



BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMADAM, GUWAHATI - 781021

website : www.sebaonline.org, email : boardassam@gmail.com

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

Dated Guwahati, the 08th 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 **19th April 2022 to 15th 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	:	Rs. 150/- (Rupees one hundred fifty) only per student.
2	Application Form for Registration	:	<p>For Online Registration, visit SEBA's official website www.sebaonline.org and click on the Online Registration, 2022.</p> <p><u>Link will be available from 19/04/2022.</u></p> <p>a. In the Home page of the registration portal, school has to select the School Login Option.</p> <p>b. School has to sign in with their School Code as a User ID and followed by a Password.</p> <p>Password will remain same as provided during 2021 class IX registration.</p> <p>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>.</p> <p>c. After signing in, the school has to update the details of the School in the My School page, before proceeding for registration.</p> <p>The Data Capture Sheet (enclosed in Annexure I) is uploaded in the official portal of SEBA, www.sebaonline.org. 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>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. 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 "User's Handbook".</p>
3	Photograph & Signature	:	Soft copy of a recent passport size Color Photograph (in white background) and Signature of the student has to be uploaded in the portal.
4	Birth Certificate	:	Scanned image of the Birth Certificate of the student 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. 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.
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		1. Online Registration: 19th April 2022 to 15th June 2022 2. Last date of Online Payment or Challan Generation: 15/06/2022 3. Last date of Challan payment at the SBI Bank : 18/06/2022 4. Last date of generating the final list (Form No 50): 18/06/2022. 5. Last date of submission of final list (Form No 50), by feeder schools to the Center In-Charge, is 20/06/2022 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.
6	Mode of Payment	:	Necessary fees for Registration may be deposited either through generated Challan in any SBI branch , or by Online payment . (i) Online payment can be done through Debit Card/Credit Card or Internet Banking. (ii) Challan: Registration fees may also be deposited through Challan (generated from portal), in any of the Branches of State Bank of India .
7	Important Instructions for filling-up the Online Registration Form: a) ENTER STUDENT'S NAME/FATHER'S NAME/MOTHER'S NAME CORRECTLY. b) THE AGE OF THE STUDENT SHOULD BE MINIMUM 13 YEARS AS ON 1ST MARCH 2022. c) DATE OF BIRTH SHOULD BE AS PER THE BIRTH CERTIFICATE OR CERTIFICATE PROVIDED BY THE HEAD OF THE INSTITUTION. 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.		

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 08th 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

INDIVIDUAL DATA CAPTURE SHEET FOR STUDENTS FOR ONLINE CLASS IX REGISTRATION - 2022

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		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"/> GENERAL <input type="checkbox"/> SC <input type="checkbox"/> ST (P) <input type="checkbox"/> ST (H) <input type="checkbox"/> OBC <input type="checkbox"/> MOBC <input type="checkbox"/> TG		
11.	Physically Challenged:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	(If physically challenged) Type of Impairment:	<input type="checkbox"/> VISUALLYIMPAIRED <input type="checkbox"/> HEARING & SPEECHIMPAIRED <input type="checkbox"/> CEREBRAL PALSY & MENTALLYIMPAIRED <input type="checkbox"/> LOCOMOTORIMPAIRED		
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; text-align: center;"> Paste a recent passport size colour photograph with white background of size 3cm X4cm </div>		<div style="border: 1px solid black; height: 100px; margin: 10px auto; width: 300px;"></div> <div style="text-align: center;">Signature of the Student (within the box in black ink)</div>		

* NOTE: 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.

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

Signature of the Parent/Guardian

List of Member Secretaries, Regional Offices of SEBA

Annexure - II

Sl. No.	Name of District	Designation	Name of the Employee	Contact No	Alternate Contact No.
1	Baksa	DPO	Bhupendra Nath Das	7636049737	9854550516
2	Barpeta	DPO	NIRANJAN OJAH	9435149120	8638540898
3	Biswanath	DPO	Bedabrat Bora	9613317557	8473878702
4	Bongaigaon	DPO	Jugal Kishor Barah	9613996082	7002090906
5	Cachar	DPO	Dr. Bidyut Deb Choudhury	9435304841	7002968190
6	Charaideu	DPO	Dr. Bidyot Dihingia	9864630014	
7	Chirang	DPO	DHANARAJ BRAHMA	8011996217	8638054308
8	Darrang	DPO	CHITTARANJAN KALITA	9864930420	9957910610
9	Dhemaji	DPO	PANKAJ BORAH	9101247431	
10	Dhubri	DPO	NITUL DAS	8720958901	9854494439
11	Dibrugarh	DPO	DIPANKAR DUTTA	8638361924	
12	Dima Hasao	DPO	THANG CHUNG HOI KHELMA	8136083001	
13	Goalpara	Sr Accountant	BITUPAN DEKA	9401240107	6000569519
14	Golaghat	DPO	RUNA SAIKIA	6002555154	9435230319
15	Hailakandi	DPO	H.M. PARVEZ AKHTAR	7002154955	
16	Hojai	DPO	ANIMESH ACHARYA	7002654450	8471974409
17	Jorhat	DPO	Paramita Sarmah	9706666731	
18	Kamrup	DPO	KALPANA DAS	9577604110	9577604110
19	Kamrup (M)	DPO	RONGMILON AHMED	9864853767	
20	Karbi Anglong	DPO	DAWA SANGPO LAMA	9954625781	8638483124
21	Karimganj	DPO	DR. KH. SANJEEV KUMAR SINGH	9435588942	8473824221
22	Kokrajhar	DPO	BIJU BASUMATARY	9435135348	9706456838
23	Lakhimpur	DPO	Derajul Hussain	7002448384	7002721049
24	Majuli	DPO	Rituraj Hazarika	7002264559	7035710860
25	Morigaon	DPO	Ruhini Kumar Dutta	9401077788	7002470160
26	Nagaon	DPO	PRASANTA KONWAR	8133814063	8133814063
27	Nalbari	DPO	BINITA RAJBONGSHI	9707444549	
28	Sivsagar	DPO	Gouri Sankar Boruah	8638023275	9706308260
29	Sonitpur	DPO	Krishna Kanta Deka	9435507783	8638604631
30	SS Mankachar	DPO	Aulad Hussain	8638095690	8761979792
31	Tinsukia	DPO	Linuma Gogoi	9435532639	8638200015
32	Udalguri	DPO	ROBERT BASUMATARY	9957025160	6001846360
33	West Karbi Anglog	DPO	DAWA SANGPO LAMA	9954625781	8638483124

List of EDP (Member), Regional Offices of SEBA

Annexure - II

Sl. No.	Name of District	Designation	Name of the Employee	Contact No	Alternate Contact No.
1	Baksa	EDP	Ranjit Das	8638801214	7099116178
2	Barpeta	EDP	FARUK ALI	8011917681	8011917681
3	Biswanath	EDP	Apurba Sharma	6000533590	8876986565
4	Bongaigaon	EDP	Pranab Biswas	9706174243	9365992326
5	Cachar	EDP	Punom Biswas	9508506961	8638952509
6	Charaideu	EDP	Zaheer Abbas	7002528282	
7	Chirang	EDP	KISHOR SAHA	8638866302	9707770486
8	Darrang	EDP	JOGESH_SAIKIA	8638663716	8638663716
9	Dhemaji	EDP	AVANTI NARAH	7896416730	7002370399
10	Dhubri	EDP	Abdul Baten Ahmed	9435714826	
11	Dibrugarh	EDP	ISHANI DUTTA	9707031558	9401246285
12	Dima Hasao	EDP/ Sr. Acct.	SURAJIT DAS	8724862773	
13	Goalpara	EDP	SANKAR JYOTI BANIKYA	8402026837	8638004013
14	Golaghat	EDP	AMRIT KRISHNA SAIKIA	7002725691	7099484632
15	Hailakandi	EDP	SADIQUE ALOM MAZARBHUIYA	9101806818	9435371789
16	Hojai	EDP	SHYAMAL CH DAS	9435686450	8011055797
17	Jorhat	EDP	JOYSHRI BORBORAH	9365727305	8876839821
18	Kamrup	EDP	PRASANTA KUMAR	7002111726	7002111726
19	Kamrup (M)	EDP	SATYAJIT TALUKDAR	8638304046	
20	Karbi Anglong	EDP	KHAR SING TERANG	7002765946	8134843734
21	Karimganj	EDP	PRITHU RANJAN NATH	9435175480	7002154887
22	Kokrajhar	EDP	BITHORAI BASUMATARY	9706680458	8638155747
23	Lakhimpur	EDP	Lukumoni Phukan	8876650319	8473014393
24	Majuli	EDP	Palash Saikia	8472985365	9864831498
25	Morigaon	EDP	Siddhartha Sankar Bhuyan	9957494772	8638863597
26	Nagaon	EDP	MRIDU PLABAN DAS	9859197934	9101663934
27	Nalbari	EDP	JYOTISH KALITA	7002262976	
28	Sivsagar	EDP	Dipen Gogoi	9954722448	
29	Sonitpur	EDP	Niren Nath	9706160817	
30	SS Mankachar	EDP	Rezaul Karim Ahmed	9957489813	9706014562
31	Tinsukia	EDP	Amir Shah	9954358292	8723848560
32	Udalguri	EDP	PRAKASH DEY	9365811614	9365811614
33	West Karbi Anglog	EDP	Sikandar Kumar Chaudhary	8638475424	9954995011