# REGISTRATION & APPLICATION PROCESS

1. Go to OSSSC Web Portal ([www.osssc.gov.in](www.osssc.gov.in))



2. Click on Register



3. 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 on "Registered User")

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



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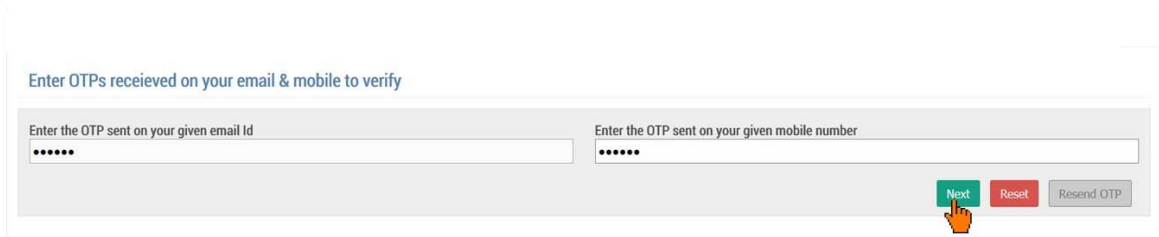


6. After clicking on "Proceed to Registration" button, a popup will appear, click "OK" to continue



7. Now you need to provide your Email ID & Mobile Number and click "Proceed" to continue
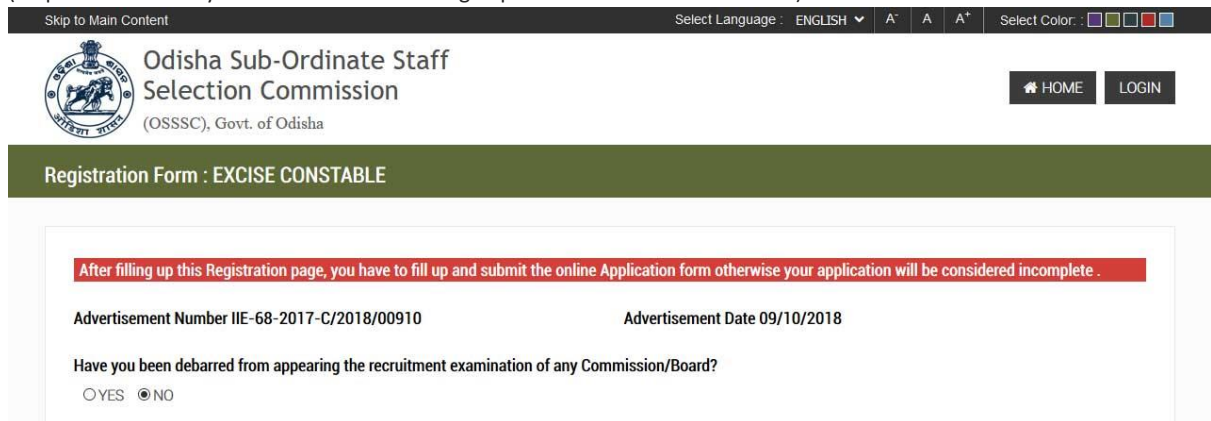
8. Provide the OTP sent to your Email ID & Mobile Number for validation and click "Next" button.

Enter OTPs receieved on your email & mobile to verify

| Enter the OTP sent on your given email Id | Enter the OTP sent on your given mobile number |
|---|---|
| •••••• | •••••• |

Next   Reset   Resend OTP

9. Now the Registration Page is open for you.
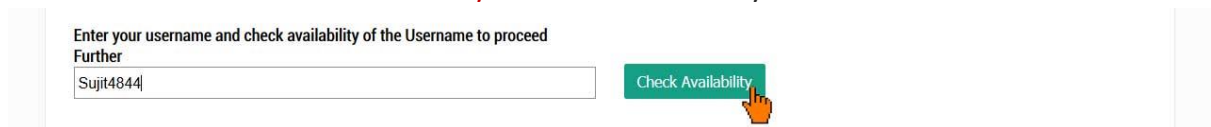
(To proceed further you need to answer the legal questions either "Yes" or "No" )

Skip to Main Content                Select Language :   ENGLISH ▾   A⁻   A   A⁺   Select Color: : ▢▢▢▢▢

Odisha Sub-Ordinate Staff
Selection Commission
(OSSSC), Govt. of Odisha

🏠 HOME   LOGIN

Registration Form : EXCISE CONSTABLE

After filling up this Registration page, you have to fill up and submit the online Application form otherwise your application will be considered incomplete .

Advertisement Number IIE-68-2017-C/2018/00910         Advertisement Date 09/10/2018

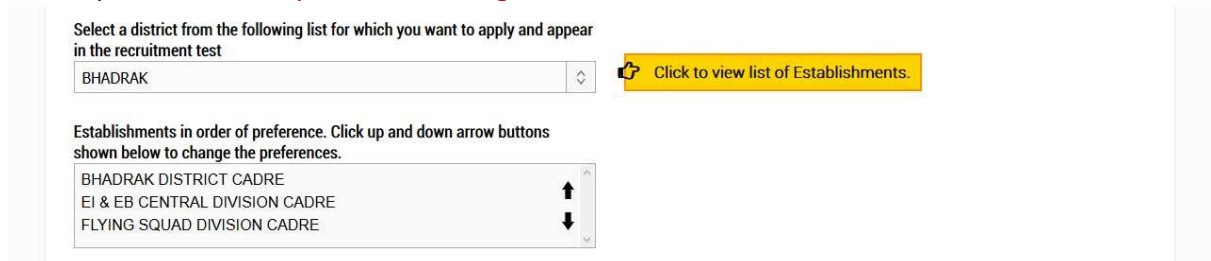Have you been debarred from appearing the recruitment examination of any Commission/Board?

○ YES  ◉ NO

10. 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

Enter your username and check availability of the Username to proceed
Further

| Sujit4844 | Check Availability |

11. Select your District as per instruction given below

Select a district from the following list for which you want to apply and appear in the recruitment test

| BHADRAK | ⇅ | 👆 Click to view list of Establishments. |

Establishments in order of preference. Click up and down arrow buttons shown below to change the preferences.

BHADRAK DISTRICT CADRE
EI & EB CENTRAL DIVISION CADRE          ⬆
FLYING SQUAD DIVISION CADRE             ⬇

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

**If applicable as per rules, claim relaxation & benefits under the following contexts :**

☐ Continuously rendered contractual service for at least one year under Government of Odisha organization directly / through service provider as on 01-01-2018

**Date of Birth**

**Age (as on: 01-01-2018)**

**Applicant's First name**

**Applicant's Middle Name**

**Applicant's Last Name**

**Select the name of the Father or Husband**     ○ Father   ○ Husband

**First name of the Father or Husband**

**Middle name of the Father or Husband**

**Last name of the Father or Husband**

**First name of the Mother**

**Middle name of the Mother**

**Last name of the Mother**

**Email**

**Confirm Email Id.**

**Mobile Number**

**Confirm Mobile No.**

## 13.  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**
Sujit4488

**Password**
••••••••

**Confirm Password**
••••••••

## 14.  Upload your Signature

**UPLOAD SIGNATURE**

Browse...   DHW_Signature.jpg

**JPG,PNG,JPEG file types upload range : 20 KB – 50 KB**

## 15. Provide Captcha as shown below check the undertaking and click on "Preview" button

**Enter Captcha in the empty box shown here**
(Captcha is case sensitive.)

L2M4M4    ← Fill the Text in Captcha here

↻ Refresh Captcha
Captcha

☑ I do hereby solemnly declare that I have carefully gone through the Recruitment Advertisement of the Commission for the post mentioned above and I fulfill all the conditions of eligibility prescribed for admission to the examination. I declare that I have not applied for any other district than the one now being applied for this Post. I further declare that the information furnished and the copies of the documents uploaded by me for registration/reregistration of my name for the recruitment examination for the post mentioned above are true and relevant. If any such information or document or undertaking provided by me is/are found false or irrelevant during or after selection, my candidature/selection shall be cancelled and I shall be liable to penal action as per law. Further I declare that whenever required the information furnished and to be furnished by me during the course of Registration and Application may be used by the Commission or may be shared for bonafide Government Purpose.

Preview     Reset

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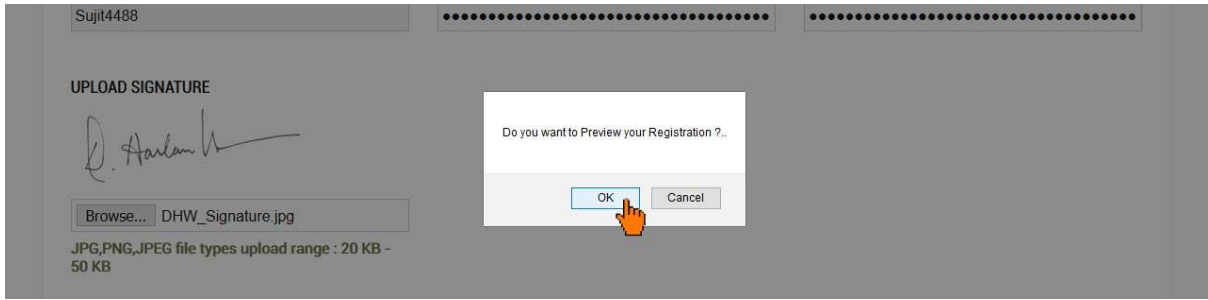


17. Verify all the details on the popup by scrolling the content & click on "Submit" to Register
    If you need any correction you can do it by clicking "Edit" button
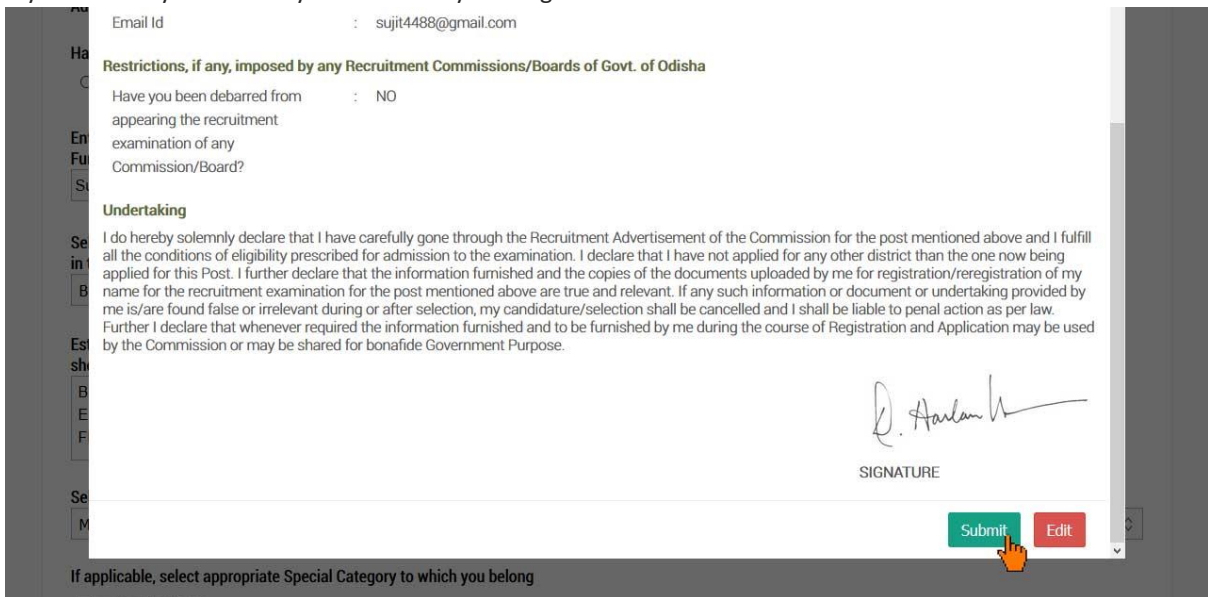


18. After Submitting, a PDF file of your registered details will be generated on a separate tab.

19. Download that PDF document for future reference
    * Now, You are a registered member of Odisha Sub-Ordinate Staff Selection Commission.

20. Now go to the "Login Page" to proceed further.

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



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



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

24. 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



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



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



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

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



29. If the Submission is successful 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



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



31. Now you have to make the Examination Fee payment
- For online payment click on "Pay Online" Link



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

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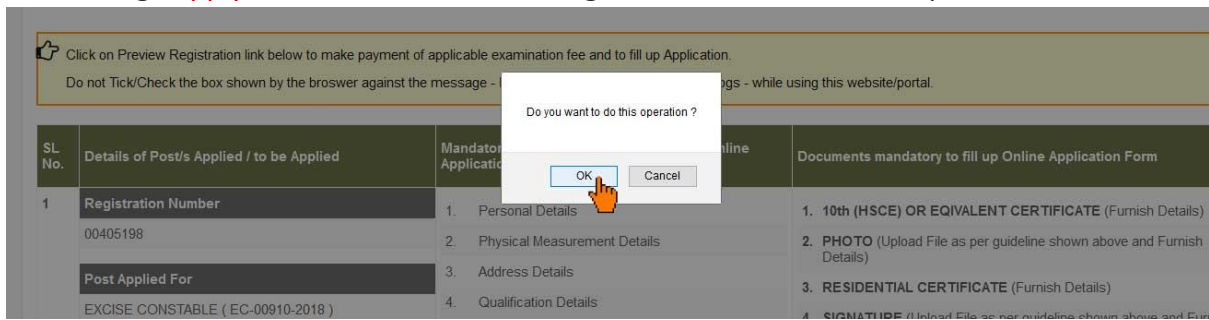


34. Fill up the form with all required data.

> You can save the filled up data by clicking the "**Save**" button.
> After completing the form of a page (tab), Click on "**Next Step**" button to move to the next tab and continue filling the form.
> After completing all the tabs it will ask for **Submit form**
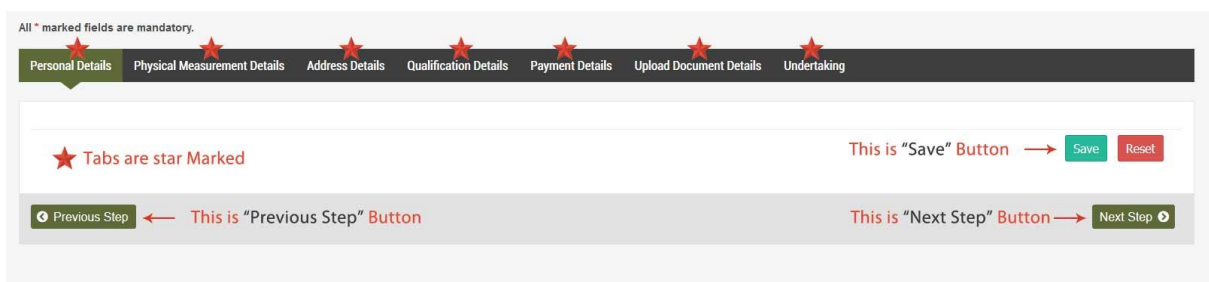


35. On the last tab you need to tick the undertaking accepting the terms and conditions and confirming the data filled up and click on "Preview your Application Form" button.
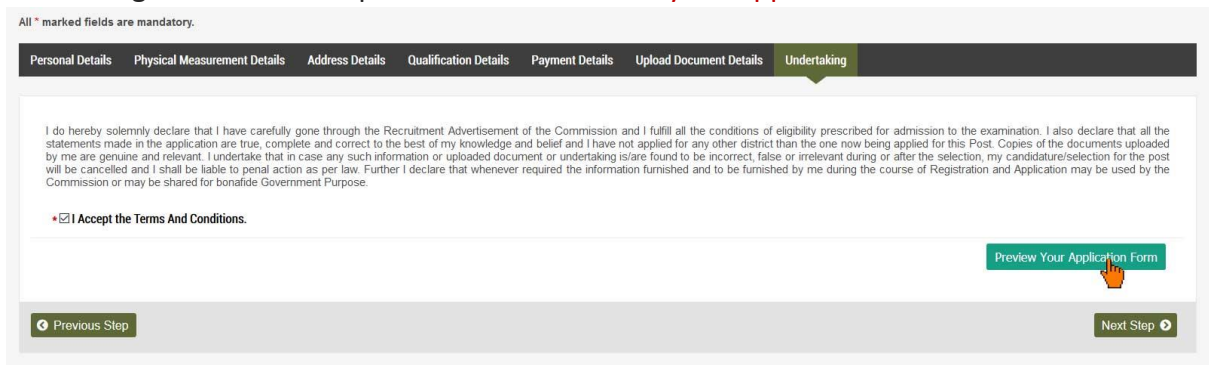


36. It will open a popup, Review all the details on the popup by scrolling the content and click "Submit Application" button to submit the form.

(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.)

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



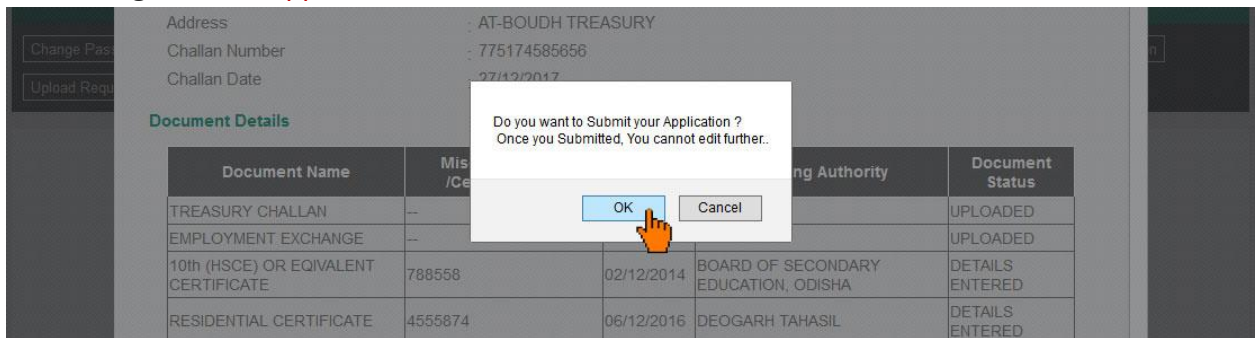| Document Name | Mis /Ce | | ng Authority | Document Status |
|---|---|---|---|---|
| TREASURY CHALLAN | -- | | | UPLOADED |
| EMPLOYMENT EXCHANGE | -- | | | UPLOADED |
| 10th (HSCE) OR EQIVALENT CERTIFICATE | 788558 | 02/12/2014 | BOARD OF SECONDARY EDUCATION, ODISHA | DETAILS ENTERED |
| RESIDENTIAL CERTIFICATE | 4555874 | 06/12/2016 | DEOGARH TAHASIL | DETAILS ENTERED |

38. On Successful completion of the application a pdf file will be generated in a separate tab.

39. 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.**