



## BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMADAM, GUWAHATI - 781021

website : [www.sebaonline.org](http://www.sebaonline.org), email : [boardassam@gmail.com](mailto:boardassam@gmail.com)

No. SEBA/REGN/DES/2022/05/1

Dated Guwahati, the 08<sup>th</sup> April, 2022

From : N. N. Nath, ACS,  
Secretary,  
Board of Secondary Education, Assam  
Guwahati - 781021

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

Sub : **Online Registration of Class IX students for the year 2022 from 19/04/2022 to 15/06/2022.**

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 2022** will remain open from **19<sup>th</sup> April 2022 to 15<sup>th</sup> June 2022.**

All the Heads of High/Higher Secondary Schools are hereby requested to complete the registration of Class IX students in the online registration portal within the stipulated time.


1	Registration Fees	:	<b>Rs. 150/- (Rupees one hundred fifty) only per student.</b>
2	Application Form for Registration	:	<p>For Online Registration, visit SEBA's official website <a href="http://www.sebaonline.org">www.sebaonline.org</a> and click on the <b>Online Registration, 2022.</b></p> <p><b><u>Link will be available from 19/04/2022.</u></b></p> <p>a. In the Home page of the registration portal, school has to select the <b>School Login</b> Option.</p> <p>b. School has to sign in with their <b>School Code</b> as a <b>User ID</b> and followed by a <b>Password</b>.</p> <p>Password will remain same as provided during 2021 class IX registration.</p> <p><b>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 Secretary of each district is enclosed herewith in <u>Annexure II.</u></b></p> <p>c. After signing in, the school has to <b>update the details of the School</b> in the My School page, before proceeding for registration.</p> <p>The <b>Data Capture Sheet</b> (enclosed in <b>Annexure I</b>) is uploaded in the official portal of SEBA, <a href="http://www.sebaonline.org">www.sebaonline.org</a>. The Head of the Institution has to download and print the Data Capture Sheet and share it among the students, to collect the details of the students.</p> <p>The captured details has to be uploaded in the registration portal, by the Head of the Institutions.</p> <p><b>The Head of the Institution shall examine and verify the information furnished by each student comparing with the School Admission Register and other related documents.</b> Please ensure that the Online application forms are filled correctly.</p> <p>The detailed guidelines for filling in online application are also available as a link in the registration portal as "<b>User's Handbook</b>".</p>
3	Photograph & Signature	:	Soft copy of a recent <b>passport size Color Photograph (in white background)</b> and <b>Signature</b> of the student has to be uploaded in the portal.
4	Birth Certificate	:	Scanned image of the <b>Birth Certificate of the student</b> has to be uploaded in the Registration portal. If Birth Certificate is not available then Certificate provided by the Head of the Institution has to be uploaded, with Date of Birth mentioned.

4	Statement (Form 50)	:	After adding all the Students and making necessary payments, Form No. 50 will be generated in the portal.  <b>Before generating the Form No 50, the Head of the Institutions should check the entries thoroughly. Generation of Form No 50, should be done, only after the full satisfaction, that there is no error.</b>
5	Collection and Submission of Form No. 50	:	The Officer-in-Charge of the HSLC/AHM Examination Centre shall collect the printout of the Form No. 50 duly signed by Head of the Institution and hand it over to office of the Inspector of Schools.
	Important Dates		<b>1. Online Registration: 19<sup>th</sup> April 2022 to 15<sup>th</sup> June 2022</b> <b>2. Last date of Online Payment or Challan Generation: 15/06/2022</b> <b>3. Last date of Challan payment at the SBI Bank : 18/06/2022</b> <b>4. Last date of generating the final list (Form No 50): 18/06/2022.</b> <b>5. Last date of submission of final list (Form No 50), by feeder schools to the Center In-Charge, is 20/06/2022</b> <b>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 24/06/2022.</b>
6	Mode of Payment	:	Necessary fees for Registration may be deposited either through generated <b>Challan</b> in any <b>SBI branch</b> , or by <b>Online payment</b> . (i) <b>Online payment can be done</b> through Debit Card/Credit Card or Internet Banking. (ii) <b>Challan:</b> Registration fees may also be deposited through Challan (generated from portal), in <b>any of the Branches of State Bank of India</b> .
7	Important Instructions for filling-up the Online Registration Form: <b>a) ENTER STUDENT'S NAME/FATHER'S NAME/MOTHER'S NAME CORRECTLY.</b> <b>b) THE AGE OF THE STUDENT SHOULD BE MINIMUM 13 YEARS AS ON 1<sup>ST</sup> MARCH 2022.</b> <b>c) DATE OF BIRTH SHOULD BE AS PER THE BIRTH CERTIFICATE OR CERTIFICATE PROVIDED BY THE HEAD OF THE INSTITUTION.</b> <b>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.</b>		

Your kind co-operation is highly solicited.

Enclosed:

1. List of Member Secretaries
2. Data Capture Sheet


  
Secretary,  
Board of Secondary Education, Assam  
Guwahati-21

Memo No. No. SEBA/REGN/DES/2022/05/1-A

Dated Guwahati, the 08<sup>th</sup> April 2022

Copy to:

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

  
Secretary,  
Board of Secondary Education, Assam  
Guwahati-21