# **REGISTRATION & APPLICATION PROCESS**

1. Go to OSSSC Web Portal (<u>www.osssc.gov.in</u>)



2. Click on Register



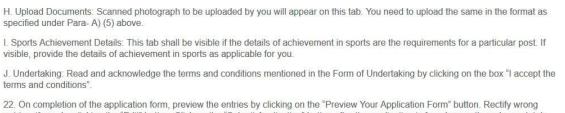
Click "New User" link, if you are registering for a Post for the 1st Time.
 (If you are a registered user, i.e: you have applied for any post previously under OSSSC, Bhubaneswar online you need to click



4. After clicking on new user an Instruction Page will appear on your computer screen



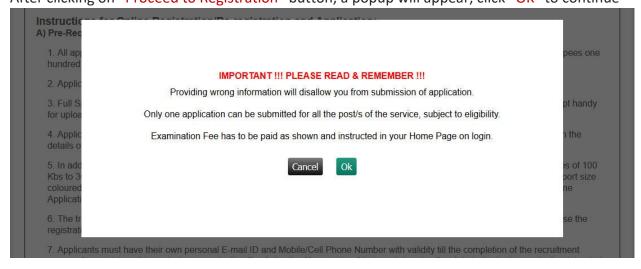
Scroll down and read the complete instructions carefully and click on "Proceed to Registration" button



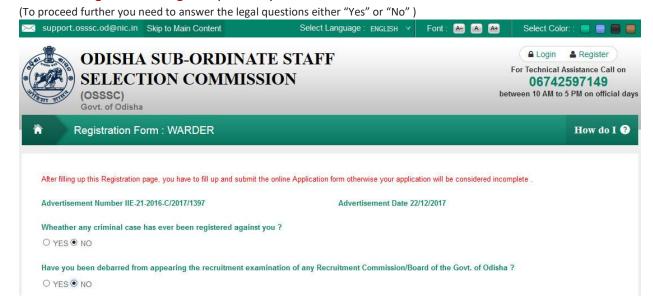
22. On completion of the application form, preview the entries by clicking on the "Preview Your Application Form" button. Rectify wrong entries, if any, by clicking the "Edit" button. Click on the "Submit Application" button after the application is found correctly and completely filled in to finally submit the online application form. No change will be allowed after the final submission. Save and take a printout of the submitted application form for future reference.

Back to On-going Recruitement Proceed to Registration

6. After clicking on "Proceed to Registration" button, a popup will appear, click "OK" to continue



7. Now the Registration Page is open for you.



8. Enter a User Name of your preference

(user name must be more than 7 characters & less than 16 characters and must have one upper case, one lower case, one digit of English alphabet and special character also be used '.' And '\_')

After that click on "Check Availability" button to validate your user name



9. Select your District as per instruction given below

he district of which you hold a valid Resident/Nativity Certificate.		
SELECT	O	Click to view list of Establishments.

## 10. Fill up the other fields (As applicable)

SELECT	SELECT	
f applicable, select appropriate Special Catego	ry to which you belong	
☐ EX-SERVICEMAN		
SPORTSPERSON		
☐ HOME GUARD		
f applicable as per rules, claim relaxation & be	nefits under the following contexts :	
☐ CONTINUOUSLY RENDERED CONTRACTUA THROUGH SERVICE PROVIDER AS ON 31-01-;	L SERVICE FOR AT LEAST ONE YEAR UNDER GOVE 2017	RNMENT OF ODISHA ORGANIZATION DIRECTLY /
☐ I HAVE UNDER GONE THE BASIC TRAINING INTERRUPTION AS ON. 22/12/2017	COURSE FOR HOME GUARD AND COMPLETED 3 YE	ARS OF ENROLMENT AS A HOME GUARD WITHOUT ANY
FEDERATIONS / ASSOCIATIONS / INTERNATIO	CURED A RANK IN INTERNATIONAL COMPETITIVE SF NAL OLYMPIC COMMITTEE OR / AND WON A MEDAL ORTS FEDERATIONS / ASSOCIATIONS / INDIAN OLYN	/ SECURED A RANK IN NATIONAL SPORTS
Date of Birth	Age (as on: 31-01-2017)	
ă.	1115	
Applicant's First name	Applicant's Middle Name	Applicant's Last Name
	Applicant's Middle Name  O Father O Husband	Applicant's Last Name
Select the name of the Father or Husband		Applicant's Last Name  Last name of the Father or Husband
Applicant's First name  Select the name of the Father or Husband  First name of the Father or Husband  First name of the Mother	○ Father ○ Husband	
Select the name of the Father or Husband First name of the Father or Husband	○ Father ○ Husband  Middle name of the Father or Husband	Last name of the Father or Husband

#### 11. Provide a Password in the Password Field and Confirm Password Field

(password should be more than 7 characters & less than 16 English characters. Password should contain at least one upper case English alphabet, one lower case English alphabet, one English number. Special character "/, @, #, \$" may also be used. Please note that other special characters are not allowed.)

Username	Password	Confirm Password		
Sujit7788	••••••	•••••		

### 12. Upload your Signature

, ,		
UPLOAD SIGNATURE	Browse SFS01792016_Rjhgjgjh9878_Signature.jp	JPG,PNG,JPEG file types upload range : 20 KB - 50 KB
Signature to be saved on Submit	Anall Wharh	

13. Provide Captcha, check the undertaking and click on "Preview" button



14. Clicking on the "Preview" button will open an alert to preview your registration details. Click "OK" to proceed



15. Verify all the details on the popup by scrolling the content & click on "Submit" to Register If you need any correction you can do it by clicking "Edit" button



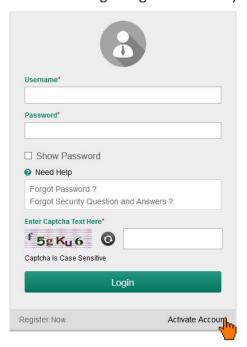
16. After clicking on "Submit" button, it will show an alert message. Click "OK" to continue



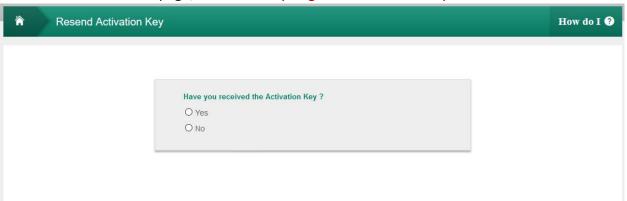
- 17. After clicking on "OK" button, a PDF file of your registered details will be generated on a separate tab.
- 18. Download that PDF document for future reference
  - \* Now, You are a registered member of Odisha Sub-Ordinate Staff Selection Commission, Before Login, you just need to "Activate Your Account" with the help of ACTIVATION KEY that has been sent to your registered mobile number and email ID.
- 19. Now you need to "Activate Your Account" to proceed further.
  - You can click on "Go for Account Activation" button on the popup which will redirect you the activation page



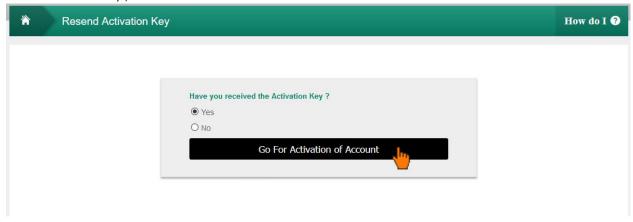
• Or Click on "Activate Account" link on the Login Page to activate your account.



20. On the activate account page, it will ask "if you got the activation key?"



21. Select "Yes", if you have activation key and click on the "Go For Activation of Account" button (If you have not got the activation key, you can select "No" and provide user name, mobile number, email-id to resend activation key.)



22. On activate account page, give your user name, select security questions and give answers to those questions, enter activation key, enter captcha and click on "Activate your Account" button.

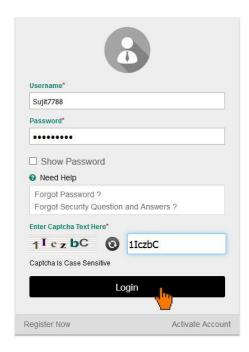
ACTIVATE YOUR ACCOUNT		How do I 🕢
	Username  Sujit7788  Select your first Security Question  What was your childhood nickname?  Enter Your Answer  Select Your Second Security Question  What is the name of your favorite childhood friend?  Enter Your Answer  Activation Key  IXCQrf  ACTIVATE YOUR ACCOUNT  ACTIVATE YOUR ACCOUNT	
G	o to Login Page	

23. Then one alert message will display that "Your Account is activated". Then click "OK" to finish the Activation Process

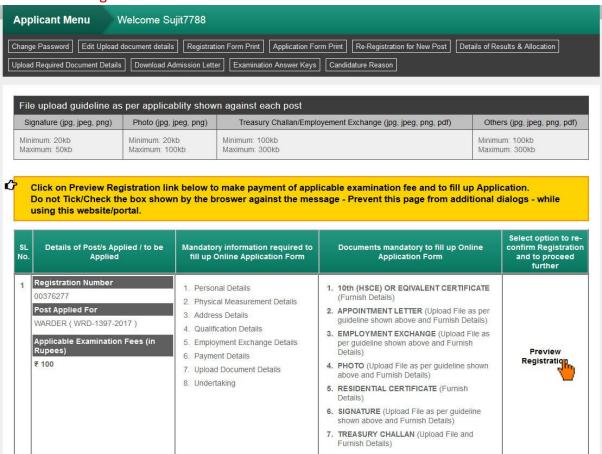


24. It will redirect you to the "Login Page" to proceed further.

25. On the login page, provide your username, password and captcha. Then Click on "Login" button



26. After "Login" it will show the details of the post you have registered. To proceed further click on "Preview Registration" button.



27. On clicking "Preview Registration" it will show an alert asking for "Do you want to do this operation?" Click "OK" to proceed



28. Verify all the details on the popup by scrolling the content & click on "Confirm" to proceed.

If you need any correction you can do it by clicking "Edit" button



29. On clicking "Confirm" it will show an alert. Click "OK" to proceed



30. Now you have to upload the document required, by clicking on "Provide Document Details"



31. On clicking "Provide Document Details" it will show an alert asking for "Do you want to do this operation?" Click "OK" to proceed



32. Provide all details asked for, then click on "Submit" Button



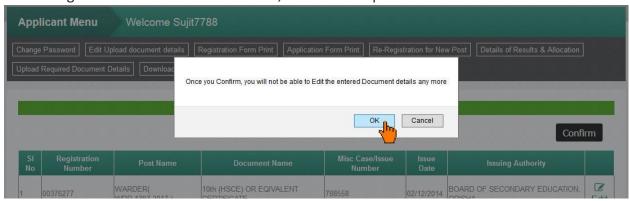
33. If the Submission is successful, a message will be displayed as "Added Successfully" and a list of documents uploaded will be shown at the bottom

(If you found any error in the data and want to change the data, then you can click on the "Edit" link and make the correction.)

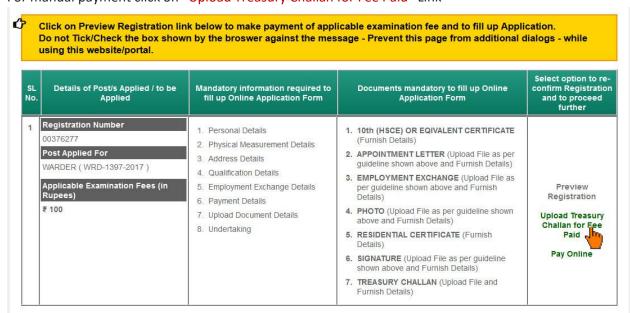
Now Click on "Confirm" button to proceed

	Added Successfully  Confirm						
							rm
SI No	Registration Number	Post Name	Document Name	Misc Case/Issue Number	Issue Date	Issuing Authority	1
1	00376277	WARDER( WRD-1397-2017)	10th (HSCE) OR EQIVALENT CERTIFICATE	788558	02/12/2014	BOARD OF SECONDARY EDUCATION, ODISHA	Edit
2	00376277	WARDER( WRD-1397-2017)	RESIDENTIAL CERTIFICATE	4555874	06/12/2016	DEOGARH TAHASIL	<b>⊘</b> Edit

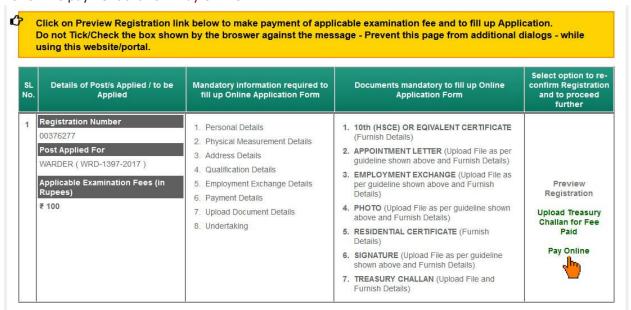
34. On clicking "Confirm" it will show an alert, Click "OK" to proceed



- 35. Now you have to make the Examination Fee payment online or manually
  - For manual payment click on "Upload Treasury Challan for Fee Paid" Link



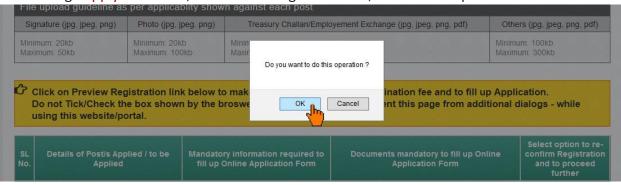
• For online payment click on "Pay Online" Link



#### 36. After payment is successful, "Apply Now" link will appear, Click on it

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re- confirm Registration and to proceed further
1	Registration Number  00376277  Post Applied For  WARDER (WRD-1397-2017)  Applicable Examination Fees (in Rupees)  ₹ 100	Personal Details     Physical Measurement Details     Address Details     Qualification Details     Employment Exchange Details     Payment Details     Upload Document Details     Undertaking	1. 10th (HSCE) OR EQIVALENT CERTIFICATE (Furnish Details)     2. APPOINTMENT LETTER (Upload File as per guideline shown above and Furnish Details)     3. EMPLOYMENT EXCHANGE (Upload File as per guideline shown above and Furnish Details)     4. PHOTO (Upload File as per guideline shown above and Furnish Details)     5. RESIDENTIAL CERTIFICATE (Furnish Details)     6. SIGNATURE (Upload File as per guideline shown above and Furnish Details)     7. TREASURY CHALLAN (Upload File and Furnish Details)	Preview Registration Apply Now

37. On Clicking "Apply Now" link, an alert message will show, click "OK" to proceed

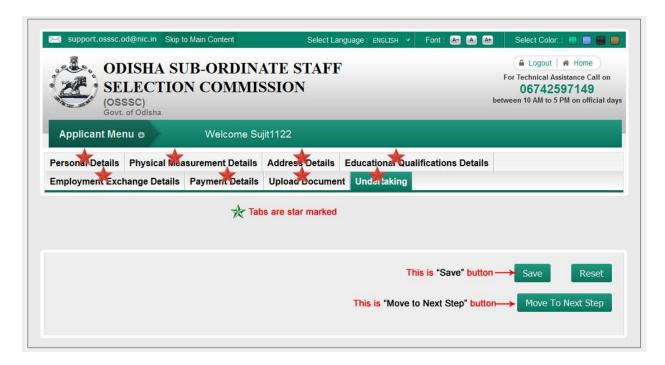


38. Fill up the form with all required data.

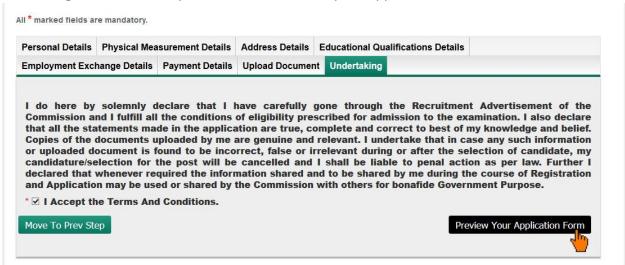
You can save the filled up data by clicking the "Save" button.

After completing the form of a page (tab), Click on "Move to Next" button to move to the next tab and continue filling the form.

After completing all the tabs it will ask for Submit form

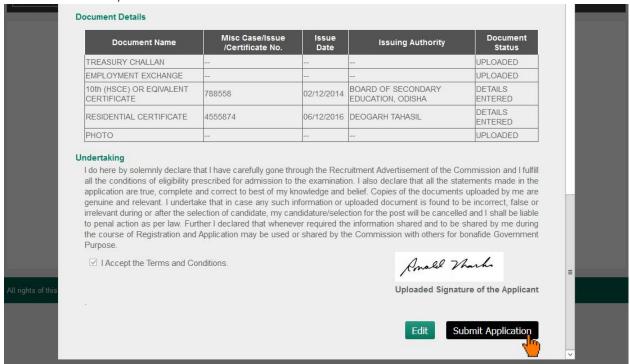


39. On the last tab you need to tick the undertaking accepting the terms and conditions and confirming the data filled up and click on "Preview your Application Form" button.

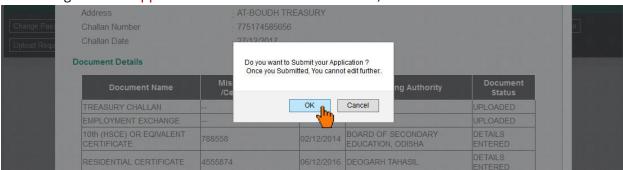


40. It will open a popup, Review all the details on the popup by scrolling the content and click "Submit Application" button to submit the form.

(If you found any error in the data and want to change the data, then you can click on the "Edit" button and make the correction.)



41. On clicking "Submit Application" button an alert will show, Click "OK"



- 42. On Successful completion of the application a pdf file will be generated in a separate tab.
- 43. Download the Pdf document and keep a printout of the same for future reference.

Note: The content shown here are approximation for demonstration purpose and may not be exact to the real application.