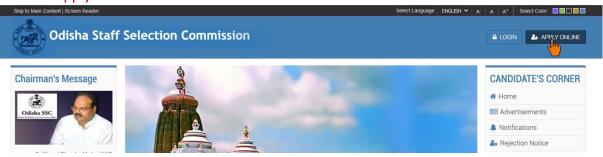
## **REGISTRATION & APPLICATION PROCESS**

1. Go to OSSC Web Portal (www.ossc.gov.in)



2. Click on Apply Online



3. Click "New User" link, if you are registering for a Post for the 1st Time.

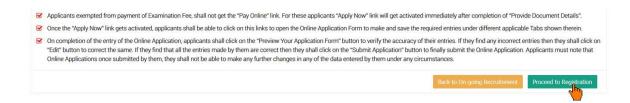
(If you are a registered user, i.e: you have applied for any post previously under OSSC, Bhubaneswar online you need to click on "Registered User")



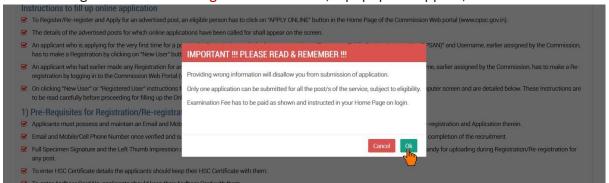
4. After clicking on new user an Instruction Page will appear on your computer screen



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

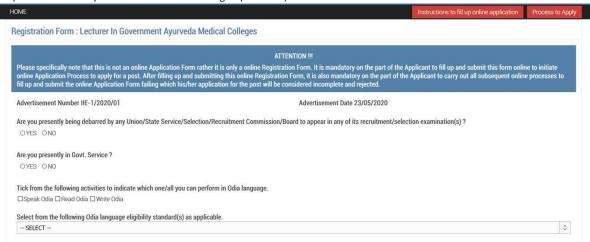
| mail Id                                 | Enter Email once again to verify                  |
|---|---|
| •••••••                                 | sujit_gupta444@yahoo.com                          |
| Mobile No                               | Enter 10 digit Mobile Number once again to verify |
| ••••••                                  | 9040321321  |
| inter Captcha Text Here:•               |   |
| inter Captcha Text Here:  PC7PpQ PC7PpQ |   |
| Refresh Captcha                         |   |

8. Provide the OTP sent to your Email ID & Mobile Number for validation and click "Next" button.

| Registration Form : Lecturer In Government Ayurveda Medical Colleges |  |
|--|--|
| 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                          |
|  | <b>*</b>                                       |

9. Now the Registration Page is open for you.

(To proceed further you need to answer the legal questions)



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 to create your login Username to login and make online Application. Click on "Check<br>Availability" button to check its availability. |                                |
|--|--------------------------------|
| Sujit6969  | Check Availability             |
|  | Che allability of the Username |

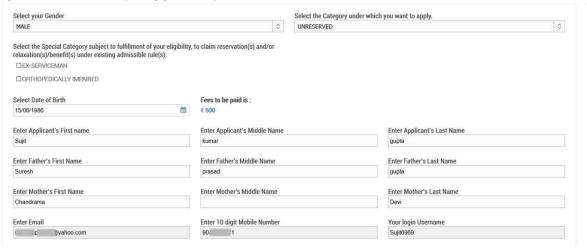
11. If the provided username is available for registration. It will show an alert "The Username is Available for Registration"



12. Select the Post & Arrange as per your preference



13. Fill up the other fields (As applicable)



14. 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.)

| En | ter your Password | Re-enter your Password to verify |
|----|-------------------|----------------------------------|
| •  | •••••             | •••••                            |
|    |                   |                                  |

15. Upload your Signature and Thumb Impression



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



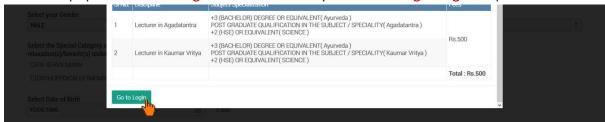
17. Clicking on the "Preview" button will open an alert to preview your registration details. Click "OK" to proceed



18. 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



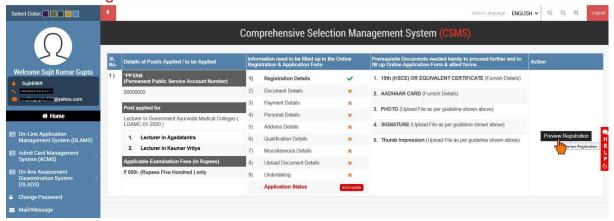
- 19. After Submitting, a PDF file of your registered details will be generated on a separate tab.
- 20. Download that PDF document for future reference
  - \* Now, You are a registered member of Odisha Staff Selection Commission.
- 21. On the Popup Click "Go to Login". It will redirect you to the "Login Page" to proceed further.



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



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



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



25. Verify all the details on the popup by scrolling the content & click on "Confirm" to proceed.

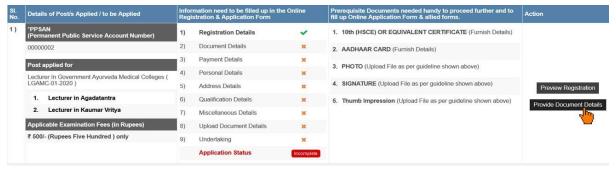
If you need any correction you can do it by clicking "Edit" button



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



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



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



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

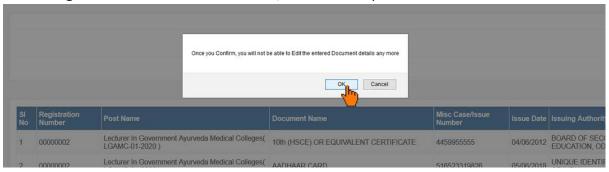
| Select Id Proof  |                               | AADHAAR CARD                             |                                      |  |
|--|-------------------------------|--|--------------------------------------|--|
| AADHAAR CARD 💠   |                               | 516523319826                             |                                      |  |
| Issuing Date   |                               |  | Issuing Authority                    |  |
| 05/06/2018   |                               | UNIQUE IDENTIFICATION AUTHORITY OF INDIA | <b>\$</b>                            |  |
| ovide Certificate/s Details  |                               |  |                                      |  |
|  |                               |  |                                      |  |
| th (HSCE) OR EQUIVALENT CERTIFICATE  Certificate Number  | Document Issue date           |  | Issuing Authority                    |  |
| 4459955555   | 04/06/2012                    | <b>m</b>                                 | Board Of Secondary Education, Odisha |  |
|  | no Bonistration Cartificate   |  |                                      |  |
| lisha State Council of Ayurvedic Medicine  | s negistration certificate    |  |                                      |  |
| lisha State Council of Ayurvedic Medicine<br>Odisha State Council of Ayurvedic Medic<br>AVAILED<br>NOT AVAILED |                               |  |                                      |  |
| Odisha State Council of Ayurvedic Medic  |                               |  | Issuing Authority                    |  |
| Odisha State Council of Ayurvedic Medic<br>AVAILED<br>NOT AVAILED  | ines Registration Certificate | <b>m</b>                                 | Issuing Authority SELECT \$          |  |

30. 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



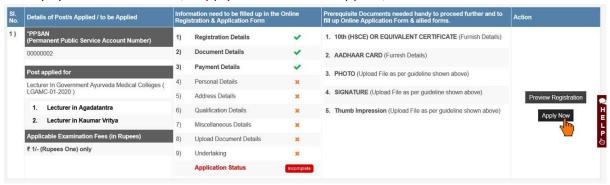
31. On clicking "Confirm" it will show an alert, Click "OK" to proceed



32. Now you have to make the Examination Fee payment online by clicking "Pay Online" Link



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



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



35. Fill up the form with all required data.

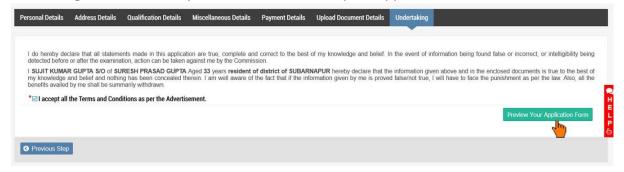
You can save the filled up data by clicking the "Save" button.

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

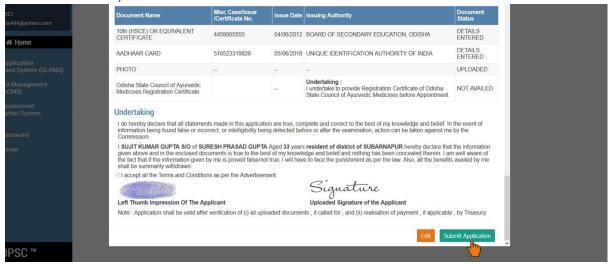


36. On the last tab you need to tick the undertaking accepting the terms and conditions and confirming the data filled up and click on "Preview your Application Form" button.



37. 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.)



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



- 39. On Successful completion of the application a pdf file will be generated in a separate tab.
- 40. 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.