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GUIDELINES FOR ONLINE APPLICATION OF
TALENT SEARCH EXAMINATION, 2024
STATE ACADEMIC COUNCIL, ASSAM

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GENERAL INSTRUCTIONS TO THE HEAD OF THE INSTITUTION:

1. **Each Institution shall REGISTER and SUBMIT ONLINE APPLICATIONS on behalf of <u>all the eligible candidates</u>.**
2. Eligible candidates **need not submit individual application**.
3. For Institution REGISTRATION, each Head of the Institution (HOI) must have a valid **_E-mail_** ID & Mobile No. of the Head of the Institution (HOI).
4. Before filling of the online applications the Head of the Institution (HOI) shall download the Advertisement/Guideline and read the instructions carefully.
5. The Head of the Institution (HOI) must ascertain the eligibility of the candidates before filling of the application forms.
6. The Head of the Institution (HOI) shall collect the <u>details of willing students'</u> i.e. Name of the Students, Class, Aadhaar No., Date of Birth, Category, Father Name, Mother Name etc. before submission of application forms.
7. The Head of the Institution (HOI) shall register his/her institution in the portal using the institution **UDISE Code**, **Mobile No.**, **and E-mail ID** in the name of the Head of the Institution (HOI).
8. Once the **OTP verification is completed**, the Institution can log in for the submission of **ONLINE APPLICATIONS**.
9. The Head of the Institution should note down his/her **PASSWORD** and keep it in safe custody to avoid misuse.
10. The PASSWORD is necessary for further Login and keeping it in Safe Custody is the responsibility of the Head of the Institution.
11. Please note that **the WRONG ENTRY** of data of candidates during submission of the online application form cannot be corrected by this office after final submission. The office will not take any kind of responsibility for the same.
12. The E-mail ID and Mobile number of the Head of the Institution (HOI) will be used for further correspondence.

SUBMISSION OF APPLICATION BY THE HEAD OF THE INSTITUTIONS:

1. The Head of Instruction (HOI) shall identify the eligible students of **<u>his/her institution</u> only,** who are studying in classes **<u>VIII</u>**, **<u>IX & X during the academic year 2024-25</u>** and are willing to appear in the examination.
2. The head of the Institution shall fill up the **ONLINE APPLICATION** of each student continuously till the completion of the application of the last candidate by a single **login**.
3. There is a provision to make changes of the application form before clicking the **<u>LOCK</u>** or **<u>SUBMIT BUTTON</u>.**
4. The Head of the Institution should verify information on the Application Form. Once he ascertains the filled-up data, he/she has to save the data.
5. Application once **SUBMITTED** cannot be corrected later.

SUBMISSION OF APPLICANTS DATA BY THE HEAD OF THE INSTITUTION TO THE DISTRICT SECRETARY OF STATE ACADEMIC COUNCIL, ASSAM:

1. After clicking on **SUBMIT BUTTON**, a data sheet will be generated in PDF format and the same will be available in the same Institution Login ID & Password.
2. The Head of the Institution must take the PRINTOUT of two (2) copies of the data sheet.
3. The Head of the Institution will sign each page of the data sheet and submit all two (2) copies to the respective District Secretary of the State Academic Council, Assam along with the examination Fee for all the applicants.
4. The District Secretary of the State Academic Council, Assam shall COUNTERSIGN the two (2) copies of the DATA SHEET.
5. The District Secretary of the State Academic Council, Assam will retain one (1) copy of the **datasheet along with the examination fee** and RETURN one (1) copy to the Head of the Institution with a copy of acknowledgement of receipt of the fee.
6. The District Secretary of the State Academic Council, Assam will have to communicate with the President and General Secretary of the State Academic Council, Assam for further action as per the decision of the Committee.
7. The Head of the Institution **shall not** to SCAN AND UPLOAD his copy in the PORTAL.

WHERE TO APPLY:

➢ Official website: **https://bidyarthi.co.in**

TIME SCHEDULE OF THE PROCESS:

Application Process by the Head of the Institution		Data Sheet & Exam Fee to be deposited to District Secretary of State Academic Council, Assam by the Head of the Institution (HOI)		Fee to be deposited by the District Secretary of State Academic Council Assam to the General Secretary of State Academic Council, Assam	
From	To	From	To	From	To
01/09/2024	25/09/2024	20/09/2024	30/09/2024	01/10/2024	07/10/2024

For official support:

ET Branch, DSE Assam
Phone :   0361-355-8-170
WhatsApp: 9435-77-67-67
E-mail: scholarships.assam@gmail.com

Sri Khagen Ch. Pegu	**Smt. Mamata Hojai, AES**
General Secretary	Director,
State Academic Council, Assam	Secondary Education, Assam
	Cum President,
	State Academic Council, Assam

TALENT SEARCH EXAMINATION OF STATE ACADEMIC COUNSEL

2. Click on *Talent Search Examination of State Academic Counsel* **Tab**

STATE ACADEMIC COUNCIL, ASSAM
Talent Search Examination, 2024 For class VIII, IX, X

NEWS UPDATE

LOGIN HERE

Username:
Enter Username

Password :
Enter Password

LOGIN

Dont have an account? **Register Here**
Forgot Password? **Click Here**

4. Click on *Register Here* tab
   - ➢ Enter **UDISE Code**
   - ➢ Please enter a valid **Mobile Number** & **E-mail ID**.
   - ➢ Verify using **OTPs send to respective Mobile Number & Email ID**.
   - ➢ Enter Institution **Head Name.**
   - ➢ Click on **Submit.**

State Academic Council, Assam
Talent Search Examination, 2024 For class VIII, IX, X

REGISTER HERE

Enter UDISE Code: Enter UDISE Code   Search

Institution Head Phone No: OTP send on mobile number:
Enter Mobile Number   Send OTP   Enter OTP   Verify OTP

Institution Head Email ID: OTP send on Email ID:
Enter Email ID   Send OTP   Enter Mobile Number   Verify OTP

Institution Head Name: Enter Institution Head Name

SUBMIT
Already have an account? **Login Here**

5. After successful *Registration*, Click on *Login Here* tab
    ➤ Enter **Username.**
    ➤ Enter **Password.**
    ➤ Click on **Login.**
    ➤ **Institute Detail** will appear.

👤 Profile
👤 Add Student
≣ Edit/View Student
⬇ Download Report
⟶ Logout

INSTITUTE DETAIL

Institute Name: 737 MADHAPUR L.P.
UDISE Code: 18050200301
Cluster Name: MADHABPUR CRC
Block Name: BAJALI
District Name: BAJALI
Category: 1 - Primary

School Management Id: 1 - Department of Education
Institution Head Name: 737 MADHAPUR L.P.
Email Id: krishnashankar.l@smbgroup.co.in
Phone: 9167319212

6. Click on *Add Student* tab
    ➤ **Fill up each and every details of the Student carefully.**
    ➤ **Then Click on Submit.**
    ➤ **Similarly, enter all other Students details.**

👤 Profile
👤 Add Student
≣ Edit/View Student
⬇ Download Report
⟶ Logout

ADD STUDENT

STUDENT DETAILS
(All fields are mandatory)

Name of the Student (As per Bank A/c and Aadhaar)
ENTER NAME

Aadhar No
ENTER AADHAR NO

Date Of Birth
DD-MM-YYYY

Present Class
PLEASE SELECT

Mobile
ENTER MOBILE NUMBER

FAMILY DETAIL

Father's Name
ENTER FATHER'S NAME

Mother's Name
ENTER MOTHER'S NAME

Community
PLEASE SELECT

RESIDENTIAL DETAIL

Address line 1
ENTER ADDRESS LINE 1

Address line 2
ENTER ADDRESS LINE 2

Address line 3
ENTER ADDRESS LINE 3

Police Station
ENTER POLICE STATION NAME

Pincode
ENTER PINCODE

District
PLEASE SELECT

State
[SELECT]

SUBMIT

7. Institutes can Edit/View Student details in *Edit/View Student* tab.

➢ **If there is any discrepancy, it can be corrected in the *Action tab* against each student.**

➢ **Also, Student information can be searched by Name, Mobile Number and Class in the *Search* bar.**

8. Institutes can Download Institute wise Report in *Download Report*