



# BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMAIDAM, GUWAHATI-781 021

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

No. SEBA/REGN/DES/2013/35

Dated Guwahati, the 18<sup>th</sup> January, 2020

**From :** Suranjana Senapati, ACS  
Secretary,  
Board of Secondary Education, Assam  
Guwahati- 781021.

**To :** The Heads of High/ Higher Secondary / High Madrassa School

**Sub :** Online Registration of Class IX students for the year, 2020 from  
17/01/2020 to 31/03/2020.

*Sir/ Madam,*

In inviting a reference to the subject cited above, I am to inform you that the online registration portal (<https://sebaregistration.in/>) for Registration of Class IX students for the year 2020, will remain open from **17<sup>th</sup> Jan, 2020 to 31<sup>st</sup> March, 2020**.

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

For filling in the Online Application Forms for Registration of Students of class IX, the following points shall have to be noted:

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 Online registration portal i.e. <a href="http://www.sebaonline.org">www.sebaonline.org</a> and click on the <b>Online Registration, 2020</b> Or navigate to <a href="https://sebaregistration.in">https://sebaregistration.in</a>.</p> <p><b><u>Link will be available from 17/01/2020.</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. In this part school has to Sign in with their respective User account by using their School Code as a User ID followed by a password.</p> <p>Password will remain same as provided during 2019 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.</b></p> <p>c. After signing in, the school has to fill up the details of the School before proceeding for registration.</p> <p>The <b>Data Capture Sheet</b> (enclosed) 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 will be uploaded, in the registration portal, by the Head of the Institutions.</p> <p><b>The Heads of the Institutions shall examine and verify the information furnished by each student comparing with the School Admission Register and other related documents. Ensure that the Online application forms are filled in correctly.</b></p> <p>The detailed guidelines for filling in online application is also available as a link in the registration portal as "<b><u>User's Handbook</u></b>".</p>
3	Photograph & Signature	:	<p>Soft copy of a recent <b>passport size Color Photograph (in white background)</b> and <b>Signature</b> to be uploaded in the portal. (Options for uploading Photograph and Signature are provided in the portal).</p>



4	Statement	:	<p>After adding the Students information, Photograph and Signature, Form No. 50 will be generated by the system.</p> <p><b>Before generating the Form No 50, the Head of the Institutions should check the entries again and again. Generating of Form No 50, should be done, only after the full satisfaction, that there is no error.</b></p>
5	Collection and Submission of Form No. 50 & D.D.	:	<p>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 handover to office of the Inspector of Schools.</p> <p><b>1. Link for online registration of 2020 will be available till 31/03/2020.</b></p> <p><b>2. Link for payment option will remain active till 04/04/2020.</b></p> <p><b>3. Last date of generating the final list (Form No 50) is 05/04/2020.</b></p> <p><b>4. Last date of submission of final list (Form No 50), by feeder schools to the Center In-Charge, is 08/04/2020.</b></p> <p><b>5. Last date of submission of the final list (Form No 50), by the Center In-Charge to the concerning Office of Inspector of Schools is 09/04/2020.</b></p>
6	Mode of Payment	:	<p>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>.</p> <p>(i) <b>Online payment can be done</b> through Debit Card/Credit Card or Internet Banking.</p> <p>(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>.</p>
7	<p>Important Instructions for filling-up the Online Registration Form:</p> <p><b>a) FILLING IN OF MANDATORY FIELDS OF THE FORM ARE COMPULSORY.</b></p> <p><b>b) ENTER STUDENT'S NAME/FATHER'S NAME/MOTHER'S NAME CORRECTLY.</b></p> <p><b>c) ENTER CORRECT DATE OF BIRTH. PLEASE DO NOT ENTER INVALID D.O.B. (FOR EXAMPLE, 30<sup>TH</sup> FEBRUARY OR 1<sup>ST</sup> APRIL/JUNE/SEPTEMBER/NOVEMBER).</b></p> <p><b>d) THE AGE OF THE REGISTERED STUDENT SHOULD BE MINIMUM 13 YEARS AS ON 1<sup>ST</sup> MARCH 2020.</b></p> <p><b>e) 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></p>		

Your kind co-operation is highly solicited.

Enclosed:

1. List of Member Secretaries
2. Data Capture Sheet

Yours faithfully,



Secretary,  
Board of Secondary Education, Assam  
Guwahati-21

Memo No. SEBA/REGN/DES/2013/35-A  
Copy to:

Dated Guwahati, the 18<sup>th</sup> January, 2020

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



Secretary,  
Board of Secondary Education, Assam  
Guwahati-21

**INDIVIDUAL DATA CAPTURE SHEET FOR STUDENTS REGARDING ONLINE REGISTRATION FOR CLASS IX-2020**

Name of the School: .....

1.	Name of the Student:		
2.	Father's Name:		
3.	Mother's Name:		
4.	Guardian's Name:		
5.	Name of the school attended last:		
6.	Elementary Education ID: (if any) To be collected from CRC (not mandatory)		7. Date of Birth:
8.	Sex:  <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	9. Religion:  <input type="checkbox"/> HINDU <input type="checkbox"/> ISLAM <input type="checkbox"/> BUDDHIST <input type="checkbox"/> CHRISTIAN <input type="checkbox"/> SIKH <input type="checkbox"/> JAIN <input type="checkbox"/> OTHERS	
10.	Caste:	<input type="checkbox"/> SC <input type="checkbox"/> ST (P) <input type="checkbox"/> TG <input type="checkbox"/> OBC <input type="checkbox"/> MOBC <input type="checkbox"/> GENERAL <input type="checkbox"/> ST (H)	
11.	Physically Challenged:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(If physically challenged) Type of Impairment:	<input type="checkbox"/> VISUALLY IMPAIRED <input type="checkbox"/> HEARING & SPEECH IMPAIRED <input type="checkbox"/> CEREBRAL PALSY & MENTALLY IMPAIRED <input type="checkbox"/> LOCOMOTOR IMPAIRED	
12.	Student's Aadhar No: (if available)		
13.	Student's/ Parent's Mobile No:		14. E mail ID (if any):
Present Address			
15.	Address line 1		
16.	Address line 2		
17.	Village/City:		18. State/ Union Territory:
19.	District:		20. Pin:
Permanent Address <input type="checkbox"/> (tick the check box if permanent address is same with the present address)			
21.	Address line 1		
22.	Address line 2		
23.	Village/City:		24.State/ Union Territory:
25.	District:		26. Pin:
27.	Medium of Instruction:	<input type="checkbox"/> English <input type="checkbox"/> Assamese <input type="checkbox"/> Bodo <input type="checkbox"/> Hindi <input type="checkbox"/> Bengali <input type="checkbox"/> Manipuri	
28.	MIL Subject:		29. MIL Group
30.	Elective Subject:		
<div style="border: 1px solid black; padding: 10px; width: fit-content;">                 Paste a recent passport size colour photograph with white background of size 3cmX4cm             </div>		<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p align="center">Signature of the Student (within the box in black ink)</p>	

\* NOTE: STUDENT HAS TO SUBMIT PHOTOCOPY OF THE BIRTH CERTIFICATE OR ME SCHOOL CERTIFICATE WHERE THE DATE OF BIRTH OF THE STUDENT IS MENTIONED, FOR UPLOADING IN THE REGISTRATION PORTAL.

I do hereby declare that the information provided above is true and correct.

\_\_\_\_\_  
Signature of the Father/Guardian



**Member Secretaries of Regional Offices of SEBA**

District	Name of the Person
Baksa	Bhupendra Nath Das
Barpeta	Niranjan Ojah
Biswanath	Bedabrata Bora
Bongaigaon	Pradip Dev Sarmah
Cachar	Dr. Bidyut Deb Choudhury
Charaideo	Gouri Sankar Boruah
Chirang	Jasamanik Brahma
Dhemaji	Bidyut Dihingia
Dhubri	Abhijit Chakrabarty
Dibrugarh	Dipankar Dutta
Dima Hasao	Thang Chung Hoi Khelma
Darrang	Chittaranjan Kalita
Goalpara	Anupam Sarmah
Golaghat	Runa Saikia
Hailakandi	H. M. Parvez Akhtar
Hojai	Hrishikesh Borkataki
Jorhat	Paramita Sarma
Kamrup Metro	Rongmilon Ahmed
Kamrup Rural	Phulpahi Nath
Karbi Anglong	Dawa Sangpo Lama
Karimganj	Dr. Kh. Sanjeev Kumar Singh
Kokrajhar	Guna Hazarika
Lakhimpur	Niva Rani Saikia
Majuli	Rituraj Hazarika
Morigaon	Ruhini Kumar Dutta
Nagaon	Hrishikesh Borkataki
Nalbari	Abedur Rahman
Sivasagar	Gouri Sankar Boruah
Sonitpur	Krishna Kanta Deka
South Salmara	Anuj Choudhury
Tinsukia	Linuma Gogoi
Udalguri	Robert Basumatary
West Karbi Anglong	Dawa Sangpo Lama



অসম মাধ্যমিক শিক্ষা পৰিষদ,  
বামুণীমৈদাম, গুৱাহাটী-২১

জাননী নং : ছেবা/ৰেজি/ডি.ই.এচ/২০১৩/৩৮,

তাৰিখ : ১৮/০১/২০২০

জাননী

নৱম শ্ৰেণীৰ অনলাইন পঞ্জীয়ন সম্পৰ্কীয়

অসম মাধ্যমিক শিক্ষা পৰিষদৰ অন্তৰ্গত শিক্ষানুষ্ঠানসমূহৰ মূৰব্বী সকলৰ জ্ঞাতাৰ্থে চলিত শিক্ষাবৰ্ষ ২০২০ত নৱম শ্ৰেণীত অধ্যয়নৰত নিয়মীয়া ছাত্ৰ-ছাত্ৰীসকলৰ নাম পঞ্জীয়নৰ বাবে নিৰ্দিষ্ট প'ৰ্টেল "<https://sebaregistration.in>" ইং ১৭/০১/২০২০ তাৰিখৰ পৰা ৩১/০৩/২০২০ তাৰিখলৈ মুকলি কৰি দিয়া হৈছে। এই সংক্ৰান্তত সবিশেষ তথ্য SEBAৰ ৱেবছাইট "[www.sebaonline.org](http://www.sebaonline.org)" ত দিয়া হৈছে।

গতিকে শিক্ষানুষ্ঠানৰ মূৰব্বী সকলক বিষয়টো অতি গুৰুত্বসহকাৰে লৈ উক্ত সময়ছোৱাৰ ভিতৰত সকলো নৱম শ্ৰেণীত অধ্যয়নৰত নিয়মীয়া ছাত্ৰ-ছাত্ৰীসকলৰ নাম অন-লাইন প্ৰক্ৰিয়াৰে 'পঞ্জীয়ন' সম্পূৰ্ণ কৰিবলৈ অনুৰোধ জনোৱা হ'ল

ইয়াৰোপৰি পঞ্জীয়নৰ সময়ত ছাত্ৰ-ছাত্ৰীসকলৰ জন্মৰ প্ৰমাণপত্ৰ অথবা জন্ম তাৰিখ উল্লেখ থকা এম.ই স্কুলৰ প্ৰমাণপত্ৰ সংলগ্ন কৰি দিবলৈ অনুৰোধ জনোৱা হ'ল।

( সুৰঞ্জনা সেনাপতি, এ.চি.এছ )

সচিব,

অসম মাধ্যমিক শিক্ষা পৰিষদ

গুৱাহাটী-২১