

## REGISTRATION & APPLICATION PROCESS

1. Go to OSSSC Web Portal ([www.osscc.gov.in](http://www.osscc.gov.in))

The screenshot shows the homepage of the Odisha Sub-Ordinate Staff Selection Commission (OSSSC). The header includes the email address support.osscc.od@nic.in, a link to skip to main content, a language selector set to English, font size controls, and a color selector. The main header features the OSSSC logo, the text "ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION (OSSSC) Govt. of Odisha", and links for Login and Register. A technical assistance number 06742597149 is provided for calls between 10 AM and 5 PM on official days. A navigation menu includes links for ABOUT US, COMMISSION, RECRUITMENT, TENDERS & QUOTATIONS, RULES, RTI, CITIZEN'S CHARTER, and CONTACT US. The main banner area has a green background with a map of Odisha and the text "selecting right people for right jobs", alongside an image of a person holding a tablet displaying icons of people.

2. Click on **Register**

This screenshot is identical to the previous one, but with a red hand icon pointing to the "Register" button in the top right corner of the header area.

3. Click "**New User**" link, if you are registering for a Post for the **1st Time**.

(If you are a registered user, i.e: you have applied for any post previously under OSSSC, Bhubaneswar online you need to click on "**Registered User**")

The screenshot shows the "On-going Recruitment(s) Details" page. It features a table with recruitment information and a "User Type" section with buttons for "Registered User" and "New User".

Sl.No.	Post Name	Advertisement No.	Important Dates	User Type															
1	JUNIOR CLERK (JC)	Advertisement No. - 111-00011/2017 Advertisement Date - 31/05/2017 <a href="#">Click here to read the advertisement</a>	<table border="1"><thead><tr><th>Event</th><th>Start Date</th><th>End Date</th></tr></thead><tbody><tr><td>ONLINE PAYMENT</td><td>01/06/2017</td><td>30/06/2017</td></tr><tr><td>APPLICATION</td><td>01/06/2017</td><td>30/07/2017</td></tr><tr><td>BY TREASURY CHALLAN</td><td>02/06/2017</td><td>30/06/2017</td></tr><tr><td>REGISTRATION</td><td>02/06/2017</td><td>30/07/2017</td></tr></tbody></table>	Event	Start Date	End Date	ONLINE PAYMENT	01/06/2017	30/06/2017	APPLICATION	01/06/2017	30/07/2017	BY TREASURY CHALLAN	02/06/2017	30/06/2017	REGISTRATION	02/06/2017	30/07/2017	<div>Registered User</div> <div>New User</div>
Event	Start Date	End Date																	
ONLINE PAYMENT	01/06/2017	30/06/2017																	
APPLICATION	01/06/2017	30/07/2017																	
BY TREASURY CHALLAN	02/06/2017	30/06/2017																	
REGISTRATION	02/06/2017	30/07/2017																	

4. After clicking on new user an **Instruction Page** will appear on your computer screen

support.osscc.od@nic.in Skip to Main Content Select Language : ENGLISH Font : A- A A+ Select Color : [Color Selection]

**ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION (OSSSC)**  
Govt. of Odisha

Login Register  
For Technical Assistance Call on **06742597149**  
between 10 AM to 5 PM on official days

How do I ?

**Instruction to be Filled up the Application Form**  
How to apply

Eligible persons shall have to first register/re-register if registered for previous recruitment of the Commission themselves for the post/s of their choice by logging into the Home page of the Commission's website- [www.osscc.gov.in](http://www.osscc.gov.in) and clicking on the tab 'Register' and then make Online Application. The details of the posts advertised and Instructions for submitting application online shall appear on the computer screen and are detailed under Para-6 (II) below. These Instructions are to be read carefully before proceeding for filling up the Registration page and Online Application Form.

i) **Pre-Requisites for Registration/Re-registration and Online Application/s:**

5. Scroll down and read the complete instructions carefully and click on **“Proceed to Registration”** button

H. Upload Documents: Scanned photograph to be uploaded by you will appear on this tab. You need to upload the same in the format and as specified under Para- 6 (I) (5) above.

I. Undertaking: Read and acknowledge the terms and conditions mentioned in the Form of Undertaking by clicking on the box "I accept the terms and conditions".

22. On completion of the application form, preview the entries by clicking on the "Preview" button. Rectify wrong entries, if any, by clicking the "Edit" button. Click on the "Submit" button after the application is found correctly and completely filled in. No change will be allowed after the final submission. Save and take a printout of the submitted application form for future reference.

Back to On-going Recruitment Proceed to Registration

6. After clicking on **“Proceed to Registration”** button, a popup will appear, click **“OK”** to continue

**IMPORTANT !!! PLEASE READ & REMEMBER !!!**

Providing wrong information will disallow you from submission of application.

Only one application can be submitted for all the post/s of the service, subject to eligibility.

Examination Fee has to be paid as shown and instructed in your Home Page on login.

Cancel Ok

7. Now the **Registration Page** is open for you.

(To proceed further you need to answer the legal questions either “Yes” or “No” )

support.osscc.od@nic.in Skip to Main Content Select Language : ENGLISH Font : A- A A+ Select Color : 

 **ODISHA SUB-ORDINATE STAFF  
SELECTION COMMISSION**  
(OSSSC)  
Govt. of Odisha

Login Register  
For Technical Assistance Call on  
**06742597149**  
between 10 AM to 5 PM on official days

Registration Form : JUNIOR CLERK How do I ?

After filling up this Registration page, you have to fill up and submit the online Application form otherwise your application will be considered incomplete.

Advertisement Number IIE-40-C/2017/01125 Advertisement Date 28/07/2017

Whether any criminal case has ever been registered against you ?  
☐ YES ☒ NO

Have you been debarred from appearing the recruitment examination of any Recruitment Commission/Board of the Govt. of Odisha ?  
☐ YES ☒ NO

8. Enter a **User Name** of your preference

(user name must be more than 7 characters & less than 16 characters and must have one upper case, one lower case, one digit of English alphabet and special character also be used '.' And '\_')

After that click on “**Check Availability**” button to validate your user name

Enter your username and check availability of the Username to proceed Further

Sujit4844

Check Availability

9. Select Your **Establishment Preference**

(Select the Establishment and arrange it according to your preference.)

Select an Establishment from the box and Click ↑ or ↓ to arrange according to your preference

Select the district for which you hold a valid Resident/Nativity Certificate from the following list

ANGUL

Click to view list of Establishments.

Establishments in order of preference. Click up and down arrow buttons shown below to change the preferences.

ANGUL DISTRICT CADRE  
COMMERCIAL TAXES-ANGUL RANGE CADRE  
SUPERINTENDING ENGINEER-PH CUTTACK CIRCLE CADRE

## 10. Fill up the other fields (As applicable)

☐ CONTINUOUSLY RENDERED CONTRACTUAL SERVICE FOR AT LEAST ONE YEAR UNDER GOVERNMENT OF ODISHA ORGANIZATION DIRECTLY / THROUGH SERVICE PROVIDER AS ON 01-01-2017

Date of Birth	Age (as on: 01-01-2017)	
<input type="text"/>		
Applicant's First Name	Applicant's Middle Name	Applicant's Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Select the name of the Father or Husband	<input type="radio"/> Father <input type="radio"/> Husband	
First name of the Father or Husband	Middle name of the Father or Husband	Last name of the Father or Husband
<input type="text"/>	<input type="text"/>	<input type="text"/>
First name of the Mother	Middle name of the Mother	Last name of the Mother
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	
Mobile Number	Confirm Mobile Number	
<input type="text"/>	<input type="text"/>	

## 11. Provide a Password in the Password Field and Confirm Password

(password should be more than 7 characters & less than 16 English characters. Password should contain at least one upper case English alphabet, one lower case English alphabet, one English number. Special character “/, @, #, \$” may also be used. Please note that other special characters are not allowed.)

Username	Password	Confirm Password
<input type="text" value="Sujit4844"/>	<input type="password" value="....."/>	<input type="password" value="....."/>

## 12. Upload your Signature

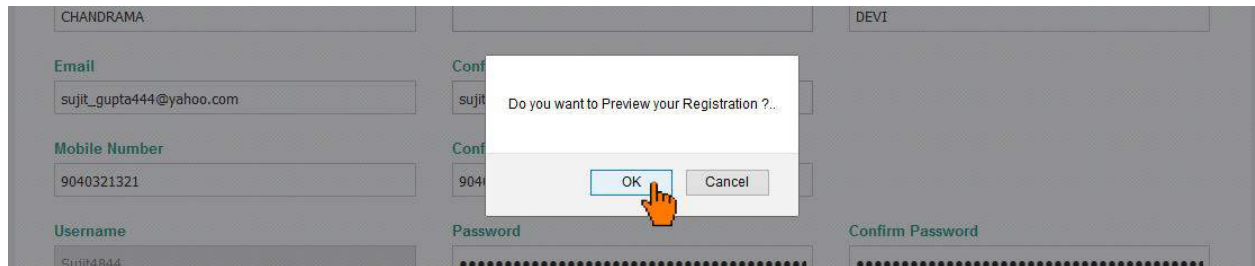
UPLOAD SIGNATURE	<input type="button" value="Browse..."/> sujittt.jpeg	JPG,PNG,JPEG file types upload range : 20 KB - 50 KB
Signature to be saved on Submit		

## 13. Provide Captcha, check the undertaking and click on “Preview” button

Enter Captcha in the empty box shown here	
	
<input type="text" value="ZJdzBB"/>	
(Captcha is case sensitive.)	
<input checked="" type="checkbox"/> I do hereby declare that the information furnished and the copies of the documents uploaded by me for registration of my name for the recruitment examination of the Post mentioned above are true and relevant. If any such information or document is found false or irrelevant during or after selection of candidature, I shall be liable to penal action as per law.	
<input type="button" value="Preview"/> <input type="button" value="Reset"/>	

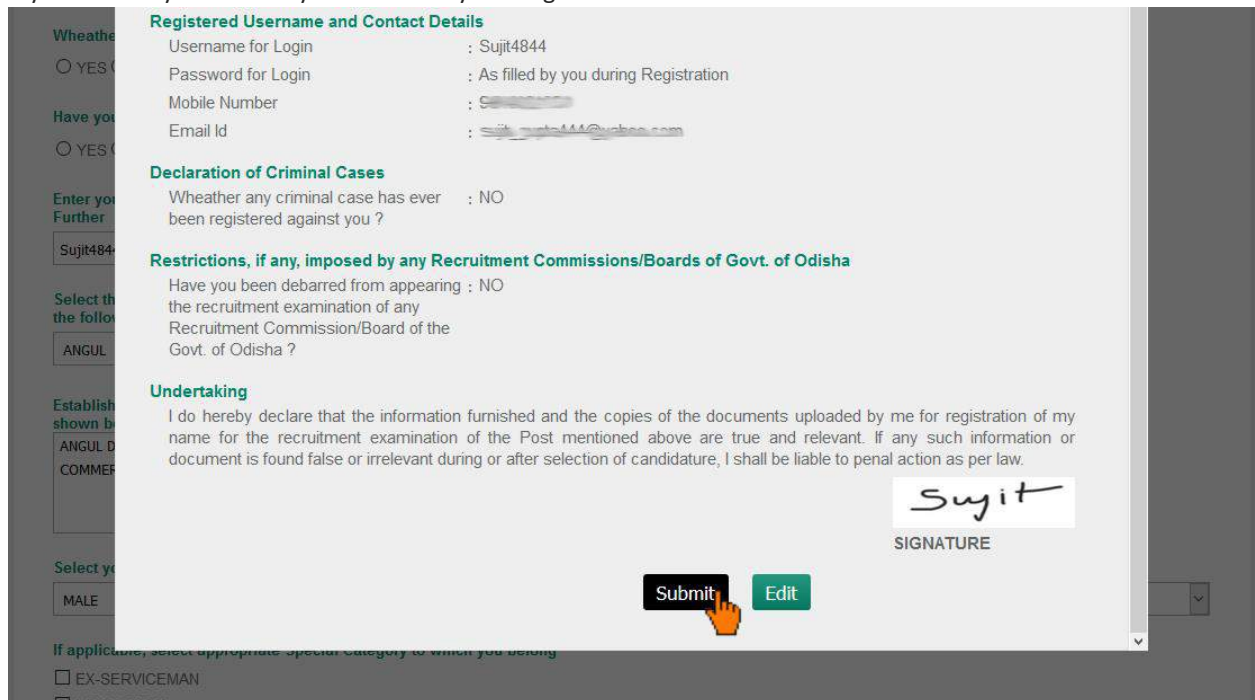


14. Clicking on the “**Preview**” button will open an alert to preview your registration details.  
Click “**OK**” to proceed



The image shows a registration form with fields for Email (sujit\_gupta444@yahoo.com), Mobile Number (9040321321), Username (Sujit4844), Password, and Confirm Password. A modal alert is displayed in the center with the text "Do you want to Preview your Registration ?..." and two buttons: "OK" and "Cancel". A hand cursor is pointing at the "OK" button.

15. **Verify all the details on the popup by scrolling the content** & click on “**Submit**” to Register  
If you need any correction you can do it by clicking “**Edit**” button

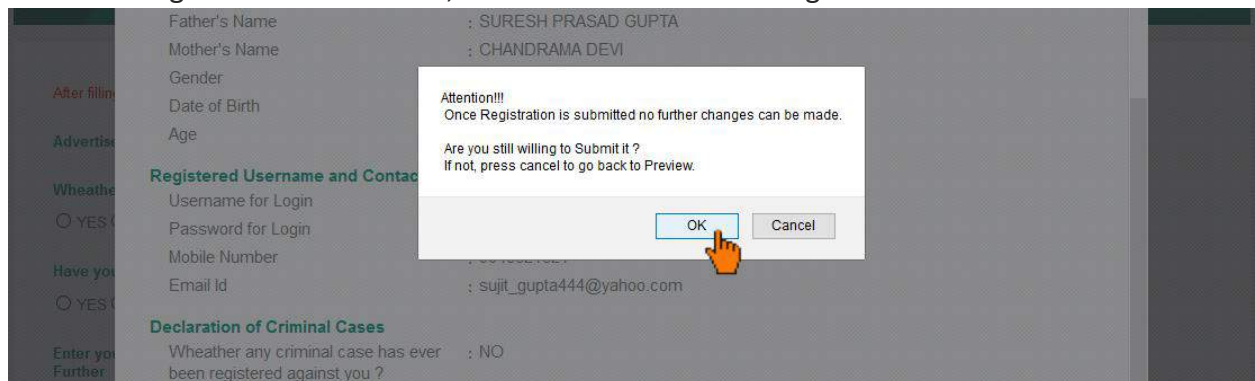


The image shows a registration details popup with the following sections:

- Registered Username and Contact Details**
  - Username for Login : Sujit4844
  - Password for Login : As filled by you during Registration
  - Mobile Number : 9040321321
  - Email Id : sujit\_gupta444@yahoo.com
- Declaration of Criminal Cases**
  - Whether any criminal case has ever been registered against you ? : NO
- Restrictions, if any, imposed by any Recruitment Commissions/Boards of Govt. of Odisha**
  - Have you been debarred from appearing : NO
  - the recruitment examination of any Recruitment Commission/Board of the Govt. of Odisha ?
- Undertaking**
  - I do hereby declare that the information furnished and the copies of the documents uploaded by me for registration of my name for the recruitment examination of the Post mentioned above are true and relevant. If any such information or document is found false or irrelevant during or after selection of candidature, I shall be liable to penal action as per law.

At the bottom right, there is a signature field with the text "Sujit" and "SIGNATURE". Below the signature field are two buttons: "Submit" and "Edit". A hand cursor is pointing at the "Submit" button.

16. After clicking on “**Submit**” button, it will show an alert message. Click “**OK**” to continue



The image shows the same registration form as in the previous image, but with a modal alert displayed in the center. The alert text reads: "Attention!!! Once Registration is submitted no further changes can be made. Are you still willing to Submit it ? If not, press cancel to go back to Preview." There are two buttons: "OK" and "Cancel". A hand cursor is pointing at the "OK" button.

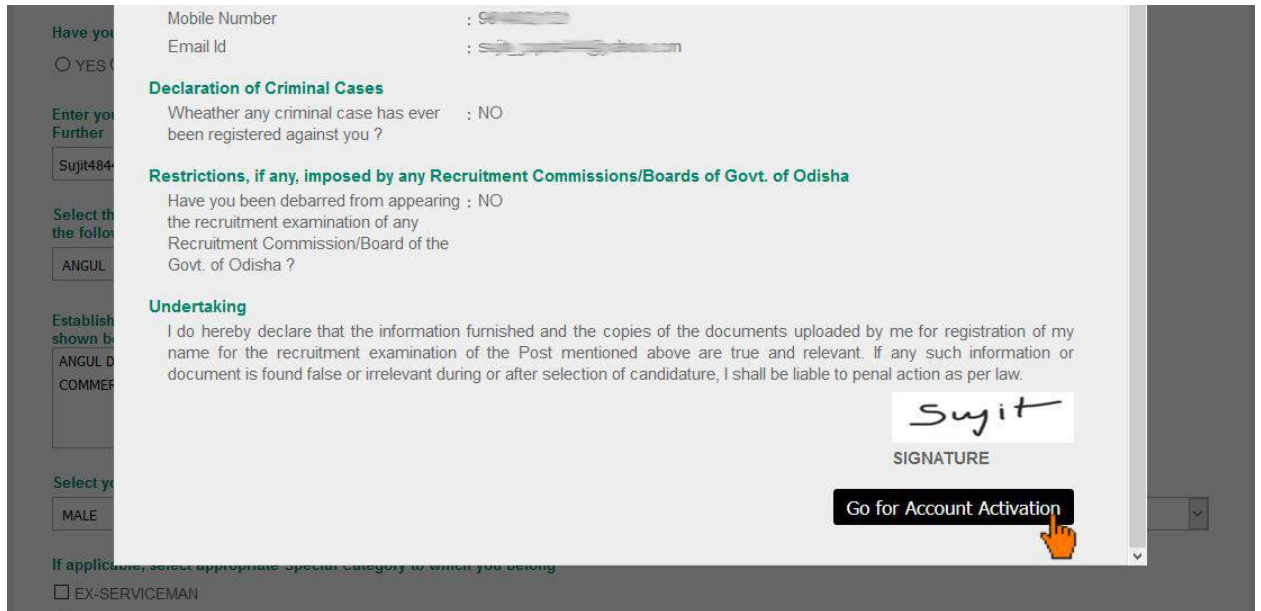
17. After clicking on “OK” button, a PDF file of your registered details will be generated on a separate tab.

18. **Download that PDF document for future reference**

\* Now, You are a registered member of Odisha Sub-Ordinate Staff Selection Commission, Before Login, you just need to “Activate Your Account” with the help of ACTIVATION KEY that has been sent to your registered mobile number and email ID.

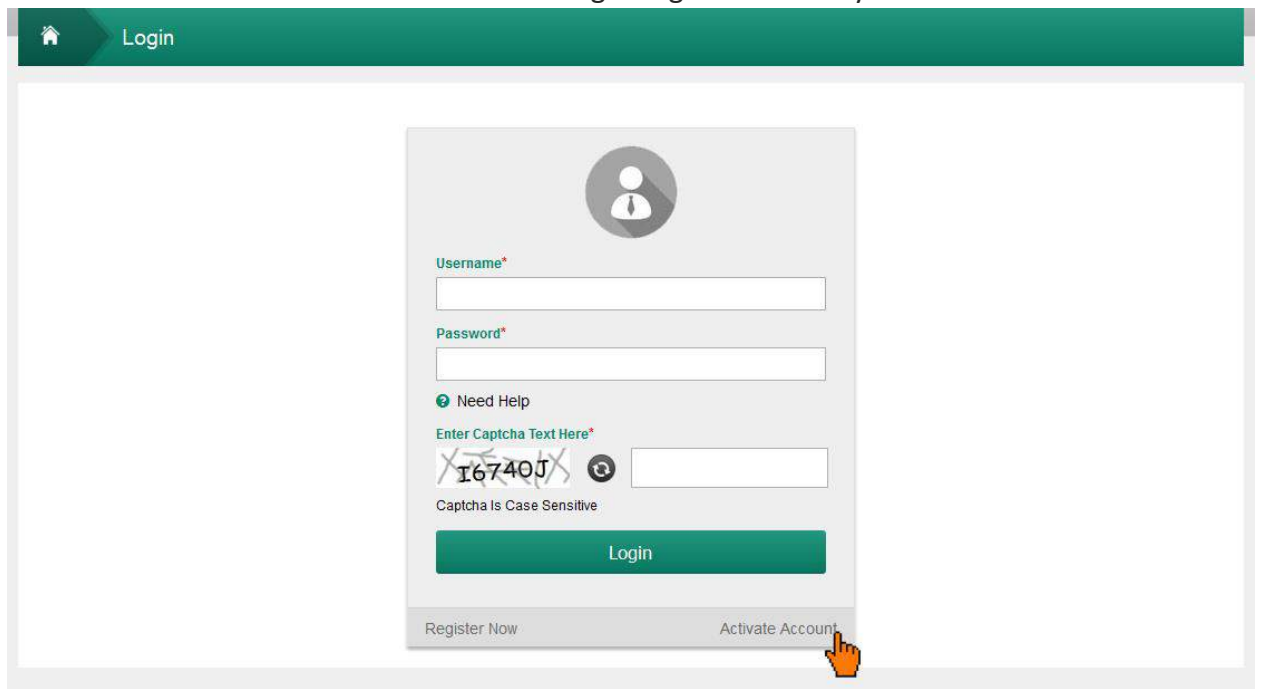
19. Now you need to “Activate Your Account” to proceed further.

- You can click on “Go for Account Activation” button on the popup which will redirect you the activation page



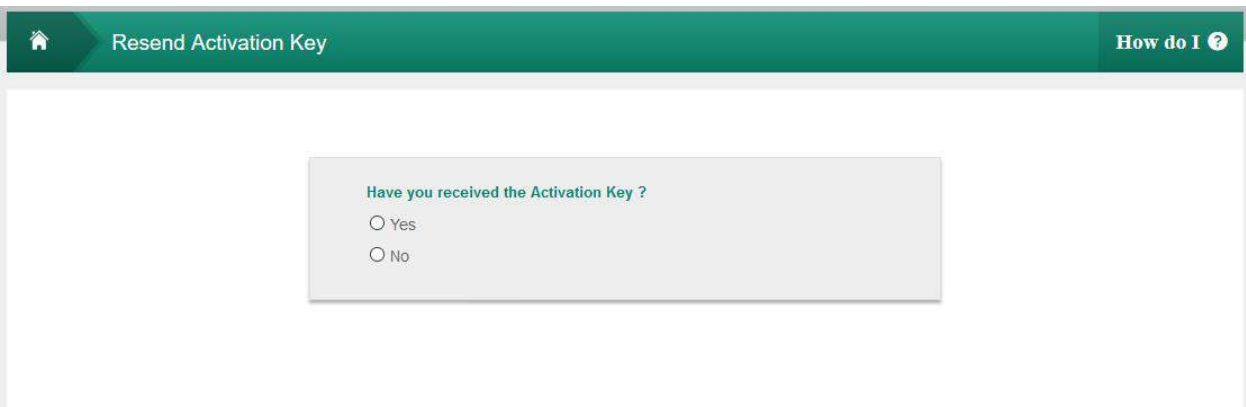
The image shows a registration form for the Odisha Sub-Ordinate Staff Selection Commission. The form includes fields for Mobile Number and Email Id, both marked with red asterisks. Below these is a section titled "Declaration of Criminal Cases" with a question: "Whether any criminal case has ever been registered against you?" followed by a "NO" response. Another section titled "Restrictions, if any, imposed by any Recruitment Commissions/Boards of Govt. of Odisha" asks: "Have you been debarred from appearing the recruitment examination of any Recruitment Commission/Board of the Govt. of Odisha?" with a "NO" response. A third section titled "Undertaking" contains a declaration: "I do hereby declare that the information furnished and the copies of the documents uploaded by me for registration of my name for the recruitment examination of the Post mentioned above are true and relevant. If any such information or document is found false or irrelevant during or after selection of candidature, I shall be liable to penal action as per law." Below the declaration is a signature field with the name "Sujit" and a "SIGNATURE" label. At the bottom right, there is a black button labeled "Go for Account Activation" with a hand cursor icon pointing to it.

- OR Click on “Activate Account” link on the Login Page to activate your account.



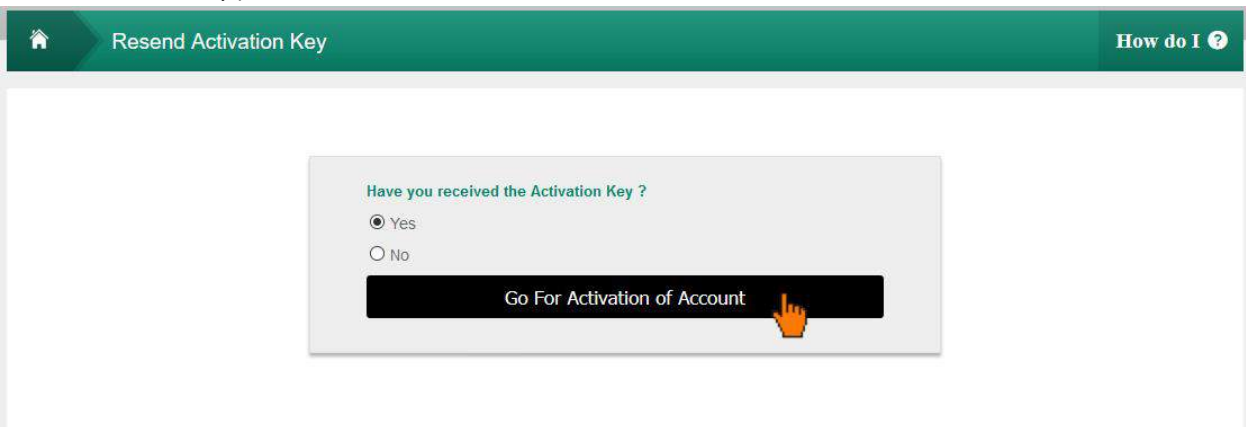
The image shows a login page for the Odisha Sub-Ordinate Staff Selection Commission. The page has a green header with a home icon and the word "Login". Below the header is a login form with fields for Username\* and Password\*. There is a "Need Help" link and a "Enter Captcha Text Here\*" field with a captcha image showing "16740J". Below the captcha is a "Login" button. At the bottom of the form, there are two links: "Register Now" and "Activate Account". A hand cursor icon is pointing to the "Activate Account" link.

20. On the activate account page, it will ask “if you got the activation key?”



The screenshot shows a web interface with a green header bar. On the left of the header is a home icon and the text 'Resend Activation Key'. On the right is a 'How do I ?' link. The main content area is white and contains a light gray box with the question 'Have you received the Activation Key ?' in green text. Below the question are two radio buttons: 'Yes' and 'No'.

21. Select “Yes”, if you have activation key and click on the “Go For Activation of Account” button  
(If you have not got the activation key, you can select “No” and provide user name, mobile number, email-id to resend activation key.)



This screenshot is similar to the previous one, but with additional elements. The 'Yes' radio button is now selected. Below the radio buttons is a black button with the text 'Go For Activation of Account' in white. An orange hand cursor icon is pointing at the button, indicating it is being clicked.

22. On **activate account page**, give your user name, select security questions and give answers to those questions, enter activation key, enter captcha and click on “**Activate your Account**” button.

ACTIVATE YOUR ACCOUNT

How do I ?

Username

Sujit4844

Select your first Security Question

What was your childhood nickname?

Enter Your Answer

.....

Select Your Second Security Question

What is the name of your favorite childhood friend?

Enter Your Answer

.....

Activation Key

.....

Enter Captcha Here \*

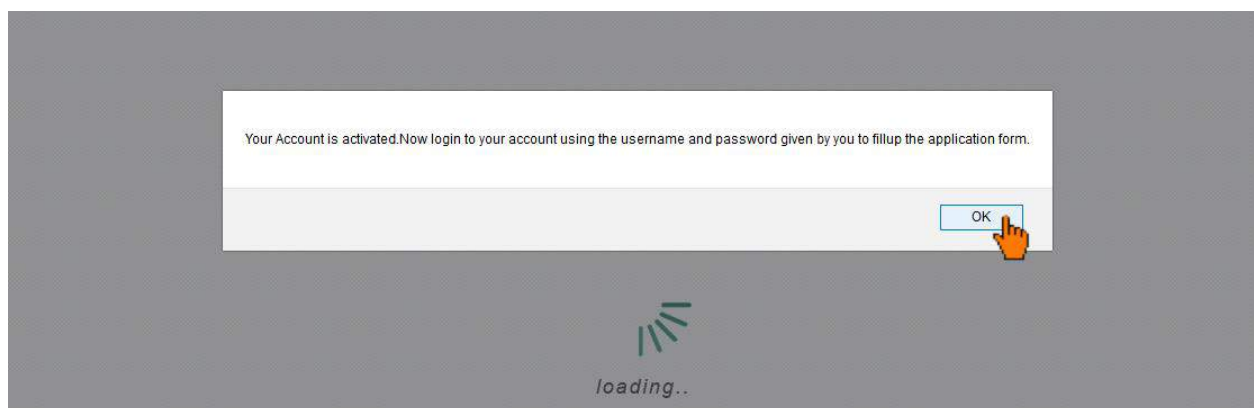
T6i h7r

T6ih7r

ACTIVATE YOUR ACCOUNT

Go to Login Page

23. Then one alert message will display that “**Your Account is activated**”. Then click “**OK**” to finish the Activation Process



24. It will redirect you to the “**Login Page**” to proceed further.



25. On the login page, provide your username, password and captcha. Then Click on “Login” button

26. After “Login” it will show the details of the post you have registered. To proceed further click on “Preview Registration” button.

**Applicant Menu**
Welcome Sujit4844

[Change Password](#)
[Edit Upload document details](#)
[Application Form Print](#)
[Re-Registration for New Post](#)
[Details of Results & Allocation](#)

[Upload Required Document Details](#)
[Download Admission Letter](#)
[Examination Answer Keys](#)

File upload guideline as per applicablity shown against each post			
Signature (jpg, jpeg, png)	Photo (jpg, jpeg, png)	Treasury Challan/Employement Exchange (jpg, jpeg, png, pdf)	Others (jpg, jpeg, png, pdf)
Minimum: 20kb Maximum: 50kb	Minimum: 20kb Maximum: 100kb	Minimum: 100kb Maximum: 300kb	Minimum: 100kb Maximum: 300kb

**Click on Preview Registration link below to make payment of applicable examination fee and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal.**

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<b>Registration Number</b> 00267736 <b>Post Applied For</b> JUNIOR CLERK ( JC-01125-2017 ) <b>Applicable Examination Fees (in Rupees)</b> ₹ 1	1. Personal Details 2. Address Details 3. Qualification Details 4. Employment Exchange Details 5. Payment Details 6. Upload Document Details 7. Undertaking	1. <b>10th (HSCE) OR EQUIVALENT CERTIFICATE</b> (Furnish Details) 2. <b>EMPLOYMENT EXCHANGE</b> (Upload File as per guideline shown above and Furnish Details) 3. <b>PHOTO</b> (Upload File as per guideline shown above and Furnish Details) 4. <b>RESIDENTIAL CERTIFICATE</b> (Furnish Details) 5. <b>SIGNATURE</b> (Upload File as per guideline shown above and Furnish Details) 6. <b>TREASURY CHALLAN</b> (Upload File and Furnish Details)	<b>Preview Registration</b>

27. On clicking “**Preview Registration**” it will show an alert asking for “Do you want to do this operation?” Click “**OK**” to proceed

The screenshot shows a web portal with a navigation bar at the top containing links: Change Password, Edit Upload document details, Application Form Print, Re-Registration for New Post, Details of Results & Allocation, Upload Required Document Details, Download Admission Letter, and Examination Answer Keys. Below the navigation bar is a section titled "File upload guideline as per applicability shown against" with a table of file types and their size limits. A modal dialog box is open in the center with the text "Do you want to do this operation ?" and two buttons: "OK" and "Cancel". A hand cursor is pointing at the "OK" button. Below the dialog box is a yellow banner with text: "Click on Preview Registration link below to make payment of applicable examination fee and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal." At the bottom is a table with columns: SL No., Details of Post/s Applied / to be Applied, Mandatory information required to fill up Online Application Form, Documents mandatory to fill up Online Application Form, and Select option to re-confirm Registration and to proceed further.

Signature (jpg, jpeg, png)	Photo (jpg, jpeg, png)	Others (jpg, jpeg, png, pdf)
Minimum: 20kb Maximum: 50kb	Minimum: 20kb Maximum: 100kb	Minimum: 100kb Maximum: 300kb

Click on Preview Registration link below to make payment of applicable examination fee and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal.

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
--------	---	---	--	---

28. **Verify all the details on the popup by scrolling the content** & click on “**Confirm**” to proceed.  
If you need any correction you can do it by clicking “**Edit**” button

The screenshot shows a web portal with a navigation bar at the top containing links: Change Password, Edit Upload document details, Application Form Print, Re-Registration for New Post, Details of Results & Allocation, Upload Required Document Details, Download Admission Letter, and Examination Answer Keys. Below the navigation bar is a section titled "File upload guideline as per applicability shown against" with a table of file types and their size limits. A modal dialog box is open in the center with the text "Do you want to do this operation ?" and two buttons: "OK" and "Cancel". A hand cursor is pointing at the "OK" button. Below the dialog box is a yellow banner with text: "Click on Preview Registration link below to make payment of applicable examination fee and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal." At the bottom is a table with columns: SL No., Details of Post/s Applied / to be Applied, Mandatory information required to fill up Online Application Form, Documents mandatory to fill up Online Application Form, and Select option to re-confirm Registration and to proceed further.

Signature (jpg, jpeg, png)	Photo (jpg, jpeg, png)	Others (jpg, jpeg, png, pdf)
Minimum: 20kb Maximum: 50kb	Minimum: 20kb Maximum: 100kb	Minimum: 100kb Maximum: 300kb

Click on Preview Registration link below to make payment of applicable examination fee and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal.

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
--------	---	---	--	---

29. On clicking “**Confirm**” it will show an alert. Click “**OK**” to proceed

The screenshot shows a web portal with a navigation bar at the top containing links: Change Password, Edit Upload document details, Application Form Print, Re-Registration for New Post, Details of Results & Allocation, Upload Required Document Details, Download Admission Letter, and Examination Answer Keys. Below the navigation bar is a section titled "File upload guideline as per applicability shown against" with a table of file types and their size limits. A modal dialog box is open in the center with the text "Do you want to do this operation ?" and two buttons: "OK" and "Cancel". A hand cursor is pointing at the "OK" button. Below the dialog box is a yellow banner with text: "Click on Preview Registration link below to make payment of applicable examination fee and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal." At the bottom is a table with columns: SL No., Details of Post/s Applied / to be Applied, Mandatory information required to fill up Online Application Form, Documents mandatory to fill up Online Application Form, and Select option to re-confirm Registration and to proceed further.

Signature (jpg, jpeg, png)	Photo (jpg, jpeg, png)	Others (jpg, jpeg, png, pdf)
Minimum: 20kb Maximum: 50kb	Minimum: 20kb Maximum: 100kb	Minimum: 100kb Maximum: 300kb

Click on Preview Registration link below to make payment of applicable examination fee and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal.

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
--------	---	---	--	---

30. Now you have to upload the document required, by clicking on “**Provide Document Details**” link.

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<b>Registration Number</b> 00267736 <b>Post Applied For</b> JUNIOR CLERK ( JC-01125-2017 ) <b>Applicable Examination Fees (in Rupees)</b> ₹ 1	1. Personal Details 2. Address Details 3. Qualification Details 4. Employment Exchange Details 5. Payment Details 6. Upload Document Details 7. Undertaking	1. <b>10th (HSCE) OR EQUIVALENT CERTIFICATE</b> (Furnish Details) 2. <b>EMPLOYMENT EXCHANGE</b> (Upload File as per guideline shown above and Furnish Details) 3. <b>PHOTO</b> (Upload File as per guideline shown above and Furnish Details) 4. <b>RESIDENTIAL CERTIFICATE</b> (Furnish Details) 5. <b>SIGNATURE</b> (Upload File as per guideline shown above and Furnish Details) 6. <b>TREASURY CHALLAN</b> (Upload File and Furnish Details)	Preview Registration <b>Provide Document Details</b>

31. On clicking “**Provide Document Details**” it will show an alert asking for “Do you want to do this operation?” Click “**OK**” to proceed

File upload guideline as per applicability shown against each post

Signature (jpg, jpeg, png) Minimum: 20kb Maximum: 50kb	Photo (jpg, jpeg, png) Minimum: 20kb Maximum: 100kb	Others (jpg, jpeg, png, pdf) Minimum: 100kb Maximum: 300kb
--	---	--

Do you want to do this operation ?

OK Cancel

Click on Preview Registration link below to make payment of examination fee and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal.

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
--------	---	---	--	---

32. Provide all details asked for, then click on “**Submit**” Button

**RESIDENTIAL CERTIFICATE**

Misc Case/ Issue/ Certificate Number: 455589

Issue date: 18/07/2017

Issuing Authority: ATHAMALIK TAHASIL

**10th (HSCE) OR EQUIVALENT CERTIFICATE**

Misc Case/ Issue/ Certificate Number: 75993

Issue date: 10/07/2017

Issuing Authority: Board Of Secondary Education, Od

Submit Back to Home

33. If the Submission is successful, a message will be displayed as “**Added Successfully**” and a list of documents uploaded will be shown at the bottom

(If you found any error in the data and want to change the data, then you can click on the “**Edit**” link and make the correction.)

Now Click on “**Confirm**” button to proceed

Added Successfully

Confirm

SI No	Registration Number	Post Name	Document Name	Misc Case/Issue Number	Issue Date	Issuing Authority	Edit
1	00267736	JUNIOR CLERK( JC-01125-2017 )	10th (HSCE) OR EQUIVALENT CERTIFICATE	75993	10/07/2017	BOARD OF SECONDARY EDUCATION, ODISHA	Edit
2	00267736	JUNIOR CLERK( JC-01125-2017 )	RESIDENTIAL CERTIFICATE	455589	18/07/2017	ATHAMALIK TAHASIL	Edit



34. On clicking “Confirm” it will show an alert , Click “OK” to proceed

Applicant Menu Welcome Sujit4844

Change Password Edit Upload document details Application Form Print Re-Registration for New Post Details of Results & Allocation

Upload Required Document Details Download

Once you Confirm, you will not be able to Edit the entered Document details any more

OK Cancel

Confirm

Sl No	Registration Number	Post Name	Document Name	Misc Case/Issue Number	Issue Date	Issuing Authority	
1	00267736	JUNIOR CLERK( JC-01125-2017 )	10th (HSCE) OR EQUIVALENT CERTIFICATE	75993	10/07/2017	BOARD OF SECONDARY EDUCATION, ODISHA	Edit

35. Now you have to make the **Examination Fee payment** online or manually


- For manual payment click on “**Upload Treasury Challan for Fee Paid**” Link

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<b>Registration Number</b> 00267736 <b>Post Applied For</b> JUNIOR CLERK ( JC-01125-2017 ) <b>Applicable Examination Fees (in Rupees)</b> ₹ 1	1. Personal Details 2. Address Details 3. Qualification Details 4. Employment Exchange Details 5. Payment Details 6. Upload Document Details 7. Undertaking	1. <b>10th (HSCE) OR EQUIVALENT CERTIFICATE</b> (Furnish Details) 2. <b>EMPLOYMENT EXCHANGE</b> (Upload File as per guideline shown above and Furnish Details) 3. <b>PHOTO</b> (Upload File as per guideline shown above and Furnish Details) 4. <b>RESIDENTIAL CERTIFICATE</b> (Furnish Details) 5. <b>SIGNATURE</b> (Upload File as per guideline shown above and Furnish Details) 6. <b>TREASURY CHALLAN</b> (Upload File and Furnish Details)	Preview Registration <b>Upload Treasury Challan for Fee Paid</b> Pay Online

- For online payment click on “**Pay Online**” Link

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<b>Registration Number</b> 00267736 <b>Post Applied For</b> JUNIOR CLERK ( JC-01125-2017 ) <b>Applicable Examination Fees (in Rupees)</b> ₹ 1	1. Personal Details 2. Address Details 3. Qualification Details 4. Employment Exchange Details 5. Payment Details 6. Upload Document Details 7. Undertaking	1. <b>10th (HSCE) OR EQUIVALENT CERTIFICATE</b> (Furnish Details) 2. <b>EMPLOYMENT EXCHANGE</b> (Upload File as per guideline shown above and Furnish Details) 3. <b>PHOTO</b> (Upload File as per guideline shown above and Furnish Details) 4. <b>RESIDENTIAL CERTIFICATE</b> (Furnish Details) 5. <b>SIGNATURE</b> (Upload File as per guideline shown above and Furnish Details) 6. <b>TREASURY CHALLAN</b> (Upload File and Furnish Details)	Preview Registration <b>Upload Treasury Challan for Fee Paid</b> Pay Online

36. After payment is successful, "**Apply Now**" link will appear, Click on it

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<b>Registration Number</b> 00267736 <b>Post Applied For</b> JUNIOR CLERK ( JC-01125-2017 ) <b>Applicable Examination Fees (in Rupees)</b> ₹ 1	1. Personal Details 2. Address Details 3. Qualification Details 4. Employment Exchange Details 5. Payment Details 6. Upload Document Details 7. Undertaking	1. <b>10th (HSCE) OR EQUIVALENT CERTIFICATE</b> (Furnish Details) 2. <b>EMPLOYMENT EXCHANGE</b> (Upload File as per guideline shown above and Furnish Details) 3. <b>PHOTO</b> (Upload File as per guideline shown above and Furnish Details) 4. <b>RESIDENTIAL CERTIFICATE</b> (Furnish Details) 5. <b>SIGNATURE</b> (Upload File as per guideline shown above and Furnish Details) 6. <b>TREASURY CHALLAN</b> (Upload File and Furnish Details)	Preview Registration  <b>Apply Now</b> 

37. On Clicking "**Apply Now**" link, an alert message will show, click "**OK**" to proceed

File upload guideline as per applicablty shown against each post

Signature (jpg, jpeg, png)	Photo (jpg, jpeg, png)	Others (jpg, jpeg, png, pdf)	Others (jpg, jpeg, png, pdf)
Minimum: 20kb Maximum: 50kb	Minimum: 20kb Maximum: 100kb	Minimum: 100kb Maximum: 300kb	Minimum: 100kb Maximum: 300kb

Do you want to do this operation ?

Click on Preview Registration link below to make payment and to fill up Application. Do not Tick/Check the box shown by the browser against the message - Prevent this page from additional dialogs - while using this website/portal.

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
--------	---	---	--	---

38. Fill up the form with all required data.

You can save the filled up data by clicking the "**Save**" button.

After completing the form of a page (tab), Click on "**Move to Next**" button to move to the next tab and continue filling the form.

After completing all the tabs it will ask for **Submit form**

<b>Personal Details</b> ★	<b>Address Details</b> ★	<b>Educational Qualifications Details</b> ★	<b>Employment Exchange Details</b> ★	<b>Payment Details</b> ★
<b>Upload Document</b> ★	<b>Undertaking</b> ★			

★ Tabs are star marked

This is "Save" Button →

This is "Move to Next Step" Button →



39. On the last tab you need to tick the undertaking accepting the terms and conditions and confirming the data filled up and click on “**Preview your Application Form**” button.

The screenshot shows the 'Undertaking' tab selected in a navigation bar. The tab bar includes: Personal Details, Address Details, Educational Qualifications Details, Employment Exchange Details, Payment Details, Upload Document, and Undertaking. The main content area contains a declaration text, a checkbox for accepting terms, and two buttons: 'Move To Prev Step' and 'Preview Your Application Form'.

**Personal Details** **Address Details** **Educational Qualifications Details** **Employment Exchange Details** **Payment Details** **Upload Document** **Undertaking**

I do here by solemnly declare that I have carefully gone through the Recruitment Advertisement of the Commission and I fulfill all the conditions of eligibility prescribed for admission to the examination. I also declare that all the statements made in the application are true, complete and correct to best of my knowledge and belief. Copies of the documents uploaded by me are genuine and relevant. I undertake that in case of any such information or uploaded document is found to be incorrect, false or irrelevant during or after the selection of candidate, my candidature/selection for the post will be cancelled and I shall be liable to penal action as per law.

\* ☒ I Accept the Terms And Conditions.

[Move To Prev Step](#) [Preview Your Application Form](#)

40. It will open a popup, **Review all the details on the popup by scrolling the content** and click “**Submit Application**” button to submit the form.

(If you found any error in the data and want to change the data, then you can click on the “**Edit**” button and make the correction.)

The screenshot shows a 'Document Details' popup with a table of uploaded documents, an 'Undertaking' section with a signature, and 'Edit' and 'Submit Application' buttons.

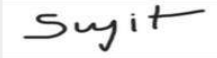
**Document Details**

Document Name	Misc Case/Issue /Certificate No.	Issue Date	Issuing Authority	Document Status
TREASURY CHALLAN	--	--	--	UPLOADED
EMPLOYMENT EXCHANGE	--	--	--	UPLOADED
10th (HSCE) OR EQUIVALENT CERTIFICATE	75993	10/07/2017	BOARD OF SECONDARY EDUCATION, ODISHA	DETAILS ENTERED
RESIDENTIAL CERTIFICATE	455589	18/07/2017	ATHAMALIK TAHASIL	DETAILS ENTERED
PHOTO	--	--	--	UPLOADED

**Undertaking**

I do here by solemnly declare that I have carefully gone through the Recruitment Advertisement of the Commission and I fulfill all the conditions of eligibility prescribed for admission to the examination. I also declare that all the statements made in the application are true, complete and correct to best of my knowledge and belief. Copies of the documents uploaded by me are genuine and relevant. I undertake that in case of any such information or uploaded document is found to be incorrect, false or irrelevant during or after the selection of candidate, my candidature/selection for the post will be cancelled and I shall be liable to penal action as per law.

☒ I Accept the Terms and Conditions.

  
Uploaded Signature of the Applicant

Note : Application shall be valid after verification of (i) all uploaded documents , if called for , and (ii) realisation of payment , if applicable , by Treasury.

[Edit](#) [Submit Application](#)

41. On clicking “Submit Application” button an alert will show, Click “OK”

The screenshot shows a web application form for a District Employment Exchange. At the top, there are fields for 'District Employment Exchange, Angul, Angul', '56786876', '11/07/2017', and '26/07/2017'. Below these, it says 'Total Examination Fees Paid : Rs. 1'. The 'Offline Payment Details' section includes 'Treasury Name : ANANDPUR SUB TREASURY', 'Address : AT-SUB TREASURY ANANDPUR', 'Challan Number : 787604487856', and 'Challan Date'. A 'Document Details' table is present with columns for 'Document Name', 'Mis /Ce', 'Date', 'Issuing Authority', and 'Document Status'. The table contains five rows: 'TREASURY CHALLAN' (UPLOADED), 'EMPLOYMENT EXCHANGE' (UPLOADED), '10th (HSCE) OR EQUIVALENT CERTIFICATE' (DETAILS ENTERED), 'RESIDENTIAL CERTIFICATE' (DETAILS ENTERED), and 'PHOTO' (UPLOADED). An 'Undertaking' section at the bottom contains a declaration text. A modal dialog box is centered on the screen with the text 'Do you want to Submit your Application ? Once you Submitted, You cannot edit further..'. It has 'OK' and 'Cancel' buttons. A hand cursor is pointing at the 'OK' button.

Do you want to Submit your Application ?  
Once you Submitted, You cannot edit further..

Document Name	Mis /Ce	Date	Issuing Authority	Document Status
TREASURY CHALLAN	--	--	--	UPLOADED
EMPLOYMENT EXCHANGE	--	--	--	UPLOADED
10th (HSCE) OR EQUIVALENT CERTIFICATE	75993	10/07/2017	BOARD OF SECONDARY EDUCATION, ODISHA	DETAILS ENTERED
RESIDENTIAL CERTIFICATE	455589	18/07/2017	ATHAMALIK TAHASIL	DETAILS ENTERED
PHOTO	--	--	--	UPLOADED

42. On Successful completion of the application a pdf file will be generated in a separate tab.

43. Download the Pdf and keep a printout of the same for future reference.

**Note:** The content shown here are approximation for demonstration purpose and may not be exact to the real application.