



ଓଡ଼ିଶା ବିଦ୍ୟାଳୟ ଶିକ୍ଷା କାର୍ଯ୍ୟକ୍ରମ ପ୍ରାଧିକରଣ
Odisha School Education Programme Authority
Government of Odisha

NOTE:

1. Applicants are required to apply online through OSEPA website (<https://osepa.odisha.gov.in>). No other means/mode of application will be accepted.
2. Applicants are first required to go to the OSEPA website (<https://osepa.odisha.gov.in>) and register himself or herself by clicking on the tab “**Engagement of Junior Teacher (Schematic) 2023**”.
3. Applicants are required to have a valid **Email ID** and **Mobile Number** for registering and creating login credentials.
4. Please keep your Application No, User ID and Password for future references. Please do not share your user ID and Password with anyone.
5. The application has two parts- **Part- I and Part-II**. After fill up of both Part- I and Part-II of the application form, the application of the candidate shall be considered valid.
6. Please retain a print-out of the application form for future references.
7. Please do not send hard copy of the application form or any documents to the office of OSEPA.
8. The candidate has to fill up the application form only. They are not required to upload any documents except his/her **photograph** and **scanned signature**.
9. The candidate can apply for one category or for both the categories as per his/her eligibility.
10. There will be no application fees required for the post.
11. Candidates willing to apply for the post are requested not to wait till the last date / time for applying online.
12. OSEPA shall not be responsible if any candidate will not be able to submit his / her application on account of the last-minute rush.
13. In case, Computer Based Test (CBT) is conducted in more than one sitting / batch ; marks secured by candidates shall be appropriately normalized.
14. Technical queries / clarifications relating to the filling up of on-line application, kindly contact the helpdesk at +91 7353927779 (Monday to Friday, time: 10.00 AM to 5.00 PM) or you can raise your queries in the helpdesk tab integrated in the application portal itself.

Important Dates	
- Opening Date for On-line Registration of Application	13.09.2023
- Last Date of submission of Online Application	10.10.2023

INSTRUCTION FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions	
1.	Read the Instructions carefully before filling your application form.
2.	For detail Notification/Advertisement, click here and read carefully before filling-up the on-line application form.
3.	Before filling-up application form through on-line mode, candidates are required to keep the following documents/ details ready. a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph (<i>not older than 3 Months</i>). Candidates should ensure that the same photograph will be used throughout this recruitment process. c) Scanned signature. d) Candidates are advised to pre-determine the district choice for 30 districts mandatorily in order of preference to avoid time out of application software.
4.	Category [General (UR)/SEBC/SC/ST] once filled by candidate in the on-line application form will not be changed. Benefit under the category will only be admissible to the candidates who has exercised the option in the category field.
5.	Special Reserve Category [PwD, Ex-Servicemen & Sports Person] once filled by candidate in the on-line application form will not be changed. The benefit under the category will only be admissible to the candidates who has exercised the option in the special category field.
6.	Candidates may apply for both the posts, as per eligibility. If the candidate is applying for both posts, he/she should lock his/her preference of one category of post for the joining. (Option available in the application form). The option once exercised cannot be changed later.

How to Apply	
I.	Candidates should have a valid personal e-mail ID & Mobile No. and must ensure that, it is active during the entire recruitment process. Application No., User ID, Password and all other important communication will be sent on the same registered e-mail ID & Mobile No. <i>Please ensure that email sent to this mail box is not redirected to your junk/spam folder.</i>
II.	OSEPA will not be responsible for non-receipt of information due to fill up of Incorrect mobile No. or E-Mail ID.
III.	Candidate should take utmost care in furnishing / providing the correct details while filling-up the on-line application. Candidate CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION.
IV.	Application once submitted cannot be edited / withdrawn .

Detailed Process for submission of online application is given below:-

PART-I (Registration)

A.	The candidate should fill up all the desired information i.e. Post Applied for, Candidate's Name, E-Mail ID, Mobile Number , etc. correctly.
B.	<ul style="list-style-type: none">• Sign-up by filling-up Post Applied for; Category; Candidate's Name, Mobile Number and E-Mail ID.• After clicking SUBMIT button / tab, the candidate shall receive Application No. (User ID) & Password on their registered E-mail ID and on mobile number through SMS.• The candidate can proceed to Part-II of the application form through the tab on top right corner or has to Click "Log Out" tab (given on top right corner) and re-log in for Part-II. <p>Note: Mere completion of registration process, that is Part-I will not entail completion of filling up of application until the Part-II is duly completed in all respect and submitted.</p>

PART-II (Completion of online Application form)

C.	After signing in, candidate has to Re-login and click on " Go to Application Form " icon at top right corner, select his/her category and other mandatory details and complete Personal Details, Qualification Details, Upload photo & Scanned signature.
D.	<p>Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:</p> <p>i. Photograph Image:</p> <ul style="list-style-type: none">• Photograph must be a recent passport size colour picture on light background (<i>not older than 03 Months</i>).• Look straight at the camera with a relaxed face.• The size of the scanned image should be within 50 kb to 100 Kb in jpg / jpeg format only. Less than 50 kb or more than 100 kb and other than jpg / jpeg shall not be accepted by the software. <p>ii. Signature image:</p> <ul style="list-style-type: none">• The applicant has to sign on white paper with Black ink pen.• The signature must be signed only by the applicant and not by any other person.• Please scan the signature area only and not the entire page.• Size of file should be within 50 kb to 100 Kb in Jpg / jpeg format only. Less than 50 kb or more than 100 kb and other than jpg / jpeg shall not be accepted by the software. <p>CLICK PREVIEW Button to view the details entered.</p> <p>Please ensure that all aspects of the application and Photograph / Signature are correct in all respect before submitting.</p> <p>Please note that candidate cannot Edit/Modify their application once they click SUBMIT Button.</p>
E.	Kindly note that the application has two parts . Only after completing both part I and Part II , the application of the candidate shall be considered submitted.
F.	Once the application is submitted, candidates are requested to download their application form, keep it with them for future references.
G.	Technical queries / clarifications relating to the filling up of ON-LINE APPLICATION, kindly contact Helpdesk at +91 7353927779 (Monday to Friday, Time: 10AM to 5PM) or you can raise your queries in the helpdesk tab integrated in the application portal itself.

