DIRECTORATE OF GOVERNMENT EXAMINATIONS

ANDHRA PRADESH

User Manual for Online Updation of SSC Nominal Rolls 2023-24

SPECIAL INSTUCTIONS BEFORE FILLING THE APPLICATION:

1. The Headmaster/Principal/Correspondent shall read all the documents appeared in the Login Page thoroughly before filling the Online Application.

2. **The Headmaster/Principal/Correspondent is requested to keep the following scanned documents readily for uploading as per the Specifications mentioned in this User Manual.**

   a) Student's photo (Black and White Passport Size with White background).

   b) Student's signature (On White Paper)

   c) Age Condonation Proceedings (which was issued by HM/DEO/DGE)

   d) Permission copy of Second language Special English (11E).

   e) PH certificate issued by the competent authority only.

3. **FEE Exemption:-**

   a) Exemption for all KGBV and Tribal Welfare school students.

   b) Exemption for all PH categories.

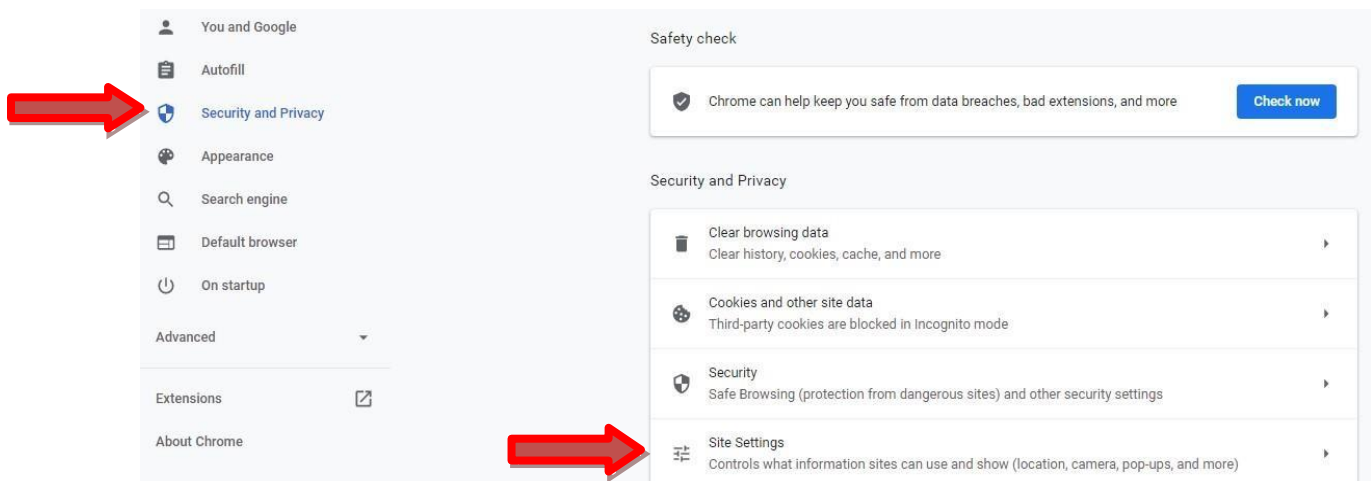   c) Exemptions for SC/ST candidates.

1. Browser settings:

a) Open the Google Chrome Browser and click on <mark>Settings.</mark>
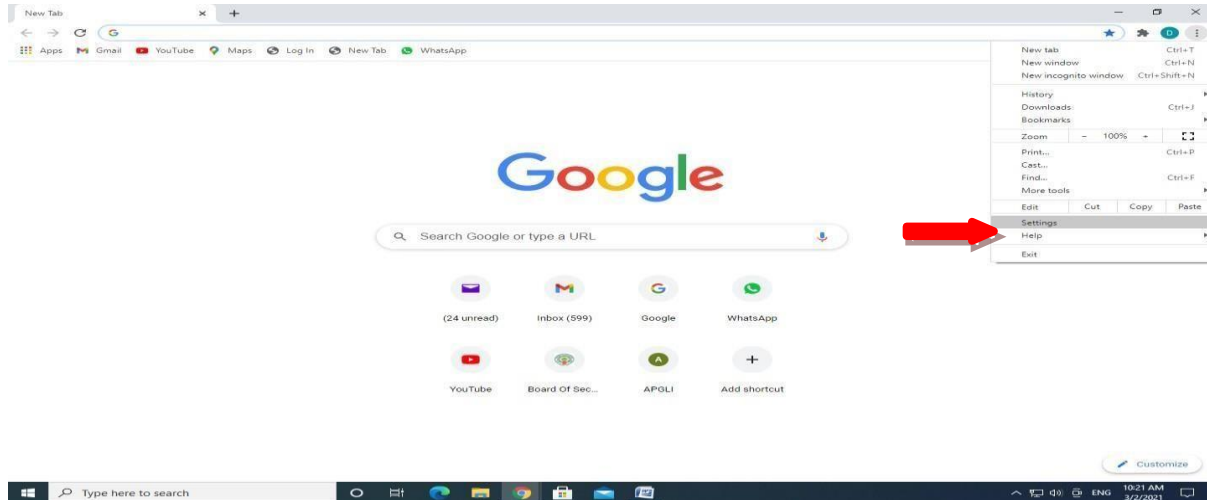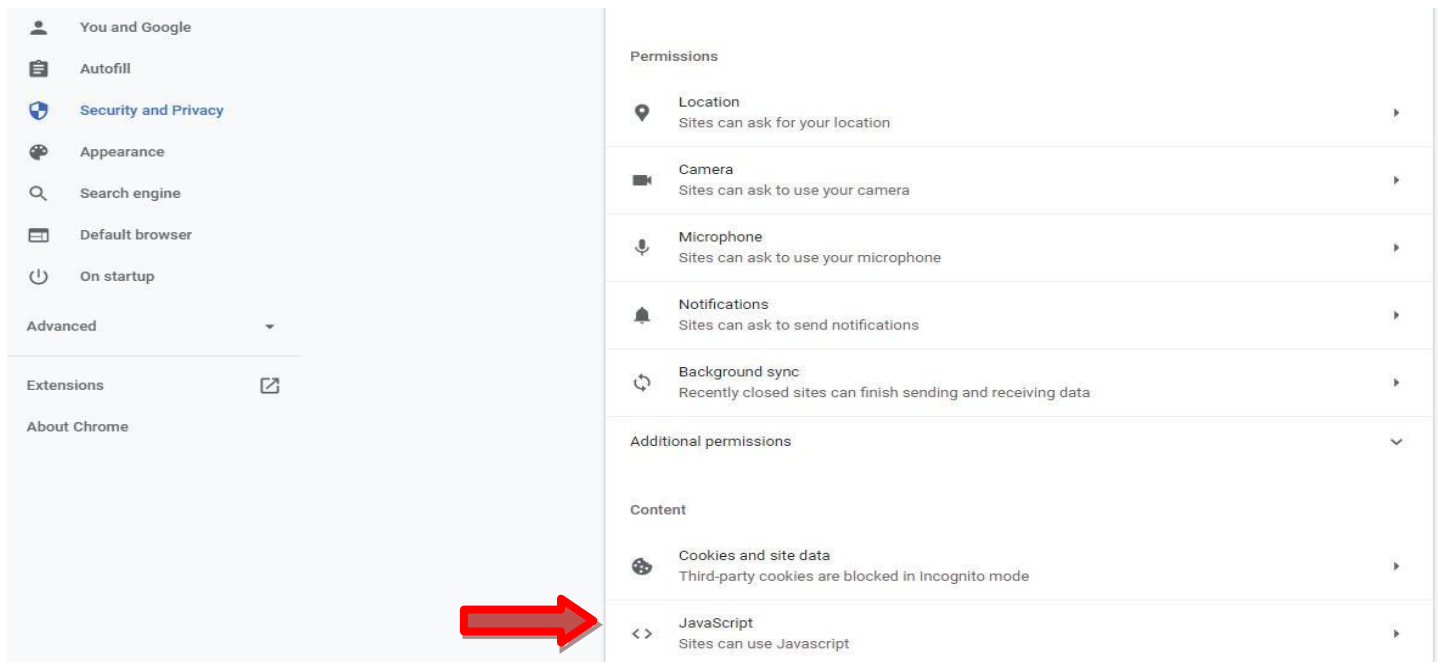

Google Chrome Screen

b) In the Settings page please click on the <mark>Security and Privacy</mark> in the left side corner menu.

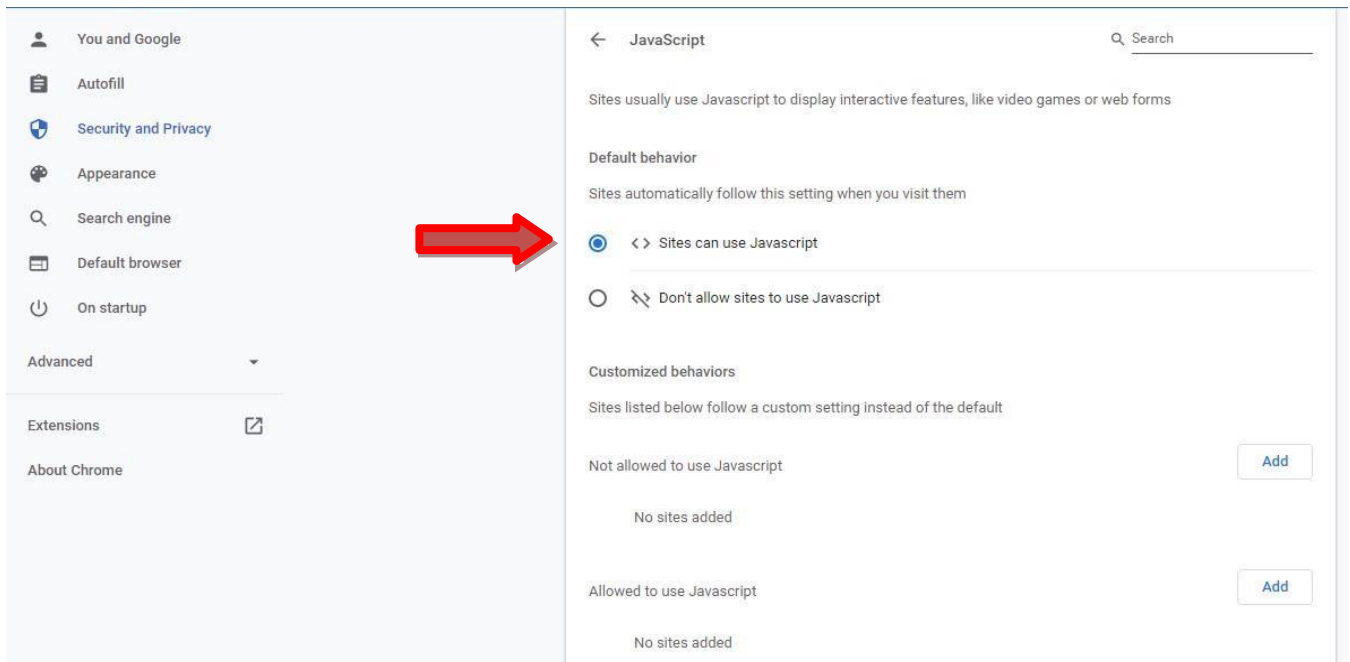c) In the below page please click '<mark>Site Settings</mark>'.

Security and Privacy

d) Click the `JavaScript` under the Content.

e) Please allow the JavaScript.

Note:- In general, in the advanced versions of Chrome, by default the Java Script is allowed. However, before logging in with the credentials, it is suggested to verify whether the JavaScript is allowed or not.

2. **PRIMARY STEPS:**

Note:- The High Schools and the students concerned were mapped on this website are strictly based on the **CHILD INFO** data provided by the Commissioner of School Education, AP, Ibrahimpatnam only. The Schools which obtained opening permissions/ETRs are only allowed to upload the particulars of the students. For any discrepancy in the child info please contact O/o the Commissioner of School Education, AP, Ibrahimpatnam, as it is the competent authority for resolving any child info issue.

☞ All the particulars shall be strictly in accordance with the Admission Register and Child Info only. If any student name is available in the admission register and **not in CHILD INFO** that student particulars are not displayed in online NR format.

KEEP READY THE FOLLOWING SCANNED DOCUMENTS FOR SCAN:

☞ Before going to login to the website, the Head Master concerned has to keep the following documents duly *scanned* in **.jpg or .jpeg and pdf** format only.

a) **Black and White Passport size Photographs** of all the candidates with a file size between **30KB to 40KB each preferably with white background.**

b) **Signatures** of all the candidates with white background with a file size between **10KB to 20KB each.**

c) **PH certificate** (if applicable) with a file size in PDF format between 100 **KB to 01 MB each**.

d) **Age Condonation order** copy (if applicable) with a file size in P D F f o r m a t between 100 KB to 01 MB each.

e) **Special English permission copy** (If applicable) with a file size in P D F f o r m a t between 100 KB to 01 MB each.

3. HM School login

➢ Browse to URL http://www.bse.ap.gov.in.

➢ After browsing the above link, click "Online Application of SSC Public Examinations – 2024 for Regular Candidates".

➢ Login with the existing credentials User ID (i.e. SSC School Code) and Existing Password (The HMs shall use the same password which was used earlier. The Passwords are not changed by the O/o DGE) and click LOGIN button to log in.
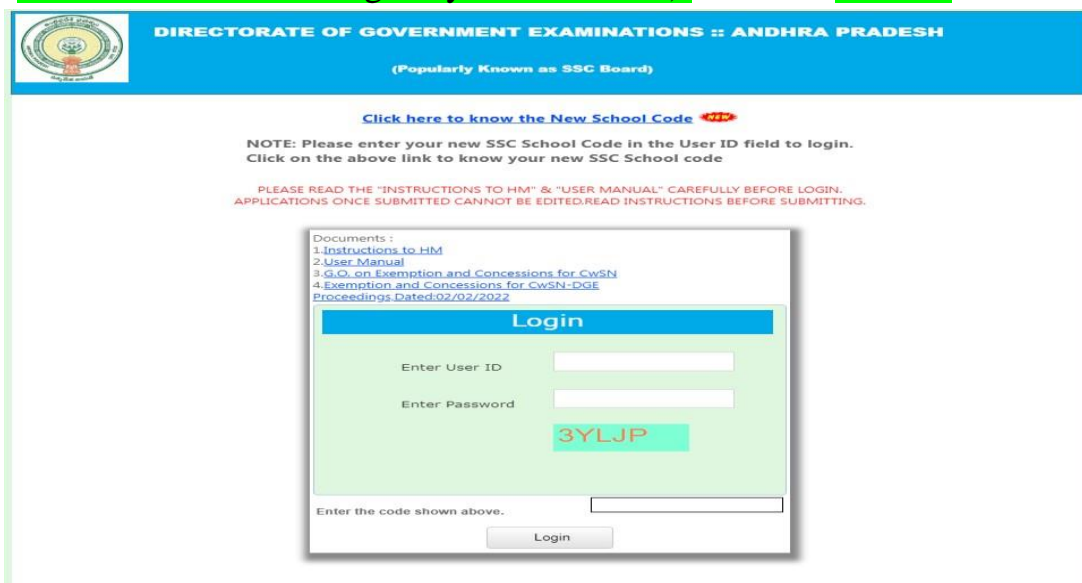

Figure 1 :- Login Screen

4. GET CHILD INFO:

➢ The screen will be displayed as shown below, enter Head Master's Phone Number and School's Mail ID.

➢ Click on Get Child Info (It will appear for the first time only).

➢ Once logged in, it will not appear for second time).

DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH

(Popularly Known as SSC Board)

Welcome To 01004 LogOut

01004-Z P HIGH SCHOOL - VEDULLAVALASA

School U-Dise Code:	28111800502
Contact No.:	9999999999
EMailId	01004@GMAIL.COM
Pin Code	532185

Get Child Info

Please verify the UDISE code and particulars of the candidates with your school records. If the details are correct then click Confirm School U-DISE Code. If not please Contact O/o D.G.E

Figure 2:- School Info screen.

➢ Please verify the School details like UDISE Code and particulars.

➢ If found correct then click on Confirm School U-DISE Code.

➢ In case of wrong U-DISE Code, do not confirm (Do not click the confirm button), Please contact the O/o the DGE, AP through telephone 0866- 2974540 or through mail dir_govexams@yahoo.in for rectification.

5. CHILD INFO DATA:

DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH

(Popularly Known as SSC Board)

Welcome To 01004 LogOut

01004-Z P HIGH SCHOOL - VEDULLAVALASA

School U-Dise Code:	28111800502
Contact No.:	9999999999
EMailId	01004@GMAIL.COM
Pin Code	532185

Get Child Info

Please verify the UDISE code and particulars of the candidates with your school records. If the details are correct then click Confirm School U-DISE Code. If not please Contact O/o D.G.E

S.No.	Child Id	UDiseCode	Name of the Student	Father's Name	Mother's Name	Gender	Date of Birth	Community	RELIGION	ADHARNO	MOBILENO
1	1501170931	28111800502	MARRI AMRUTHA	MARRI HARIBABU	MARRI VANI KUMARI	G	08122007	OC	H	330083637517	9392736268
2	1501171067	28111800502	GANTA BHARGAV	GANTA GOVINDARAO	GANTA SUJATHA	B	04122007	ST	H	294023279223	9573737780
3	1501172392	28111800502	KASIMIVALASA CHAITANYA	KASIMIVALASA ATCHUTARAO	KASIMIVALASA ANASUYA	G	04052008	BC-A	H	784083001578	9063775740
4	1501172404	28111800502	KASIMIVALASA SOMESH	KASIMIVALASA APPALANAIDU	KASIMIVALASA AMMAYYAMMA	B	08072008	BC-A	H	774843782351	9346771031
5	1501201555	28111800502	BATTULA DEEPIKA	BATTULA BHUVANESWARARAO	BATTULA LATAKUMARI	G	20062008	OC	H	733824854862	9491807783
6	1501202705	28111800502	BAIRI MOUNIKA	BAIRI GOVINDARAO	BAIRI SUJATHA	G	31082008	BC-D	H	452037797746	9676547075
7	1501202709	28111800502	NAKKA HEMALATHA	NAKKA GOVINDARAO	NAKKA RAJESWARI	G	08092008	BC-D	H	228972873639	9014739239
8	1501202715	28111800502	NEYYA PREMASAIKUMAR	NEYYA MANMADARAO	NEYYA PADMA	B	26092008	BC-D	H	711200523416	9652859550
9	1501202719	28111800502	MAMIDI SAYLAJA	MAMIDI DILLESWARARAO	MAMIDI PUSPHA	G	02042008	BC-D	H	883955175642	9866600798
10	1501202728	28111800502	NAKKA CHANDRASEKHAR	NAKKA SIMHACHALAM	NAKKA RAMANAMMA	B	12082007	BC-D	H	454654256647	6281801446
11	1501202734	28111800502	NETHINTI SUVARNA	NETHINTI APPALASURI	NETHINTI KUMARI	G	27052008	BC-D	H	400127348893	7702920424
12	1501202744	28111800502	TAMADA VENKATALAXMI	TAMADA RAJABABU	TAMADA RAJESWARI	G	25082008	BC-A	H	557201003353	9642850611
13	1501202748	28111800502	KOTTAVALASA CHAKRADAR	KOTTAVALASA ANANDA RAO	KOTTAVALASA ESWARAMMA	B	06012007	BC-D	H	764820044847	6305783319
14	1501203294	28111800502	MATTA JASVANTH	MATTA RAMAKRISHNA	MATTA GANNEMMA	B	26052008	BC-D	H	376411963855	8008489482
15	1501203305	28111800502	GURUGUBELLI MAHESH	GURUGUBELLI JAYANTHRAO	GURUGUBELLI TULASAMMA	B	26062008	BC-A	H	746125008882	8008489482
16	1501203315	28111800502	AAVALA SRAVANI	AAVALA RAMU	AAVALA RAMULAMMA	G	10052008	BC-D	H	710466849509	7396353971
17	1501242932	28111800502	GUNDALA BHAGYALAKSHMI	GUNDALA MAHESH	GUNDALA PARVATHI	G	01072008	OC	H	689372132455	7997476243
18	1501279590	28111800502	RELLA LIKITHA	RELLA MURALIMOHAN	RELLA MOHINI	G	17012008	BC-A	H	269038206066	9398623297
19	1601024924	28111800502	SETTI VINAY KUMAR	SETTI ESWARARAO	SETTI RAMA LAKSHMI	B	14062008	OC	H	385369767992	9492482877
20	1601061090	28111800502	KANCHU KOMALI	KANCHU NEELADRI	KANCHU BHAVANI	G	20062008	BC-D	H	265159229081	9989581329
21	1601061700	28111800502	GURUGUBELLI MANASA	GURUGUBELLI RAMANA	GURUGUBELLI RAMANAMMA	G	14012008	BC-A	H	695290469125	9908421389
22	1601064862	28111800502	SINGAMSETTI SWAPNA	SINGAMSETTI SATYANARAYANA	SINGAMSETTI LAKSMI	G	09072007	BC-D	H	441664591478	8978433013
23	1801039326	28111800502	MUDDADA MOHANARAO	MUDDADA SIMHACHALAM	MUDDADA RAJESWARI	B	16062008	BC-A	H	238859141483	9177698154

Confirm School U-Dise Code

Figure 3:- After Confirmation Screen

6.STUDENT REGISTRATION:

➤ After confirming the UDISE Code, Click on the Service Data, the following screen appears.

DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH

(Popularly Known as SSC Board)

Welcome To 02030 LogOut

CHILD INFO DATA   SERVICE DATA   SUBMITTED APPLICATIONS   VOCATIONAL   PAYMENTS   PAYMENT PAID CANDIDATES LIST   FAILED STUDENT REGISTRATION
CHANGE PASSWORD

District : 02 - VIZIANAGARAM   School : 02030 - Z P P HIGH SCHOOL ALAJANGI

S.No.	Child Id	UDISE CODE	Name of the Student	Father's Name	Mother's Name	Gender	Date of Birth	Community	RELIGION	Aadhaar No.	Mobile No.	Check
1	1502098113	28121003104	REDDI MANIKANTA	REDDI SATYANARAYANA	REDDI KOMALI	B	29122007	BC-D	H	374225789285	9177750509	Check
2	1502098119	28121003104	PUDI SANMUKHASAI	PUDI SANKARRAO	PUDI GOWRISWARI	B	22032008	BC-D	H	816863829531	9704779608	Check
3	1502098125	28121003104	CHANDAKA MURALIKRISHNA	CHANDAKA RAMARAO	CHANDAKA LAKSHMI	B	19032008	BC-D	H	438849209910	9502806592	Check
4	1502098154	28121003104	CHANDAKA SANYASI NAIDU	CHANDAKA MAHESH	CHANDAKA LAXMI	B	05122007	BC-D	H	287009220018	9160373582	Check
5	1502098160	28121003104	PATTIGULA PATTIGULA ESWARRAO	PATTIGULA AKKULU	PATTIGULA BHAVANI	B	17122007	BC-A	H	875897894602	8897757542	Check
6	1502098172	28121003104	PATTHIGULA ASHOKKUMAR	PATTHIGULA RAMU	PATTHIGULA SANDHYA	B	17012008	BC-A	H	429933869145	9182141489	Check

Figure 4:- Service Data Screen.

➤ Then click on the Check button appeared on the right side of every student, the following screen appears:

Figure 5:- Check - Service Data Screen.

➢ **The student now appears in the Child Info Data, the screen will be displayed as follows:**

DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH

(Popularly Known as SSC Board)

Welcome To 02030 LogOut

CHILD INFO DATA   SERVICE DATA   SUBMITTED APPLICATIONS   VOCATIONAL   PAYMENTS   PAYMENT PAID CANDIDATES LIST
FAILED STUDENT REGISTRATION   CHANGE PASSWORD

District Name : 02 - VIZIANAGARAM   School Name : 02030 - Z P P HIGH SCHOOL ALAJANGI

S.No.	Child Id	Name of the Student	Father's Name Mother's Name	Gender	Date of Birth	Edit
1	1502098113	REDDI MANIKANTA	REDDI SATYANARAYANA REDDI KOMALI	B	29/12/2007	Edit
2	1502098119	PUDI SANMUKHASAI	PUDI SANKARRAO PUDI GOWRISWARI	B	22/03/2008	Edit

Figure 6 :- Child Info Data Screen.

➢ Then click on Edit button to get the student details.

REGULAR AND OSSC REGULAR:

➢ Click on **Edit**, the following screen will be displayed as shown below.

➢ Please select Stream (either **Regular** or **OSSC Regular**)

➢ Click on Click Here for Filling Application button.

CHILD INFO DATA   SUBMITTED APPLICATIONS   VOCATIONAL   FAILED STUDENT REGISTRATION   PAYMENTS   CHANGE PASSWORD

Select Your Stream
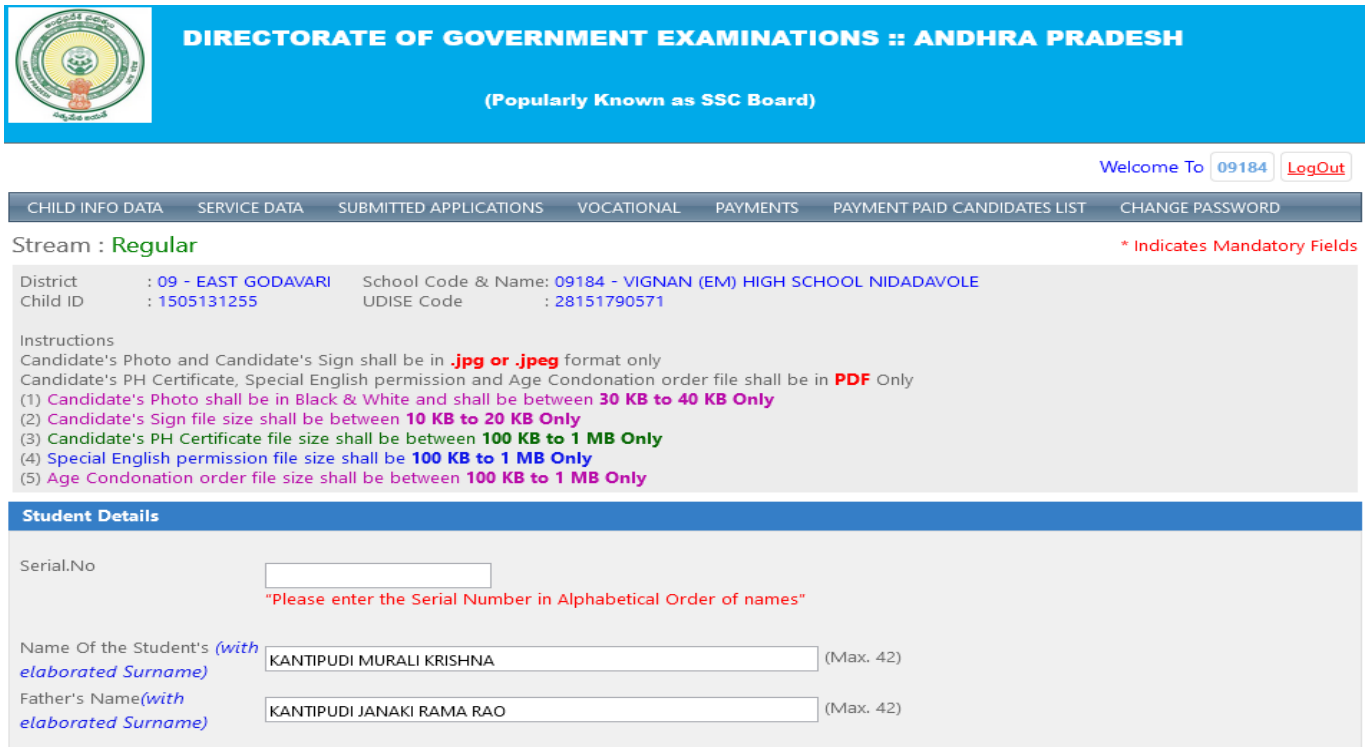
○ Regular
○ OSSC Regular

Click Here For Filling Application

Figure 7 :- Stream wise details

7. ONLINE APPLICATION ENTRY SCREEN:

The following Screen will be displayed:

DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH

(Popularly Known as SSC Board)

Welcome To 09184 LogOut

| CHILD INFO DATA | SERVICE DATA | SUBMITTED APPLICATIONS | VOCATIONAL | PAYMENTS | PAYMENT PAID CANDIDATES LIST | CHANGE PASSWORD |

Stream : Regular

* Indicates Mandatory Fields

District : 09 - EAST GODAVARI   School Code & Name: 09184 - VIGNAN (EM) HIGH SCHOOL NIDADAVOLE
Child ID : 1505131255   UDISE Code : 28151790571

Instructions
Candidate's Photo and Candidate's Sign shall be in **.jpg or .jpeg** format only
Candidate's PH Certificate, Special English permission and Age Condonation order file shall be in **PDF** Only
(1) Candidate's Photo shall be in Black & White and shall be between **30 KB to 40 KB Only**
(2) Candidate's Sign file size shall be between **10 KB to 20 KB Only**
(3) Candidate's PH Certificate file size shall be between **100 KB to 1 MB Only**
(4) Special English permission file size shall be **100 KB to 1 MB Only**
(5) Age Condonation order file size shall be between **100 KB to 1 MB Only**

Student Details

Serial.No

"Please enter the Serial Number in Alphabetical Order of names"

Name Of the Student's *(with elaborated Surname)*   KANTIPUDI MURALI KRISHNA   (Max. 42)

Father's Name*(with elaborated Surname)*   KANTIPUDI JANAKI RAMA RAO   (Max. 42)

Figure 08 :- Edit Details.

➢ Enter the Serial No. in Alphabetical Order of Names. Only the numerical combination from 0 to 9 is allowed. Special characters like *@#$%., are **not allowed.** Ex: 25 but **not 25$.**

a) NAMES AND SURNAMES ENTRY:

➢ Enter the name of the student, father's name and mother's name with elaborated surnames not exceeding 42 characters (including spaces).

b) MOTHER'S NAME ENTRY:

➢ Before entering the mother's name, please get the confirmation from the parents of each student whether the mother is either Govt. or Private Employee. In case of employee, enter the mother's name as per mother's SSC and take a declaration from the mother (see the Annexure-A in the Headmaster's Instruction booklet) and keep with HM for office records and to be produced to this office whenever instructed by the DGE.

➢ If No, please enter the mother's name as per Admission Register and also get confirmation from the parents to avoid future corrections in SSC.

c) DATE OF BIRTH:

➢ Take utmost care while entering the Date of Birth of the candidate in online application based on the admission register only.

FOR UNDERAGE CHILDREN:

Upload the HM/DEO/DGE Proceedings (Age Condonation order file size shall be 100 KB to 01 MB in PDF format only) by clicking Choose File as shown in the screen below.

Figure 09 :- DOB Upload details

Note: -

1. 14 years should be completed as on 31st August (31-08-2023) of that academic year. If the Student's Age is less than 14 Years (as on 31-08- 2023), the HM need to upload HM/ DEO/ DGE Proceeding Order.
2. Head Master concerned is competent authority up to 1 ½ year in the case students from Government/ ZP/ MPL/ APMS/ APSWRS/ APBCWRS/ APTWRS/ AP Ashram Schools/ KGBVs.
3. The District Educational Officer concerned is competent authority up to 1 ½ year in case of students from other managements.
4. The DGE is competent authority from 1 ½ to 2 years in case of students from all managements.

d) SECOND LANGUAGE SPECIAL ENGLISH (11 E):

➢ If the candidates from other States of India or other country, whose mother tongue is not Telugu and joined in VI class and above are exempted from studying Telugu as second language then click the check box and upload Special English Proceedings by clicking the Choose File as shown below (File should be in PDF Format only between 100 KB to 01 MB). The DEO is the competent authority to permit the candidate for exemption of studying Telugu as Second Language and permit the candidate to opt Special English (11E) as second language.

NOTE :- The Headmaster/Principal/Correspondent is requested to upload the permission copy of 11E.

The candidates from other States of India or other countries whose mother tongue is not Telugu and joined in VI class and above are exempted from studying Telugu as second language and is allowed to opt 'Special English'.

☑ (Tick if Yes)

DEO Concerned is competent authority to exempt any student from studying Telugu as second language whose mother tongue is not Telugu and who migrated from other states of India or from other countries or of foreign nationals and joined in VI class and above and can permit the student to opt special English [11E] as second language. The candidate should submit the exemption certificate. If the said certificate is not submitted, the candidate shall not be permitted to write 11E.

Special English Proceedings : [Choose File] No file chosen

Figure 10 :- 11E Special English Upload details.

e) Children with Special Needs (CwSN)/ DIFFERENTLY ABLED/ PH :

➢ If the student is Children with Special Needs (CwSN)/**differently abled/PH.**
➢ Please click on Yes radio button
➢ If not click No.
➢ If the student is a CwSN/Differently abled/PH candidate, then select the type of disability code (1 or 2 or 3 or etc.).
➢ And upload the scanned copy of PH Certificate by clicking the Choose file. (File should be in PDF Format only between 100 KB to 01 MB).
➢ The PH certificate should be issued by the Medical Board or other Competent Authority only.

Figure 11 :- PH Upload details

NOTE:- The Headmaster/Principal/Correspondent is requested to upload the PH certificate issued by the competent authority only. If not uploaded the PH certificate, the candidate shall not be considered under PH category.

f) Religion:

➤ Select the Religion by clicking on the respective radio button as per the Admission Register only.
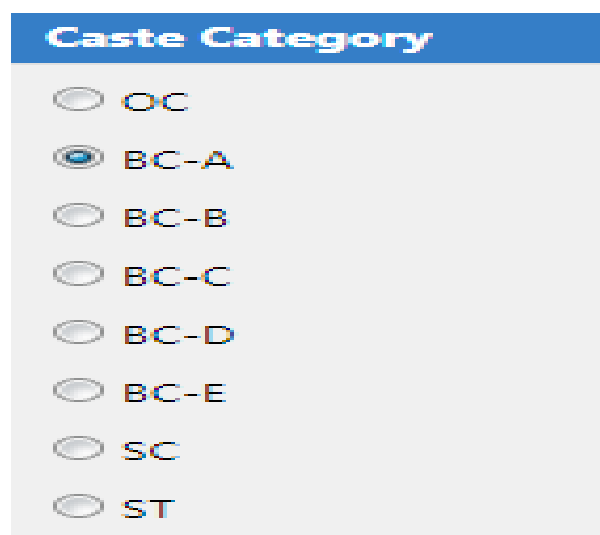
Figure 12 :- Religion details

g) CASTE CATEGORY:

➤ Select the Caste Category as per the Admission Register only.
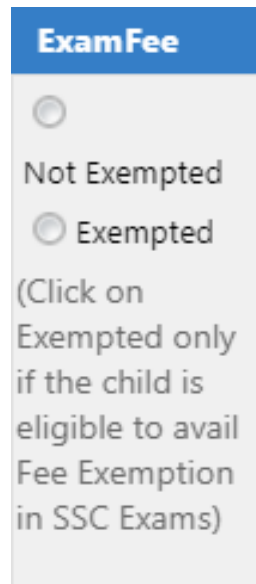
Figure 13 :- Caste details

h) EXAM FEE:

➢ Select the Exam Fee (Please see the HM instructions booklet).
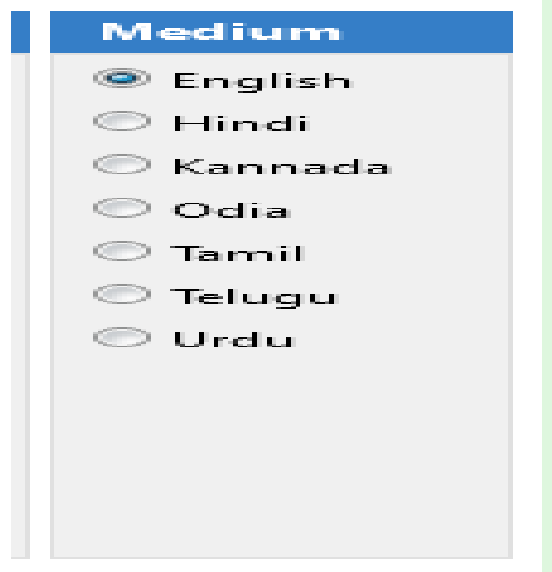
Figure 14 :- Exam Fee details

i) MEDIUM:

➢ Select the Medium of instruction.

Figure 15 :- Medium details

NOTE: - Above all fields are mandatory.

j) SELECTION OF LANGUAGES AND SUBJECTS:

- Please select the First Language, Second Language and Third Language as they are mandatory.
- The three Non Language subjects (Mathematics, General Science and Social Studies) are common to Regular students
- Any two Non Language subjects (Mathematics, General Science and Social Studies) are optional for OSSC students.

k) SOME EXEMPTIONS FOR PH CANDIDATES FOR OPTING THE LANGUAGES:

Disability Category	Disability Code	Name of the Disability
Physical Disability – Locomotor Disability	HL (1)	Leprosy Cured Persons
	HC (2)	Cerebral Palsy
	HD (3)	Dwarfism
	HM (4)	Muscular Dystrophy
	HA (5)	Acid Attack Victims
	LE (16)	Permanent Physical Impairment of Extremities (Hand, Foot, etc.)
	LS (17)	Permanent Physical Impairment of Spine
	LA (18)	Permanent Physical Impairment -Amputation
	LF(19)	Permanent Physical Impairment – Club Foot and other Conditions
	LN(20)	Permanent Physical Impairment due to Chronic Neurological Conditions
	LL (21)	Spinal Cord Injuries
Physical Disability – Visual Impairment	BB (6)	Blindness
	BL (7)	Low Vision
Physical Disability – Hearing Impairment	DD (8)	Deaf
	DH (9)	Hard of Hearing
Physical Disability – Speech and Language Disability	DS (10)	Speech and Language Disability
Intellectual Disability	CS (11)	Specific Learning Disabilities: i. Dyslexia ii. Dysgraphia ii. Dyscalculia

		iv. Dyspraxia, v. Developmental Aphasia
	CA (12)	Autism Spectrum Disorder
	CI (22)	Intellectual Disability
Mental Behavior	SM (13)	Mental Illness
Disability caused due to Chronic Neurological Conditions & Blood Disorders	SN (14)	Chronic Neurological Conditions: i. Multiple Sclerosis ii. Parkinson's Disease
	SB (15)	Blood Disorders: i. Haemophilia ii. Thalassemia ii. Sickle Cell Disease

NOTE: For more details on disability-specific exemptions and concessions, please referto G.O.Ms.No. 86, School Education Dept (Prog.II) Dept, Dated: 29-12-2021, and & DGE Proceedings Rc.No. GE-COOR0NINT/2021-DGE, dated:02-02-2022, available onthe official website - www.bse.ap.gov.in.

Figure 16 :- Languages & Subjects

l) Identification Marks (Moles):

> Identification marks have to be filled up by personally verifying each and every candidate only. The Identification Marks shall be mandatorily filled by the HM without fail.
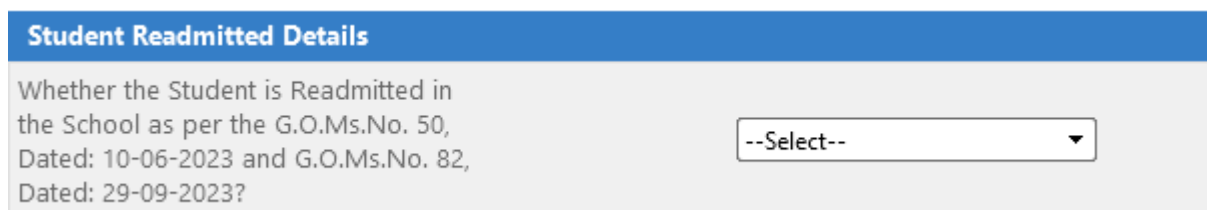
Figure 17 :- Identification Marks (Moles)

m) Student Re-admitted Details:
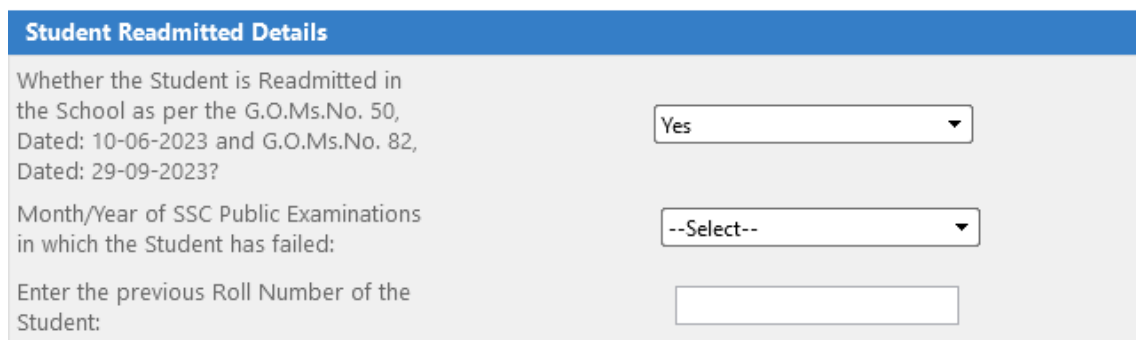
> The Headmaster has to fill the whether the Student is Readmitted to the School as per the G.O.Ms.No. 50, Dated: 10-06-2023 and G.O.Ms.No. 82, Dated: 29-09-2023.

Figure 18 :- Re-Admission Details

> If yes, then the following screen appears:

Figure 19 :- Re-Admission Details

> The Head Master shall fill the details accordingly. If option is No, then the Head Master shall proceed to the next step in the application.

n) Miscellaneous Details:

> The Head Master shall fill the contact number of the parent and also verify and confirm the Aadhaar number of the student.

Other Miscellaneous Details

Contact Number of Student / Parent :

Student Aadhar No: 241480660911

Do you want migration certificate
*If Yes Rs 80/- to be Paid in   ○ Yes ○ No
addition to exam fee

Figure 20 :- Miscellaneous Details

o) Upload Photograph and Signature of the Candidate:

Upload Photograph and Signature as per the Instructions on top of the page

Student's Photo   Student's Sign

Browse... No file selected.   Browse... No file selected.

Figure 21 :- Upload Photograph and Signature of the Candidate

> Please upload the scanned copy of photograph (Black and White with White Background) of the candidate in jpg format only (size shall be between 30KB to 40KB only).

> Please upload the scanned copy of signature of the candidate (Size shallbe between 10KB to 20KB only).

8. MIGRATION CERTIFICATE:

If any candidate desires to obtain Migration Certificate for getting admission for higher education in other States

- ➢ Then select Yes (An amount of Rs. 80/- has to be paid in addition to the exam fee)
- ➢ If not required, select No.
- ➢ After entering the details please click on Submit button.
- ➢ The Migration Certificate will be issued after the declaration of final results.

Figure 22 :- Migration Certificate

Note: Same procedure shall be followed for both SSC and OSSC Regular.

9. VOCATIONAL STUDENTs REGISTRATION:

- ➢ The traditional vocational schools, vocational codes along with vocational subjects were already mapped based on the last years data if any changes are required in vocational codes, the Headmaster/Principal/Correspondent is requested to contact the DGE office.
- ➢ AP Model School related vocational schools, vocational codes along with vocational subjects were already mapped based on the information furnished by the O/o **Samagra Shiksha.** Changes in vocational codes shall not be considered in respect of AP Model schools.
- ➢ In respect of AP model schools related vocational courses, the vocational exam fee shall be paid by the **Samagra Shiksha**. Hence the Headmasters/Principals need not pay the vocational exam fee.
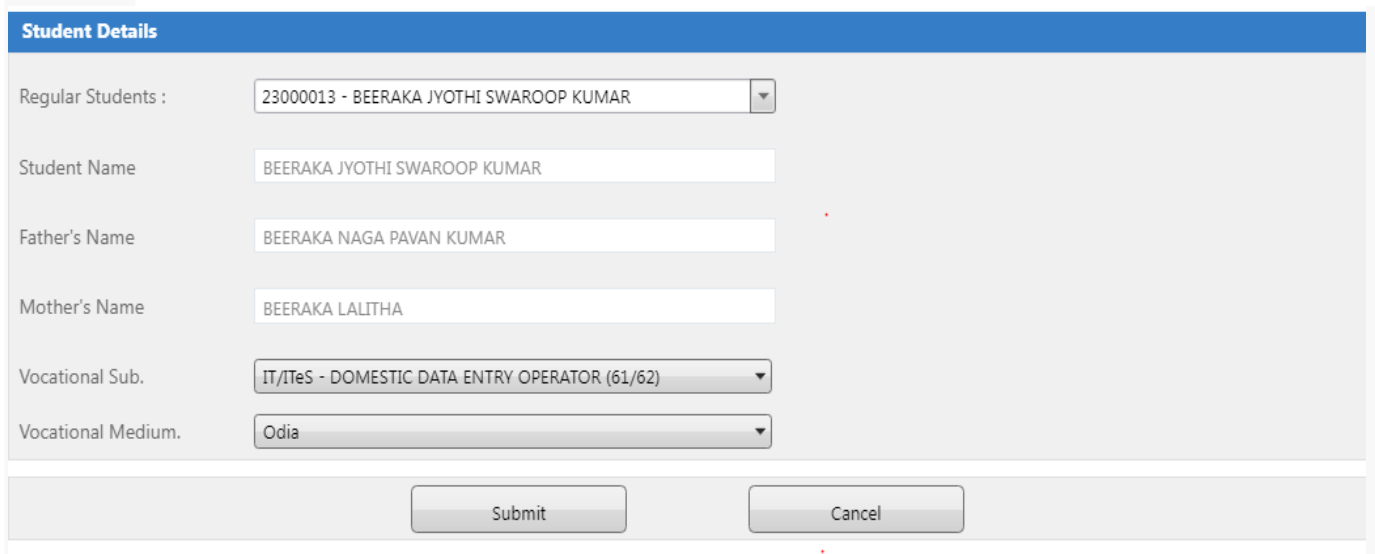
➢ For Vocational Students Registration please click on <mark>VOCATIONAL</mark> button in the screen as shown below.

Figure 23:- Vocational Screen.

➢ By selecting the candidate from the drop down menu, the following details shall be appeared.

➢ <mark>Vocational Subject</mark> has to be selected in the drop down menu.

➢ In case of Vocational Candidates, after submission of vocational details only the total fee has to be paid. It shall not be allowed to pay the vocational fee separately.

➢ No exemption to any category of candidates in the Vocational Fees.

Figure 24 :- Vocational Screen.

➢ After entering details, please click on <mark>submit</mark> button.

10. ONCE FAILED CANDIDATES & READMITTED CANDIDATES :

➢ **The students who had already paid fee and registered as "Failed Candidate" in the Online Application earlier to appear for the Failed Subjects only and later readmitted in School are now permitted to apply as Regular Students in the Regular Online Application to write all the subjects.**

➢ <u>**No extra fee needs to be paid by the candidate.**</u> **The HM shall ensure to select the readmitted option for such students in the online application and enter the previous roll number of the candidate as described in the Para. 7 (m) of this User manual. The exam fee for readmitted candidates will be automatically updated in the Online Application if the candidate has already paid the exam Fee as a Private Candidate.**

➢ **The HMs should ensure that all the readmitted candidates in the Schools shall register for the SSC 2024 and pay the exam fee for all the subjects as per the orders in the G.O.Ms.No.82, Dated 29.09.2023.**

11. SUBMITTED STUDENTS DETAILS AS SHOWN BELOW:

➢ After submission, SUBMITTED APPLICATIONS Screen shall be displayed like this.

EDIT THE DETAILS:

➢ By clicking Edit button, the details of the candidate may be edited.

Welcome To 01001 LogOut

CHILD INFO DATA	SERVICE DATA	SUBMITTED APPLICATIONS	VOCATIONAL	PAYMENTS	PAYMENT PAID CANDIDATES LIST	CHANGE PASSWORD

District : 01 - SRIKAKULAM   **School : 01001 - Z P HIGH SCHOOL - DUSIPETA**

MNR Sl.No.	AppNo Child Id	Student's Name Father's Name Mother's Name	PH	Date of Birth	Med	Languages	Stream	Edit	Print	PAYMENT	Migration	Confirm
1	23000010 1501171407	GEDALA LOKESH GEDALA PARASAYYA GEDALA NAGAMANI		05/05/2006	English	Telugu (01T/02T) Hindi (09H) English (13E/14E)	Regular	Edit	Print	Not Paid	Yes	Confirm

Figure 25 :- Application Submitted Student's Details

- Now Click on <mark>SUBMITTED APPLICATIONS</mark> and the below screen will be appeared.

| CHILD INFO DATA | SERVICE DATA | SUBMITTED APPLICATIONS | VOCATIONAL | PAYMENTS | PAYMENT PAID CANDIDATES LIST | CHANGE PASSWORD |

District : 01 - SRIKAKULAM   **School : 01001 - Z P HIGH SCHOOL - DUSIPETA**

MNR Sl.No.	AppNo Child Id	Student's Name Father's Name Mother's Name	PH	Date of Birth	Med	Languages	Stream	Edit	Print	PAYMENT	Migration	Confirm
1	23000010 1501171407	GEDALA LOKESH GEDALA PARASAYYA GEDALA NAGAMANI		05/05/2006	English	Telugu (01T/02T) Hindi (09H) English (13E/14E)	Regular	Edit	Print	Not Paid	Yes	Confirm

Figure 26 :- Submitted Application Screen

CAUTION:

- After verifying the student's details and all other details thoroughly by the Headmaster/Principal/Correspondent, if any mistakes are found then go to EDIT option and Edit the details once again carefully and also take the printout and again check the details one more time.

- If all the details are correct without any mistakes then click the <mark>Confirm</mark> button.

- The alert message will be appeared as shown below before confirmation.
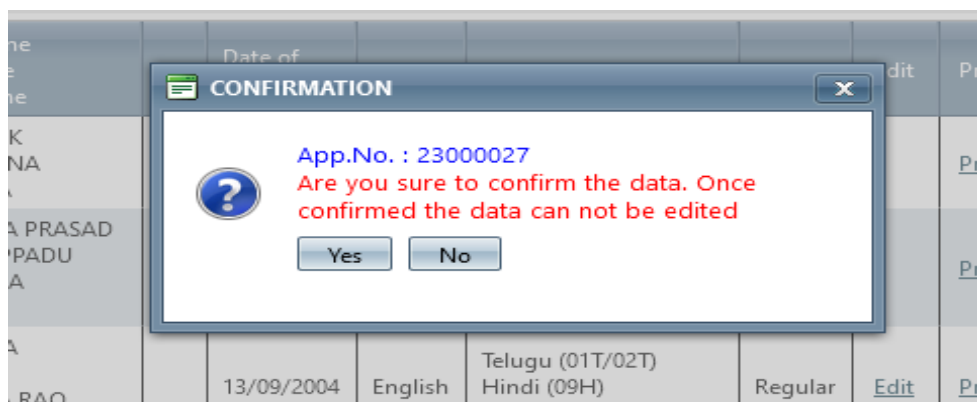
Figure 27 :- Confirm alert Screen

- If you Click the YES button then OK message will be appeared in the following screen.

➢ If you click the No button once again Headmaster/Principal/Correspondent is requested to go back for verification of all the details once again.
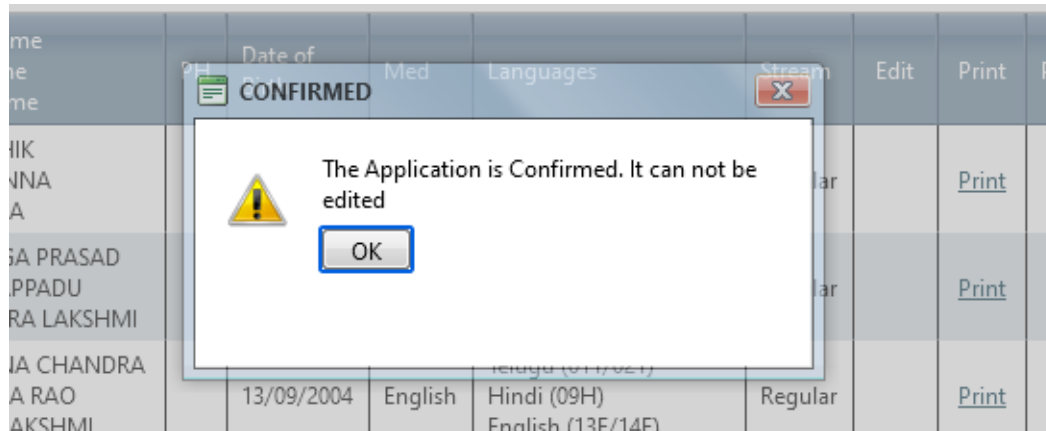
Figure 28:- Confirmed alert Screen

➢ **After the confirmation, the following screen appears:**
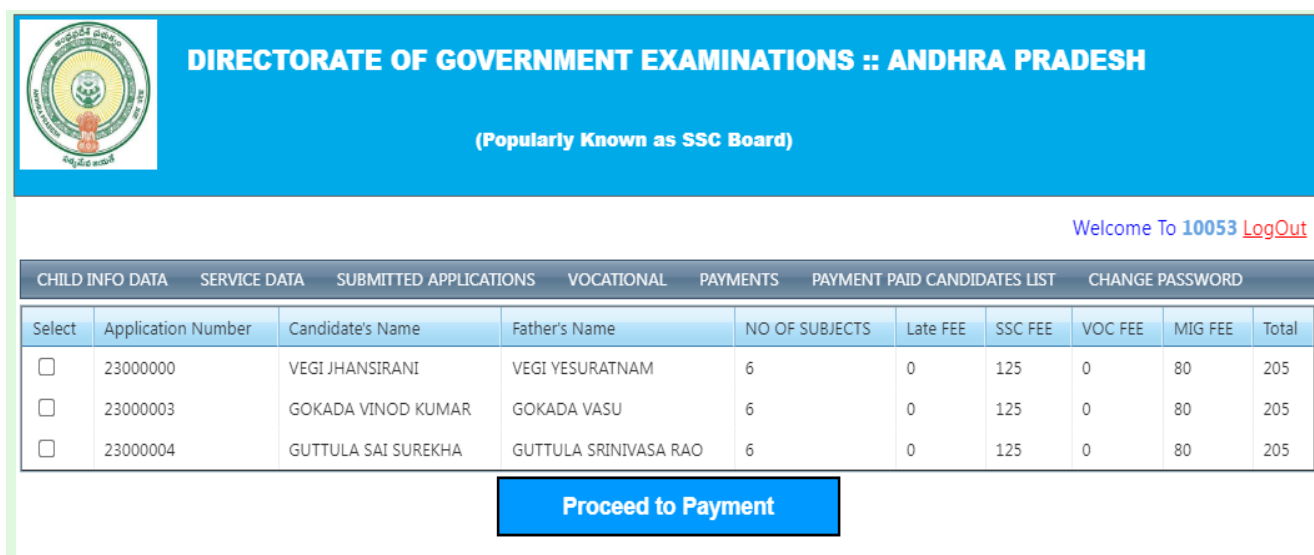
CHILD INFO DATA   SUBMITTED APPLICATIONS   VOCATIONAL   FAILED STUDENT REGISTRATION   PAYMENTS   CHANGE PASSWORD

District : 11 - WEST GODAVARI   **School : 10007 - GOVT HIGH SCHOOL , ELURU**

MNR Sl.No.	AppNo Child Id	Student's Name Father's Name Mother's Name	PH	Date of Birth	Med	Languages	Stream	Edit	Print	PAYMENT	Migration	Confirm
001	300010 1505000242	KATTURI DINESH KARTHIK LAZARU RAMA LATHA	0	29/06/2006	Telugu	Telugu (01T/02T) Hindi (09H) English (13E/14E)	Regular		Print	PAID	Yes	
23	300016 1505000243	KATTURI HEMANTH RAJU MARIYAMMA	0	05/08/2006	English	Telugu (01T/02T) Hindi (09H) English (13E/14E)	Regular		Print	PAID	No	
23	300019 1505000577	PAGURLA SIDDU YESU PADAM SAMRAAJYAM	0	26/07/2006	English	Telugu (01T/02T) Hindi (09H) English (13E/14E)	Regular	Edit	Print	PAID	No	Confirm
23	300025 PVT1911600757	TIRUNAGARI MOHAN SUNDAR TIRUNAGARI SURESH BABU TIRUNAGARI DEVI	0	08/07/2002	Telugu	Passed Passed Passed	Failed Candidate		Print	Not Paid	No	Confirm

Figure 29:- Confirmation Screen

12. FEE PAYMENT:

a) Now Click on PAYMENTS button for Fee Payment:

➢ The below Screen shall be displayed.
➢ Select all for whom the examination fee has to be paid.
➢ The Payment can be done for all the students at once or for each student individually. It is advised to pay the fees immediately and not to wait until the last date.
➢ Then click the Proceed to Payment as shown below.

DIRECTORATE OF GOVERNMENT EXAMINATIONS :: ANDHRA PRADESH

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Welcome To **10053** LogOut

| CHILD INFO DATA | SERVICE DATA | SUBMITTED APPLICATIONS | VOCATIONAL | PAYMENTS | PAYMENT PAID CANDIDATES LIST | CHANGE PASSWORD |

Select	Application Number	Candidate's Name	Father's Name	NO OF SUBJECTS	Late FEE	SSC FEE	VOC FEE	MIG FEE	Total
☐	23000000	VEGI JHANSIRANI	VEGI YESURATNAM	6	0	125	0	80	205
☐	23000003	GOKADA VINOD KUMAR	GOKADA VASU	6	0	125	0	80	205
☐	23000004	GUTTULA SAI SUREKHA	GUTTULA SRINIVASA RAO	6	0	125	0	80	205

Proceed to Payment

Figure 30 :- Student's Payment Details

b) TO ENTER THE PAYEE DETAILS :

➢ The following window for registering the mobile number of payee will appear asshown in below screen.
➢ Fill all the details and click the Submit & Check Payment.

| CHILD INFO DATA | SUBMITTED APPLICATIONS | VOCATIONAL | FAILED STUDENT REGISTRATION | PAYMENTS | CHANGE PASSWORD |

Payee Name	SAI
Payee Government Id No. (Aadhar,PAN Card etc.)	89896569685656
Mobile Number	8096356989
Email	EXAM@gmail.com
	Submit & Check Payment

Figure 31 :- Payee Details

➢ The following screen will appear, please check the details.
➢ Click on Proceed for Payment.

| CHILD INFO DATA | SUBMITTED APPLICATIONS | VOCATIONAL | FAILED STUDENT REGISTRATION | PAYMENTS | CHANGE PASSWORD |

Payee Name	SAI
Payee Government Id No. (Aadhar,PAN Card etc.)	89896569685656
Mobile Number	8096356989
Email	EXAM@gmail.com
Payment Reference ID	Payment Reference Id : 10007_SSC_10000005
Number Of candidates	Number of Candidates : 2
Amount	Amount : 1070
	Proceed for Payment

Figure 32 :- Payee Details

c) PAYMENT MODE:

➢ The following window for selection of payment mode will be displayed.

➢ Click Online Payment.

Figure 33:- Online Payment Screen

d) PAYMENT GATEWAY:

➢ The following Payment Gateway window will be displayed.

➢ Please select either SBI or PAYU, as per their wish and complete the payment process.

Figure 34 :- SBI and PAYU Screen

➢ For example, if PAYU is selected, then below screen will appear.

Figure 35 :- PAYU Screen

- ➢ If Credit/Debit Card is opted, then the below screen will be appeared.
- ☐ Enter card details and Click on Pay.

Pay to   testbigklap   ₹ 1,275.00

Net Payable Amount   ₹ 1,275.00

Enter Card Details

Card Number

XXXX XXXX XXXX XXXX

Card Number is required

Expiry Date   CVV

MM / YY   XXX

Email

hgh@gmail.com

Phone

8096356989

☐ Convert to easy EMIs

PAY ₹ 1,275.00

By paying you agree to our T&C and Privacy Policy

MasterCard. SecureCode.   Verified by VISA   SECURED BY PayU   SafeKey
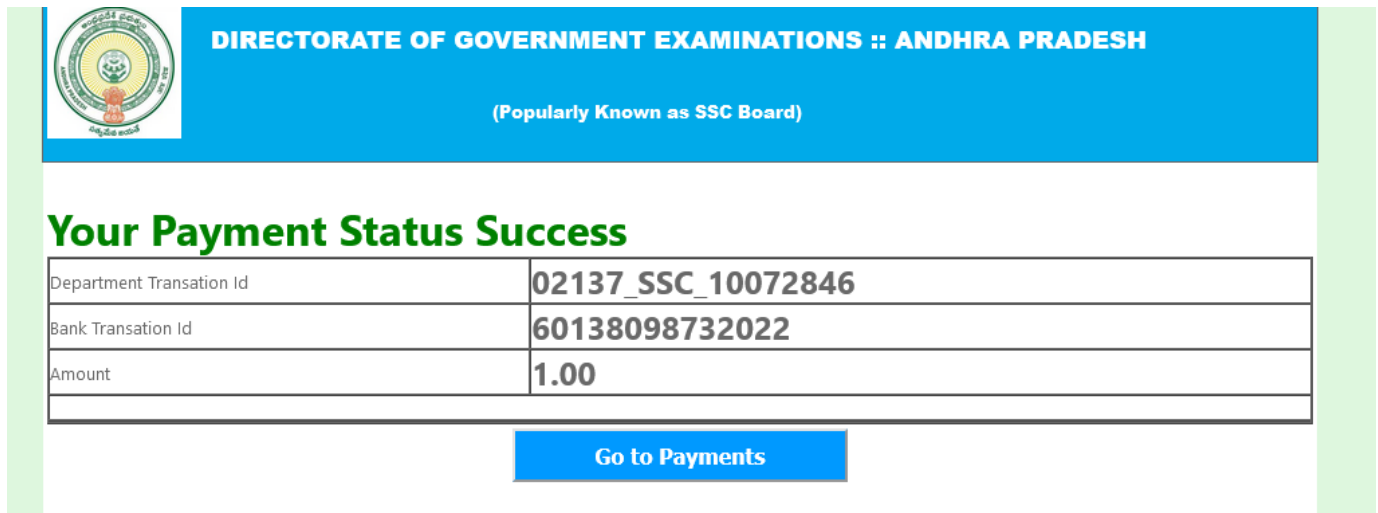
Figure 36 :- PAYU card Screen
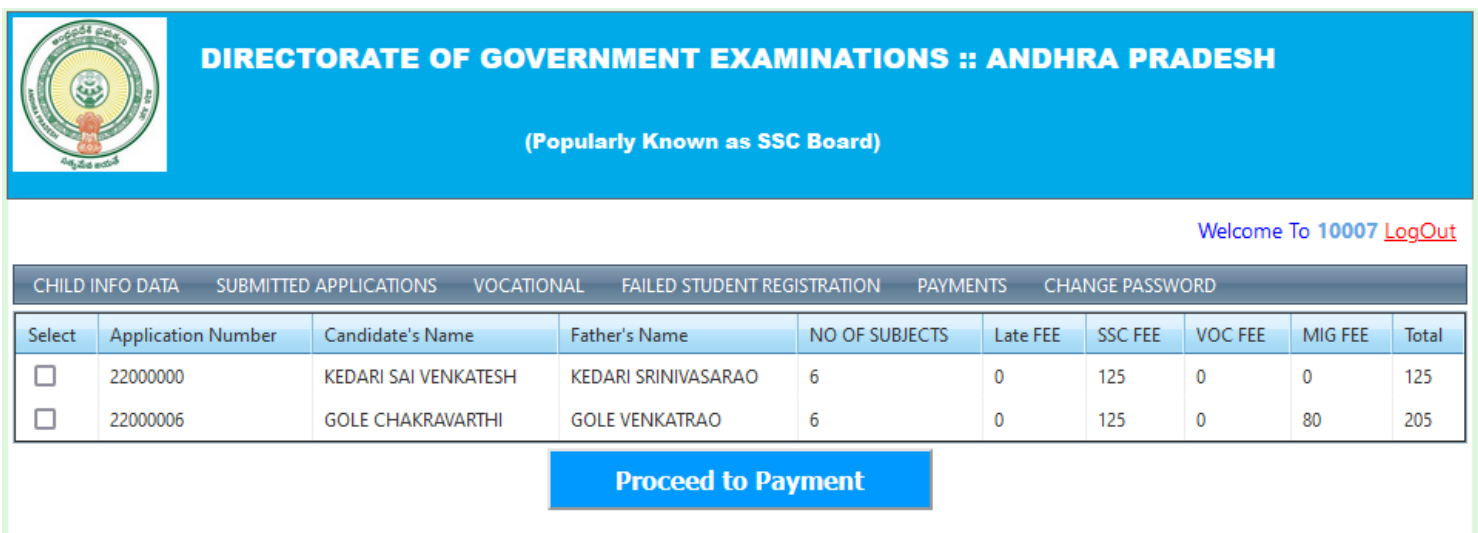
e) PAYMENT STATUS:

➢ After Successful payment, the following screen will appear.

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Your Payment Status Success

Department Transation Id	02137_SSC_10072846
Bank Transation Id	60138098732022
Amount	1.00

Go to Payments

Figure 37 :- Confirmation Screen

➢ Please note down the Department Transaction ID for future reference.

➢ Then Click on Go to Payments button on the screen, you will be redirected to PAYMENTS screen.

➢ **If the payment is "not successful" and money is debited from your account please wait for 24 hours before paying again. Check the status after 24 hours**.

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Welcome To 10007 LogOut

CHILD INFO DATA   SUBMITTED APPLICATIONS   VOCATIONAL   FAILED STUDENT REGISTRATION   PAYMENTS   CHANGE PASSWORD

Select	Application Number	Candidate's Name	Father's Name	NO OF SUBJECTS	Late FEE	SSC FEE	VOC FEE	MIG FEE	Total
☐	22000000	KEDARI SAI VENKATESH	KEDARI SRINIVASARAO	6	0	125	0	0	125
☐	22000006	GOLE CHAKRAVARTHI	GOLE VENKATRAO	6	0	125	0	80	205

Proceed to Payment

Figure 38 :- Payments Screen

CAUTION:

> **Once confirmed, it is final and there is NO option for Editing**
>
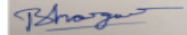> **The screen shall be displayed like this for the confirmed student.**

MNR Sl.No.	AppNo Child Id	Student's Name Father's Name Mother's Name	PH	Date of Birth	Med	Languages	Stream	Edit	Print	PAYMENT	Migration	Confirm
001	300010 1505000242	KATTURI DINESH KARTHIK LAZARU RAMA LATHA	0	29/06/2006	Telugu	Telugu (01T/02T) Hindi (09H) English (13E/14E)	Regular		Print	PAID	Yes	
23	300016 1505000243	KATTURI HEMANTH RAJU MARIYAMMA	0	05/08/2006	English	Telugu (01T/02T) Hindi (09H) English (13E/14E)	Regular		Print	PAID	No	
23	300019 1505000577	PAGURLA SIDDU YESU PADAM SAMRAAJYAM	0	26/07/2006	English	Telugu (01T/02T) Hindi (09H) English (13E/14E)	Regular	Edit	Print	PAID	No	Confirm
23	300025 PVT1911600757	TIRUNAGARI MOHAN SUNDAR TIRUNAGARI SURESH BABU TIRUNAGARI DEVI	0	08/07/2002	Telugu	Passed Passed Passed	Failed Candidate		Print	Not Paid	No	Confirm

District : 11 - WEST GODAVARI   School : 10007 - GOVT HIGH SCHOOL , ELURU

CHILD INFO DATA   SUBMITTED APPLICATIONS   VOCATIONAL   FAILED STUDENT REGISTRATION   PAYMENTS   CHANGE PASSWORD

Figure 39 :- After Confirmation Screen

Note:-

1) The particulars of all the students have to be confirmed at least one day before the last date of submission to avoid server problems (if any) and the data which was confirmed only will be permitted for examinations.

2) In case of any technical issue after the payment please send an mail to the dir_govexams@yahoo.com with all the relevant details New SSC Code, Application Number, Department Transcation ID, Bank Transcation Id,, Date of payment, Amount etc., (preferable with screenshots) for fast resolution of the issue.

➢ After <mark>Confirmation and Payment of Fees</mark> of the students, take printout of each student's application and it will be appeared as shown below.

Figure 40 :- Student's Information Sheet

NOTE :-

1) The Headmaster/Principal/Correspondent has to take the printout of each and every student's application after confirmation and all students' applications should be kept with them for future correspondence and there will be no need to send to any (DYEO, DEO and DGE) office.

2) For any proposal related, other issues, please write to dir_govexams@yahoo.com.

SD/- D DEVANANDA REDDY
DIRECTOR
GOVERNMENT EXAMINATIONS