BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTION FOR FILLING UP OF ONLINE APPLICATION FORM FOR
ODISHA TEACHER ELIGIBILITY TEST (OTET), 2024

1. Registration for OTET-2024 open from 24/06/2024, till 05/07/2024, midnight. Deposit of fee shall have to be completed by 11.45 pm of 06/07/2024 through online.

2. Registration can be done (24 x 7) on visiting the website: www.bseodisha.ac.in.

3. Before going for registration, the candidate shall have to read the Instructions, Eligibility & Applicability for appearing at the OTET-2024. He/ She should login only if eligible for OTET.

4. The Instructions, Eligibility, Applicability, Instruction for PH candidate, format for continuing certificate and syllabus structure are available in the website www.bseodisha.ac.in.

5. On visiting the link given in the website the following instructions shall be displayed.
    ➢ The Candidates desiring to apply for Paper-I only shall log in "for Paper-I only".
    ➢ The Candidates desiring to apply for Paper-II only shall log in "for Paper-II only".
    ➢ The candidates desiring to apply for both the papers shall log in "for both papers". These candidates will be allowed to appear in one examination centres.
    ➢ Candidates applying for Paper- I & II separately shall not be assigned with same centre.

6. If you have already registered, click "Login" button, otherwise click on "New Registration" to register.

7. On clicking "New Registration", Registration OTET-2024 page will be displayed on the screen where you have to enter your Name, Password (to be created by you), re-type the password, enter Mobile No. & e-mail ID and then "Submit". *(Enter your own e-mail ID & mobile no. which are valid, failing which you can not register ONLINE)*

8. Candidate has to do registration using unique Mobile No and E-mail ID.

9. After clicking "Submit Button" you will be directed again to the "Login to you Account" page where you have to enter your mobile no. & password (created by you) and click "Login" again.

10. After "Login" you will have to enter OTP which shall be sent in your registered mobile no. and email-ID. Thereafter click on "Verify" button, so that you will be directed to the application form page.

11. Application form has the following six sections.
    (a) Personal Information
    (b) Eligibility Criteria
    (c) Educational Qualification

(d) Address

(e) Information Sheet

(f) Payment & Declaration

12. Four sections from the beginning can be filled up one by one starting from (a) → (b) → (c) → (d). However after reaching section (d), one can again come back to "c", "b" or "a" and update the information already entered.

13. After correctly entering all the required four sections, click the section "Information Sheet" so that whatever the data entered by you can be displayed on screen along with your photograph. Take a print out of the Information Sheet & check whether information entered by you is 100% correct or not.

14. If some information entered by you is still wrong, you can very well correct the same by logging into your account again. Specially please check the language subject for both the papers and optional paper for Paper-II. However this is the last chance you are being given this time to correct your data. Once "Final Submit" button is clicked, no information can be edited. You have to remember that data entered and finally submitted by you shall not be corrected further, either by you or by the B.S.E., Odisha. Thereafter approach for correction of subject, paper, name, date of birth, caste etc. shall not be entertained at any cost.

15. Pre & Post examination processing will be done as per data/ information submitted by you.

16. For filling up of the application form, Personal Information shall be entered by the candidate at first.

17. Enter all the mandatory fields and upload the required certificates/ documents/ photos in jpg/jpeg/.jpg/.png file within the specified size. Thereafter click 'SUBMIT' button to go to the next stage i.e. "Eligibility Criteria".

18. Enter all the required fields under "Eligibility Criteria" and 'SUBMIT' to go to the next stage i.e. "Educational Qualification".

19. Candidates can appear Paper-I or Paper-II or both the papers as per their eligibility. They have to enter the login link accordingly.

20. Enter all the mandatory fields under General & Professional Qualifications and 'SUBMIT' to go to the next stage "Address". Fill up the permanent & correspondence address. Click "Submit" button and you will be directed to "Information Sheet" page.

21. It is to be noted that, the certificates of the successful candidates will be printed as per district mentioned in the permanent address and shall be sent in the correspondence address entered by the applicants.

22. The print of "Information Sheet" can be downloaded and wherever correction is required that can be effected in the application. In case information submitted by you as seen from "Information Sheet" is correct, click "Next Payment & Declaration" button to go for "Declaration & Payment".

23. After clicking "Yes-Final Submit" in the Declaration and Payment page, no information can be edited. The B.S.E., Odisha can not and is not authorised to correct the information, when it has been uploaded by the candidate himself/ herself. Hence B.S.E., Odisha shall not be requested for any modification

24. The results of the OTET shall be processed as per data entered by the candidate and there shall be no deviation from that.

25. Payment shall be made with the HDFC payment gateway.

26. It is advised to complete the process of filling up of application form and deposit of fee well in advance and do not wait till the last date. In case, payment is not authenticated till the schedule date, you will not be eligible to appear at the examination.

27. It is important to remember that after payment is authenticated, you will be eligible for downloading the "Acknowledgement Receipt". This document has very importance and has to be kept for future reference.

28. In case "Acknowledgement Receipt" is not received, you will not be eligible to appear at the examination.

29. The following fee shall be applicable for candidates appearing at the OTET, 2024.

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/-

30. The candidate shall have to appear the examination at designated examination centres. The candidate shall have appear at any centre i.e. selected at random by the Board. Selection of centres will not be according to the permanent/ correspondence district filled up by the candidate.

31. For any query, the following numbers may be contacted between 11.00 AM to 04.00PM.

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9348463913, 9853603995

THE BOARD SHALL NOT BE RESPONSIBLE FOR NON-SUBMISSION OF APPLICATION

AND DEPOSIT OF FEE WITHIN THE STIPULATED DATE NOTIFIED. FEE

ONCE PAID SHALL NOT BE REFUNDED.

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Board of Secondary Education,
Odisha, Cuttack