



## BOARD OF SECONDARY EDUCATION, ODISHA, KATAKA

### Step-by-Step Guidelines for Online Form Fill-up – D.El.Ed. Examination 2026

#### 1. Important Dates

- Online Form Fill-up: 28 August 2026 to 06 September 2026.
- Payment and Upload of Bank Receipt: Up to midnight of 08 September 2026.
- Payment may be made through Cash Deposit, NEFT or RTGS. The payment receipt must be uploaded in the portal **for final submission**.

#### 2. Steps to be Followed by the Head of the Institution

##### Step 1: Open the Website

Visit the official website of the Board: [www.bseodisha.nic.in](http://www.bseodisha.nic.in)

Click on “**Form Fill-up for D.El.Ed. Examination 2026.**”

##### Step 2: Complete Institution Registration

Select **Institution Registration** and enter the following information:

1. Select the **name of the institution** from the drop-down list.
2. Enter the **name of the Principal**.
3. Enter the **mobile number of the Principal**.
4. Enter the **official e-mail ID of the institution**.
5. Enter the **postal address of the institution**.
6. Upload the **scanned signature of the Principal**.
7. Enter the required **infrastructure details**, including:
  - Number of classrooms, including the Multipurpose Hall.
  - Number of computers/laptops available.
  - Availability of internet facility.
  - Availability of CCTV and, if available, the number of CCTV cameras.
8. Create a **password** and re-enter it for confirmation.
9. Read the declaration and click **Submit**.

### Step 3: Note the Institution ID & Official email id

After successful submission of the institution details, the message “**Registration Successful**” will appear along with the **Institution ID**.

The Institution ID and Email ID should be noted carefully for future reference.

### 3. Login to the Institution Dashboard

After successful registration:

1. Return to the **Login Page**.
2. Login using:
  - **Mobile number of the principal** or **Official Email ID** and
  - **Password created during registration**.
3. The **Institution Dashboard** will appear after successful login.

### 4. Add Teacher Details

From the Institution Dashboard, Click “**Teachers.**”

Enter the complete details of:

- Principal
- Teacher Educators (TEs) & Senior Teacher Educators (Sr. TEs)

Ensure that all information is entered correctly before proceeding further.

### 5. Add Candidate Details (please enter the data as per HSC/ class 10 certificate)

Click “**Candidates.**”

Candidate entry is divided into the following four categories:

1. **1st Year Regular**
2. **2nd Year Regular**
3. **1st Year Back**
4. **2nd Year Back**

#### A. 1st Year Regular Candidates

Enter:

- Complete details of the student.
- Internal marks of all subjects.
- Student's passport size photograph. (maximum uploaded size 300kb)

- Student's signature. (maximum uploaded size 300kb)

## **B. 2nd Year Regular Candidates**

1. Enter the **1st Year Roll Number**.
2. The following details will be automatically displayed:
  - Student's name
  - Father's name
  - Mother's name
  - Caste
3. Enter all other required details.
4. Enter the **internal marks**.
5. Upload the student's **photograph and signature**.

## **C. 1st Year Back and 2nd Year Back Candidates**

For candidates appearing as **Back candidates**:

- Enter all required candidate details.
- Upload the candidate's **photograph**.
- Upload the candidate's **signature**.
- Upload the **marksheets of the candidate's previous D.El.Ed. examination**.

## **6. Make Payment**

After completing all candidate entries, proceed to the **Payment** section.

Payment may be made through:

- **Cash Deposit** in the Board's account; or
- **NEFT/RTGS**.

**To the following Account Details Only:**

**Bank: Union Bank of India**

**A/c No. 021122010002424**

**A/C Name: Board of Secondary Education Odisha**

**IFSC Code: UBIN0902110**

After making the payment click on offline payment button in dashboard:

1. Enter the **Transaction Number** in the portal.
2. Upload the **bank payment receipt documents** for reference of the Board.

## 7. Final Submission

After verifying all institution, teacher and uploading payment documents:

- Click **“Final Submission.”**

**Note:** No changes should be made without due verification after final submission.

## 8. Download and Submit the DR Sheet

After successful final submission:

1. **Download the DR Sheet.**
2. Take a printout of the DR Sheet.
3. Submit the following documents to the **concerned Zonal Office of the Board:**
  - Printed DR Sheet
  - Bank Deposit/Payment Receipt

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## 9. Assistance

In case of any difficulty or requirement of assistance during the form fill-up process, the institution may contact the Board through the designated **e-mail/helpdesk**.

**For any technical issue email us : [support@bscoexams.org](mailto:support@bscoexams.org)**

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## Quick Checklist for Heads of Institutions

**Before final submission, ensure that:**

- Institution registration is completed.
- Institution ID is noted.
- Principal's details are correct.
- Infrastructure details are entered correctly.
- Principal's scanned signature is uploaded.
- Teacher/TE/Sr. TE details are entered.
- All candidate details are entered under the correct category.

- Internal marks are entered wherever applicable.
- Candidate photographs and signatures are uploaded correctly.
- Previous D.El.Ed. marksheets are uploaded for Back candidates.
- Payment has been made through Cash Deposit/NEFT/RTGS.
- Transaction number is entered.
- Bank payment receipt is uploaded.
- All entries are verified.
- Final submission is completed.
- DR Sheet is downloaded and printed.
- DR Sheet and bank receipt are submitted to the concerned Zonal Office.