

## STAGES FOR FILLING UP OF THE ONLINE APPLICATION FORM

### 1. Filling up of the Online Application :

- Visit <http://admissions.scertodisha.in> website for On-Line Application for Admission into different Teacher Training Courses (D.El.Ed. / B.Ed. / B.H.Ed. / M.Ed. / M.Phil.) of The Teacher Training Institutions of Govt. Of Odisha for the Academic Session, 2014-15 / 2016.
- Before filling the Application form, keep a soft copy of your photo & signature (max size 50 KB)
- Collect all the college codes of the respective colleges, where you want to apply.
- Kindly click on Online Application button in order to proceed with the online registration process.
- Fill all the required information on the page and click on "Register".
- After successful registration, you will receive a SMS on your registered mobile number mentioning your Login Id and Password.
- Login using the received Id and Password to fill the rest of the application form. Use the Login credentials for all future processes.
- Fill all the required information on every information page.
- Upload your photo & signature
- On Application form summary page, check all the information carefully. If any editing required, then edit that information through the respective page link/menu given on the left side.
- If you see the message that you are not eligible, then fulfil those criteria given in message by editing the information. Make sure that information given by you is accurate.
- If you are eligible in primary eligibility stage then tick on the Declaration box provided at the end of the questions.
- If all the information is correct as per you knowledge, then click on "Accept Declaration" and approve the application form. Be sure about correctness of information. After approval, you will not be allowed to change a single word.

### 2. Paying of the Application Fees:

- Before paying the fee, Please approve your application.
- After approval, pay your fee, through the link "**Pay your fee**" given in the left menu. Check your fee amount eligibility from brochure. In some special case, there may no need to pay the fee.
- Select "Axis Bank Challan Mode", generate the challan. Take the print out of challan.
- Visit any nearest Axis Bank branch with required amount and pay the fee.
- After successful payment, you will receive a payment confirmation message.
- After successful payment, please keep a soft / hard copy of payment receipt for future reference.

### 3. Filling up of Option Form:

- Only after successful payment of fee, you can fill the option form.
- In option form page, you can search college of your choice by college code, college name, medium etc.
- After searching, just check the check box given in front of that college as per you preference order.
- You can edit the college options list till the last date of option form filling date.
- Only after filling up the option form, you can take the printouts of your application form. This completes your application process.