



USER INSTRUCTIONS FOR ONLINE APPLICATION SUBMISSION

1. Registration (New User)

1. Visit the official application portal.
2. Click on “**New Registration**”.
3. Enter the following details:
 - Full Name (*as per 10th certificate*)
 - Date of Birth (*as per 10th Admit Card, Use the calendar icon to avoid any discrepancy.*)
 - Mobile Number (*10 digits*)
 - Email ID (*valid and active*)
 - Password (*minimum 5 characters*)
4. Re-enter (confirm) all required fields.
5. Complete the CAPTCHA verification.
6. Click on “**Register**”.
7. After successful registration, you will be redirected to the login page.

**** Date of Birth, Mobile Number, and Email ID will be locked after registration and cannot be modified thereafter.**

2. Login

1. Enter your **registered Email ID / Mobile Number**.
 2. Enter your **Password**.
 3. Enter the **Captcha code** displayed.
 4. Click on “**Login**”.
 5. You will be redirected to your dashboard.
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3. Application Form Filling Process

The application form is divided into **4 steps**. You must complete each step sequentially.

Step 1: Eligibility Details

1. Select **Training Status** from the dropdown.
2. Select **Paper opted for examination**.
3. Select **Qualification**.
4. If applicable, select:
 - Optional Subject (for Paper II)

- Language for MIL Subject

5. Click on **“Save & Next”**.

Step 2: Personal Details

A. Personal Information

1. Enter:
 - Applicant’s Full Name
 - Father’s Name
 - Mother’s Name
 - Date of Birth (*auto-calculated age will be shown*)
2. Select:
 - Gender
 - Caste Category
 - PwD Status (Yes/No)
 - Applicant Category (from the list)

B. Permanent Address

1. Select Village/Town type.
2. Enter:
 - Block / Municipality details
 - District
 - Address (AT)
 - Post Office
 - Pincode

C. Correspondence Address

1. Click **“Same as Permanent Address”** if applicable
OR
2. Fill manually if different.
3. Click on **“Save & Next”**.

Step 3: Qualification Details

A. General Qualification

Higher Secondary (HS / 10+2)

1. Enter:
 - Subjects taken
 - Board/Council name
 - Maximum marks
 - Marks secured
 - Percentage

- Division

Graduation (if applicable)

1. Enter:

- Subject
- University/Board
- Maximum marks
- Marks secured
- Percentage
- Division

Post Graduation (if applicable)

1. Enter:

- Subject
- University/Board
- Maximum marks
- Marks secured
- Percentage
- Division

B. Professional Qualification

1. Enter:

- Name of Examination (e.g., D.El.Ed / B.Ed)
- Method Subject
- Institution Name
- Affiliation (NCTE/RCI)
- University/Board
- Maximum Marks
- Marks Secured
- Percentage
- Division

C. Upload Documents

Upload the following files:

1. Passport size photograph (*JPG/PNG, 10KB–40KB*)
2. Signature (*JPG/PNG, 10KB–40KB*)
3. In-service / Continuing certificate (*if applicable*)

⚠ Ensure:

- File size and format are correct
- Image is clear and recent

Step 4: Preview & Final Submission

1. Review all entered details carefully.
2. Ensure all mandatory (*) fields are filled correctly.
3. Click on “**Final Submit**”.
4. After final submission, **editing will be restricted**.

4. Payment Process

1. After final submission, proceed to **Payment**.
2. Select your preferred payment method:
 - Debit Card
 - Credit Card
 - Net Banking
 - UPI
3. Complete the payment securely.
4. Do not refresh or close the browser during payment.
5. After successful payment:
 - A confirmation message will be displayed
 - Payment receipt will be generated

5. Download & Print Application

1. After successful submission and payment:
 - Download the **Application Form**
 - Download **Payment Receipt (for future reference)**
2. Take a printout for future reference.

The following fee shall be applicable for candidates appearing at the OTET,2025

Candidate Category	Paper	Fee Amount
SC&ST	Single Paper [Either Paper-I or II]	Rs.600/-
	Both Paper-I &II	Rs.900/-
All Other Category	Single Paper [Either Paper-I or II]	Rs.900/-
	Both Paper-I &II	Rs.1400/-

Important Instructions

- Fields marked with (*) are **mandatory**.
- Ensure all details match your official documents.
- Use a valid mobile number and email for communication.
- Do not submit multiple applications.

- Keep your login credentials secure.
- Incomplete applications will be rejected.
- Once the application is finally submitted, no further modifications will be allowed.
- Failure to complete payment within the specified timeline will result in application rejection.

Help & Support

For any technical issues:

- Contact the official helpdesk
- Technical Support email: support.bseo@gmail.com

End of Instructions