	Member Secretary	Ruhini Kumar Dutta	9401077788	7002470160
26	Nagaon	Member Secretary	PRASANTA KONWAR	8133814063	8133814063
27	Nalbari	Member Secretary	BINITA RAJBONGSHI	9707444549	
28	Sivsagar	Member Secretary	Gouri Sankar Boruah	8638023275	9706308260
29	Sonitpur	Member Secretary	Krishna Kanta Deka	9435507783	8638604631
30	South Salmara-Mankachar	Member Secretary	Aulad Hussain	8638095690	8761979792
31	Tinsukia	Member Secretary	Linuma Gogoi	9435532639	8638200015
32	Udalguri	Member Secretary	ROBERT BASUMATARY	9957025160	6001846360
33	West Karbi Anglog	Member Secretary	DAWA SANGPO LAMA	9954625781	8638483124