

STEPS FOR SCHOOLS FOR THE ENROLLMENT OF CANDIDATES FOR THE HSLC/AHM EXAMINATION 2021.

This year there will be two systems for the Form Fill-up of candidates for the HSLC/AHM Examination, 2021.

System No 1:- Through online portal for,

1. The candidates who have failed in the HSLC/AHM Examinations after 2012.
2. The regular candidates (candidates registered in 2019).

System No 2:-

This system is for the candidates prior to the year 2012. All applications are to be taken manually by the Regional Office of SEBA from the schools as per the Form annexed herewith with payments only (Form will be available in the SEBA's official website <https://sebaonline.org/>). The Regional Office has to upload the data in a separate system, which will be intimated in due course of time.

Online application procedure for System No 1:- (ONLY BY PREPOPULATED DATA)

Procedure for online system of form fill-up for the regular candidates and for the candidates who have failed in the HSLC/AHM Examinations after 2012, is as follows,

1. Please go to the SEBA's official website <https://sebaonline.org/>.
2. Click on the link "HSLC/AHM Examination, 2021 Enrollment". User will be redirected to the website <https://sebaregistration.in/>.
3. Click on the "School Login".
4. Enter **Username** and **Password** to login.
 - a. Username is the School Code provided by SEBA.
 - b. Password is the Class IX registration, 2020 password, already shared with each school.

**** For any Password loss or Unable to login, School will contact the DPO/EDP of the concerned Regional office of SEBA.**

5. After login, user will be landed in the **My School** page. Each School has to provide the School details, Bank Details etc.

Centre schools has to provide Centre bank details (Account used for Exam purpose only) also.

6. After updating the school details, next go to "Exam Enrollment" under "Examination" in the left hand side menu.

7. Two options will be available under "Exam Enrollment".

- a. **EXAM ENROLLMENT AVAILABLE THROUGH PRE-POPULATED DATABASE.**

This option is for the,

- i. Regular candidates (2019 class IX registered candidates).
- ii. Failed candidates from 2012 to 2020.

- b. **EXAM ENROLLMENT NOT AVAILABLE THROUGH PRE-POPULATED DATABASE.**

- i. If the candidate is not found in the above option 7.a, due to technical error, user will click on this option. User will be redirected to the Manual page and provide all the candidate details as requested in the form.

- ii. Candidates enrolled through this option, will be reviewed and approved by SEBA. After approval only School will be able to make payment for that particular candidates.

**** In the above options (7.a and 7.b) candidates registered till 2012 will only be allowed to enroll. For candidates prior to 2012, School has to visit the concerned Regional office of SEBA, as explained in above System No 2.**

8. Click on the “**EXAM ENROLLMENT AVAILABLE THROUGH PRE-POPULATED DATABASE**”.
9. Select candidates from the list.
10. Select whether the candidate is
 - a. APL/BPL (The candidate whose total income of the family is less than Rs 2 lakhs, shall be treated as BPL. The school has to keep a proper record of the BPL candidate’s income details, for verification as and when required. This facility is only for the Provincialized and Recognized Venture schools.)
****All BPL candidates registered in the year 2018 and 2019 are exempted from the Examination Fees.**
 - b. Person with Disability (PWD) – Yes/No
****All PWD candidates are exempted from the Examination fees.**
11. Select/Add the required candidates through the above two options (7.a and 7.b).
12. Next Go to the “**Exam Enrollment**”. List of all selected/added candidates for the Examination will be populated.
13. Select candidates from the list and click on “**Proceed for Payment**”.
14. User will be asked to confirm
 - a. Total Number of Candidates
 - b. Total number of APL candidates
 - c. Total number of BPL candidate
 - d. Total number of candidates of PWD category.

Check the confirmation checkbox and click on “**Generate Challan**”. After that Challan will be generated. Schools will be allowed to generate multiple challan.

15. Please click on print to take a print of the Challan.
16. Make payment of the Challan in the nearest APEX bank, through the bank account number provided in the challan.
17. Next please, go to “**Exam Payments**” under “**Payments**” section. Challan will be approved in the portal only after the payment is made successfully and transaction is validated in the bank. This process takes one working day after making payment in the bank.
18. Next Download Form 50 available against each successful payment for record under “**Exam Payments**”.
19. **Editing/Correction**
 - a. After the 10th Dec 2020, the portal will be re-opened for Editing by the school only. They can edit all the fields except Date of Birth (DOB). All corrections/edit made by the schools will be accepted by SEBA after proper verification only.
 - b. If one candidate is wrongly entered in place of other, the School cannot replace that candidate. But through Edit option, School can add new candidate on payment only.