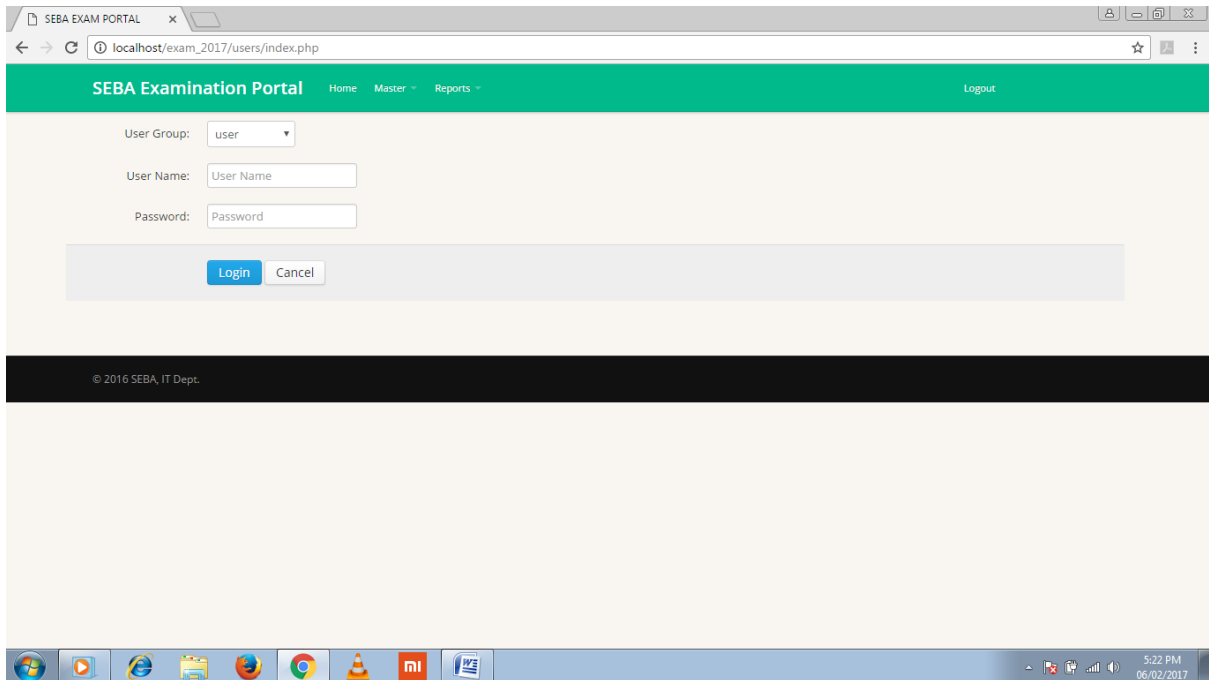


Instruction Manual

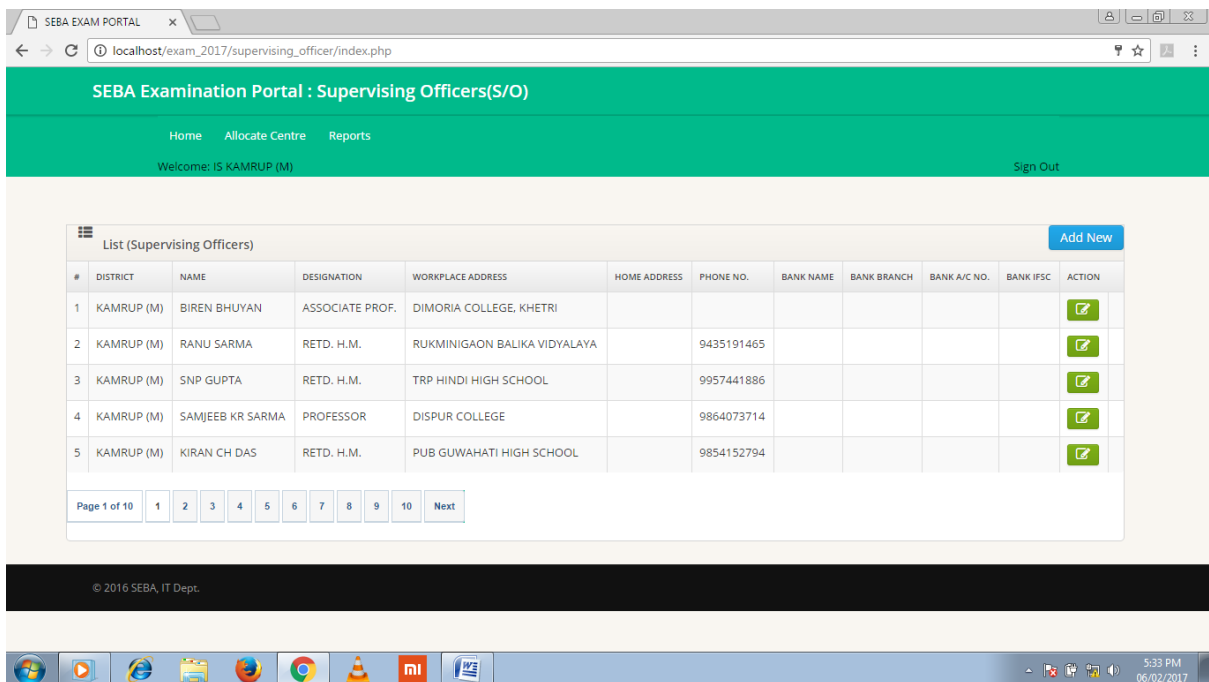
Step 1

Login screen: Log in to the system with your allotted login User Name and Password. Keep the user group as “user”.



Step 2

After login you will be redirected to a page containing the existing list of supervising officers under your district.



You can add new supervising officers by pressing the “Add New” button.

SEBA Examination Portal : Supervising Officers(S/O)

Home Allocate Centre Reports

Welcome: IS KAMRUP (M) Sign Out

District:

Name:

Designation:

Workplace Address:

Home/Correspondence Address:

Phone No.:

Bank Name:

Bank Branch:

Bank Account No.:

Bank IFSC:

Existing records can be altered or remaining information can be filled up by going to the entry form via the “Edit” button attached to each row of record.

SEBA Examination Portal : Supervising Officers(S/O)

Home Allocate Centre Reports

Welcome: IS KAMRUP (M) Sign Out

District:

Name:

Designation:

Workplace Address:

Home/Correspondence Address:

Phone No.:

Bank Name:

Bank Branch:

Bank Account No.:

Bank IFSC:

Step 3

For allocation of examination centre to each supervising officer you have to go to the “Allocate Centre” menu. A new page will be displayed containing the list of existing supervising officers under your district. Click on the corresponding “Allocate” button to allocate examination centre.

SEBA Examination Portal : Supervising Officers(S/O)

Home Allocate Centre Reports

Welcome: IS KAMRUP (M) Sign Out

List (Supervising Officers) to allocate centre

#	DISTRICT	CODE	NAME	DESIGNATION	WORKPLACE ADDRESS	HOME ADDRESS	PHONE NO.	ALLOCATE CENTRE
1	KAMRUP (M)	27001	HARMOHAN BORA	RETD. PRINCIPAL	RAMPUR HS SCHOOL		9954853086	Allocate
2	KAMRUP (M)	27002	TULSI MAZUMDAR	PROFESSOR	SONAPUR COLLEGE		9435102830	Allocate
3	KAMRUP (M)	27003	KRISHNA SARMA	RETD. H.M.	NOONMATI HIGH SCHOOL		9706695535	Allocate
4	KAMRUP (M)	27004	DR JYOTISH GOSWAMI	PROFESSOR	DISPUR COLLEGE		9864136809	Allocate
5	KAMRUP (M)	27005	JAYA KALITA	RETD. PRINCIPAL	KAMRUP ACADEMY HS SCHOOL		9435117671	Allocate
6	KAMRUP (M)	27006	RAMESWAR SARMA	RETD. H.M.	HENGRABARI H.S.		9707680063	Allocate
7	KAMRUP (M)	27007	UTPALLA GOSWAMI	RETD. PRINCIPAL	COTTON COLLEGIATE GOVT. H.S.S.		9435116995	Allocate
8	KAMRUP (M)	27008	SEEMA KOUR	PROFESSOR	PRAGJYOTISH COLLEGE		7577037017	Allocate
9	KAMRUP (M)	27009	ABHOY CH. DEKA	RETD. H.M.	AMBARI HIGH SCHOOL		9508448609	Allocate
10	KAMRUP (M)	27010	DR AJOY MISHRA	RETD. H.M.	DISPUR COLLEGE		9435046284	Allocate
11	KAMRUP (M)	27011	HIMANI DEVI BORDOLOI	RETD. PRINCIPAL	T.C. GOVT GIRLS HS CHOO		7399019781	Allocate

Step 4

To allocate examination centre for a particular examination as per the time table, click on the “Select” option on extreme left and select an examination centre from the drop down list found on extreme right side of the screen and press “Save”.

SEBA Examination Portal : Supervising Officers(S/O)

Home Allocate Centre Reports

Welcome: IS KAMRUP (M) Sign Out

Name of the Supervising Officer : HARMOHAN BORA
(RETD. PRINCIPAL)

Address of the Supervising Officer : RAMPUR HS SCHOOL

SELECT	DATE & DAY	TIME	SUBJECT	CENTRE
<input type="radio"/>	17/02/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH	
<input type="radio"/>	20/02/2017 MONDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS	
<input type="radio"/>	23/02/2017 THURSDAY	9 AM TO 12 NOON	SOCIAL SCIENCE	
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	MANIPURI (E)	
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	BODO (E)	
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	SANTHALI (E)	
<input type="radio"/>	25/02/2017 SATURDAY	1.30 PM TO 4.30 PM	BENGALI (E)	
<input type="radio"/>	27/02/2017 MONDAY	9 AM TO 12 NOON	GENERAL SCIENCE	

Centre to allocate:

On pressing “Save” button you will find that the assigned examination centre name has come to the left side table along with the examination date, time and subject.

SEBA Examination Portal : Supervising Officers(S/O)

Home Allocate Centre Reports

Welcome: IS KAMRUP (M) Sign Out

Name of the Supervising Officer : HARMOHAN BORA (RETD. PRINCIPAL)

SELECT	DATE & DAY	TIME	SUBJECT	CENTRE
<input type="radio"/>	17/02/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH	(B17-820) A K INSTITUTION, NORTH GUWAHATI View ✕
<input type="radio"/>	20/02/2017 MONDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS	(B17-849) RAJDHAR BORA HIGHER SECONDARY SCHOOL, AZARA ✕
<input type="radio"/>	23/02/2017 THURSDAY	9 AM TO 12 NOON	SOCIAL SCIENCE	(B17-829) DHARAPUR HIGHER SECONDARY SCHOOL ✕
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	MANIPURI (E)	(B17-820) A K INSTITUTION, NORTH GUWAHATI ✕
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	BODO (E)	
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	SANTHALI (E)	

Address of the Supervising Officer : RAMPUR HS SCHOOL

Centre to allocate:

A delete option has been provided at each row so that allocation can be removed if assignment is found to be wrong or anything happens of such type by mistake.

Step 5

On clicking over the centre name (on left side table) a new window to upload the scan image of the report will appear. Please make sure that the image should be in .jpg/.jpeg or .png format and the image size should not exceed 200 KB.

SEBA Examination Portal : Supervising Officers(S/O)

Home Allocate Centre Reports

Welcome: IS KAMRUP (M) Sign Out

Name of the Supervising Officer : HARMOHAN BORA (RETD. PRINCIPAL)

SELECT	DATE & DAY	TIME	SUBJECT	CENTRE
<input type="radio"/>	17/02/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH	(B17-820) A K INSTITUTION, NORTH GUWAHATI ✕
<input type="radio"/>	20/02/2017 MONDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS	(B17-849) RAJDHAR BORA HIGHER SECONDARY SCHOOL, AZARA ✕
<input type="radio"/>	23/02/2017 THURSDAY	9 AM TO 12 NOON	SOCIAL SCIENCE	(B17-829) DHARAPUR HIGHER SECONDARY SCHOOL ✕
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	MANIPURI (E)	(B17-820) A K INSTITUTION, NORTH GUWAHATI ✕
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	BODO (E)	
<input type="radio"/>	25/02/2017 SATURDAY	9 AM TO 12 NOON	SANTHALI (E)	
<input type="radio"/>	25/02/2017 SATURDAY	1.30 PM TO 4.30 PM	BENGALI (E)	
<input type="radio"/>	27/02/2017	9 AM	GENERAL SCIENCE	

Address of the Supervising Officer : RAMPUR HS SCHOOL

Centre to allocate:

Upload File

Select image to upload: No file chosen

After pressing the "Upload Image" button the image will be uploaded to the server and you will get message from the system. If you keep your mouse pointer over the assigned

examination centre name (in the left side table) a tool tip menu will be displayed along with the name of the uploaded file. Moreover, once the file got uploaded successfully, a link to view the uploaded file will appear in the same row along with the centre name. You can instantly verify the report image that got uploaded by clicking the “View” link.

Step 6

Reports: Presently two report formats has been designed for your ready reference which can be seen on clicking the “Report” menu. Reports are downloadable in .pdf format.

First report is a list of existing supervising officers under your district with all basic information.

Second report is on supervising officer wise allocation of examination centre.