



## INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

### State Selection Board

Higher Education Department, Government of Odisha

Advertisement No. 01/2026

#### 1. GENERAL INSTRUCTIONS (READ CAREFULLY BEFORE STARTING)

1. Candidates are advised to read all instructions carefully before filling the online application form.
2. Ensure that all information entered in the application form is **correct, complete, and as per official documents**.
3. Fields marked with (\*) are **mandatory** and must be filled.
4. Once the application is **finally submitted, editing or modification will NOT be allowed**.
5. Candidates are advised to verify all information before final submission.
6. Candidates must keep the following details ready before starting the application process:
  - Aadhaar Number
  - Educational qualification details (10th, 12th, Graduation)
  - Valid Mobile Number and Email ID
  - Scanned Passport Size Photo
  - Scanned Signature
  - Left Thumb Impression
  - Valid Bank Account Details
7. Only **JPG / PNG format images** are allowed for document upload.
8. Image file size must be **between 30KB – 100KB**. (Do not click back / refresh during image upload)
9. Candidates should preferably use **desktop or laptop** with a stable internet connection for filling the application form.
10. Candidates must use **their own active mobile number and email ID** for communication.
11. Keep the successful payment acknowledgement copy safely for future reference.

## 2. SYSTEM REQUIREMENTS

For smooth submission of the online application form, candidates are advised to ensure the following:

1. Use a **Desktop or Laptop computer** for better experience.
2. Ensure a **stable internet connection**.
3. Use updated web browsers such as:
  - Latest Google Chrome
  - Latest Mozilla Firefox
4. You must enable **JavaScript and Pop-ups** in the browser.
5. Ensure uploaded images are **clear and readable** and within the prescribed size limit.

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## 3. REGISTRATION PROCESS

Before filling the application form, candidates must first **complete the Registration process**.

During registration, the following information must be provided:

- **Full Name**
- **Date of Birth (As per 10th Admit card)**
- **Confirm your Date of birth**
- **10-digit Valid Mobile No.**
- **Confirm Mobile No.**
- **Email** (Verification required to activate account)
- **Confirm your Email**
- **Password (Minimum 5 characters long)**
- **Confirm Password**
- Complete the **Captcha Verification**

After successful registration and **email verification**, candidates can **log in using Email Address / Mobile No and Password**. If you have forgotten your password, please use the “Forgot Password” link available on the login page.

**Note:** Each candidate can register **only once using a unique Email ID and Mobile Number**.

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## 4. LOGIN & APPLICANT DASHBOARD

After successful login, candidates will reach the **Applicant Dashboard**.

Candidates must click on the “**click to apply**” button to apply for a new application (Limited to 1 per user).

The online application consists of **4 steps followed by payment**.

### **STEP 1 OF 4 – PERSONAL DETAILS**

Candidates must enter the following details carefully (As per official documents).

#### **A. Personal Details**

- Applicant's Full Name
- Father's Name
- Mother's Name
- Date of Birth (As per the 10th Certificate)
- 12 Digit Aadhaar No
- Gender
- Marital Status
- Nationality
- Resident of Odisha?
- Religion
- Category
- Are you an EX-SERVICEMAN? (Select “Yes” only if valid certificate exists.)
- Are you a Sportsperson? (Choose Yes/No, as applicable)
- Are you a person with Disability (PwD)? (Select correct disability type and percentage.)
- Are you an employee of Odisha Government? (Choose Yes/No, as applicable)

⚠ The system automatically calculates **Age based on Date of Birth**.

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#### **B. Contact Details**

Enter the following details:

- **Email** (Must be active and available for verification)
- **Mobile** (Must be active and available for verification)

These details will be used for future communication regarding the application.

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#### **C. Permanent Address**

Candidates must enter complete address details:

- House No./ Apartment/Plot No.
  - Village
  - Post Office
  - City
  - District
  - State
  - Pin code
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#### **D. Correspondence Address**

If correspondence address is the same as permanent address, click:

**"Click here if Same as Permanent Address"**

Otherwise enter the correspondence address manually.

After completing all fields, click **Save & Next**.

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### **STEP 2 OF 4 – EDUCATION DETAILS & POST PREFERENCE**

#### **A. Post wise preference of choices of institutions/ department**

Candidates must arrange their **post preferences carefully**.

Instructions:

- Use the **↑ (Up) and ↓ (Down) buttons** to rearrange preference order.
- Preference **1 will be treated as highest priority**.
- Preferences **cannot be changed after final submission**.

Candidates are advised to review the preference order carefully.

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#### **B. Choice of zone for appearing the written examination**

Candidates must select the **examination zone** from the dropdown list.

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#### **C. Whether passed minimum 7th class exam. in Odia?**

Select **Yes / No** as applicable.

## **D. Essential Qualifications**

### **10TH OR EQUIVALENT EXAMINATION**

Candidates must enter:

- Name of the Board / Council
  - Total Marks
  - Marks Secured (Aggregate)
  - Percentage (%) of Marks
  - Year of Passing
- 

### **12TH OR EQUIVALENT EXAMINATION**

Enter details as per official documents:

- Name of the Board / Council
  - Total Marks
  - Marks Secured (Aggregate)
  - Percentage of Marks (%)
  - Year of Passing
- 

### **GRADUATION OR EQUIVALENT EXAMINATION**

Enter details as per official documents:

- Name of the University
- Name of the Institution
- Total Marks
- Marks Secured (Aggregate)
- Percentage of Marks

If marks are in **CGPA**, convert them to **percentage up to two decimal places** before entering.

- Year of Passing
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### **COMPUTER KNOWLEDGE**

Enter:

- Name of the University/Institution
- Qualification as per the Certificate
- Year of Passing

After filling all details click **Save & Next**.

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### **STEP 3 OF 4 – CRIMINAL PROCEEDINGS & DOCUMENT UPLOAD**

#### **A. Criminal Proceedings**

Candidates must answer **Yes / No** for the following declarations:

- Whether any **FIR has been lodged/registered against you?**
- Whether any **prosecution is pending in any Court of Law against you?**
- Whether any **Chargesheet has been filed against you?**
- **Has any Court Case been filed against you?**
- Whether you have been **convicted by any court of competent jurisdiction in any offence?**
- Whether any **disciplinary action has been initiated by Government/Semi-Government Organizations against you?**

⚠ Providing false information may lead to **rejection of candidature**.

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#### **B. Upload Picture**

Candidates must upload the following documents.

- **Applicant's Recent Passport Size Colour Photo**

Recommended Width \* Height: **390px × 470px**

- **Full signature of the applicant**

Recommended Width \* Height: **455px × 210px**

- **Left thumb impression of the applicant**

Recommended Width \* Height: **455px × 210px**

File Format:

**JPG / PNG only**

File Size:

**Minimum 30KB – Maximum 100KB**

After uploading all documents click **Save & Next**.

**Note: Please do not click refresh / back button during image upload. It can corrupt your image file.**

#### **STEP 4 OF 4 – APPLICATION PREVIEW**

This page displays the **complete application before final submission**.

Candidates must verify:

- Personal Details
- Address Details
- Post Preferences
- Educational Qualifications
- Criminal Declaration
- Uploaded Photo / Signature / Thumb Impression

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#### **DECLARATION**

Candidates must:

- ✓ Carefully read the declaration
- ✓ Tick the required declaration checkboxes
- ✓ Confirm that all information is correct

Click:

**Confirm & Submit** for final submission or click **Back** if any edit required.

⚠ After clicking **Confirm & Submit**, the **application cannot be edited again**.

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#### **PAYMENT PROCESS**

After final submission:

1. Candidate will return to the **Dashboard**.
2. Click **Pay Now**.
3. Enter **Bank Details for Refund** ( if eligible ) carefully.

Required details:

- Applicant Name

- Name of the Account Holder
  - Bank IFSC Code (11 digit)
  - Name of the Bank
  - Name of the Bank Branch
  - Bank Account Number
  - Confirm Bank Account Number
4. Click **Proceed to Payment**.

The candidate will be redirected to the SBI Collect Payment Gateway. On the payment page, enter all required details **exactly as mentioned in the application form** and complete the payment using the available payment options.

#### APPLICATION FEE

Category	Application Fee
SC / ST / PwD	₹ 200
UR / SEBC	₹ 500

#### IMPORTANT PAYMENT INSTRUCTIONS

1. Enter bank details carefully.
2. Ensure bank account is active before proceeding.
3. Do not refresh or close the browser during payment.
4. Save or **print the payment receipt** for future reference.
5. Payment status may take **up to 3 working days** to reflect in the dashboard. Do not repeat the payment if it's already successful.

#### FINAL CHECKLIST:

- ✓ Personal details match official certificates / Documents
- ✓ Correct category selected
- ✓ Post preference order reviewed carefully
- ✓ Educational details verified and as per documents
- ✓ Photo, signature and thumb impression uploaded correctly.
- ✓ Declaration accepted.
- ✓ Payment completed successfully.