



ASSAM STATE SCHOOL EDUCATION BOARD

Div-I (erstwhile SEBA)

Bamunimaidam, Guwahati-21

website: site.sebaonline.org | email: boardassam@gmail.com

No. ASSEB/D-I/DS/REG/2025/02/04

Date: 1st April, 2025

To : The Head of High/ Higher Secondary Schools (all)

Sub : **ONLINE REGISTRATION OF CLASS IX STUDENTS FOR THE YEAR 2025 FROM 1st April 2025 TO 15th May 2025.**

Sir/ Madam,

With reference to the subject cited above, I am to inform you that the Online Registration Portal for Registration of Class IX students for the year 2025 is now open from **1st April 2025**. The last date of Registration is **15th MAY 2025**.

UDISE CODE: In the Registration portal, all Schools must provide the 11digit UDISE Code in the My School page. As intimated in last year's notification, UDISE code is mandatory from this year. No School will be allowed to register their students if UDISE code is not updated in the Registration portal.

Before registration, all schools are requested to ensure that the following details and documents are ready.

1. Student's or Parent's AADHAAR Number – 12 digit (MANDATORY).
2. PEN (Permanent Education Number) 11-digit student's Unique number.
3. APAAR ID (Automated Permanent Academic Account Registry) 12-digit Unique Number
4. Copy of Birth Certificate of the students.

BRIEF STEPS OF REGISTRATION PROCESS ARE GIVEN BELOW:

1. Before starting the online Registration process all Schools will collect the details as mentioned below from each of the students, to be registered in Class IX.
 - a. Details of the students in the **Data Capture Sheet** (attached herewith in **Annexure 1**).
 - b. **Passport size Photo** in white background.
 - c. **Full Signature of the student** in the Data Capture Sheet.
 - d. Photo copy of the **Birth Certificate** of the students (To be uploaded in the registration portal).
 - e. Student has to provide his/her **AADHAAR** number in the Data Capture Sheet.
 - f. Student has to provide his/her **PEN (Permanent Education Number) 11-digit** number in the Data Capture sheet.
 - g. Student has to provide his/her **APAAR ID (Automated Permanent Academic Account Registry) 12-digit** Unique Number in the Data capture sheet.
 - h. **Registration fee is Rs 250 (Two hundred and fifty only)** per student. *For the PWD students, Registration fee is Rs 100 (One hundred only).*
2. After collecting the above information, please visit ASSEB, Div-I official website sebaonline.org and click on the link **Class IX Registration, 2025**.

3. **LOG IN:** In the Registration portal, School has to click on School Login.

School has to log in with their School Code as a User ID and followed by a Password.

Password will remain same as provided during previous year class IX registration.

If Password is lost then School has to collect the password from the respective Member Secretary of the Regional office of ASSEB, Div- I of concerned district. The list of Member Secretaries of each district is enclosed herewith in **Annexure 2**.

4. **UPDATE SCHOOL DETAILS:** After logging in, the school has to update the details of the School in the **My School** page, before proceeding for registration. All Schools are requested to check their respective Schools details and update accordingly.

UDISE CODE - All Schools must update their UDISE code correctly in the My School page.

In the My School page, Centre Schools will be able to view their Centre Bank account details also. Centre Schools must check their bank account details carefully and if any discrepancy found then the School has to email to **deputysecretary.seba@gmail.com**.

5. After updating the School information, please go to Registration → Received Applications.
6. **ADD STUDENT:** Click on the “New Application” to add the students one by one. Enter the Student’s Details and upload necessary documents.
7. **CONFIRM ADMITTED SCHOOL:** While adding the student, by default the School name will be displayed in the **Admitted School** section at the top of the online form. School has to confirm whether the student belongs to that school or not. If not then actual name of the school has to be provided.
8. **PAYMENT:** After adding all the students make necessary payments.
 - a. Online payment can be done through Debit Card/Credit Card or Internet Banking or UPI.
 - b. Challan: Registration fees may also be deposited through Challan (generated from portal), in any of the Branches of State Bank of India.

Payment can be made through SBI online mode or SBI Challan. For SBI Challan school has to deposit the Challan along with necessary money in the nearest SBI bank branch.

9. **FORM NO. 50:** Form 50 will be generated after successful payment in the Registration Payments section. The Head of the Institution will check the Form No. 50 thoroughly and verify the information furnished by each student comparing with the School Admission Register and other related documents.
10. **CHECKLIST CORRECTION:** Checklist correction option will be available after successful payment. School will verify details of each student by clicking on the **School Checklist option and edit the details if required**.
11. **SUBMISSION OF FORM 50 IN CENTRE SCHOOL:** After checklist correction School will re-download the corrected Form 50 and submit the same in the Centre School with all necessary signatures of the students, parents and head of the Institutions.
12. **SUBMISSION OF FORM 50 IN THE IS OFFICE:** Centre School will collect all the Form 50s of the feeder schools and submit the same in the IS office.

IMPORTANT DATES

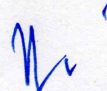
1. Online Registration: **1st April 2025 to 15th May 2025.**
2. Payment dates: **till 25th May 2025.**
3. Last date of generating the final list (Form No 50): **30th May 2025.**
4. Last date of submission of final list (Form No 50), by feeder schools to the Center In-Charge is **10th June 2025.**
5. Last date of submission of the final list (Form No 50), by the Center-In-Charge at the Office of Inspector of Schools is **20th June 2025.**

IMPORTANT INSTRUCTIONS FOR FILLING-UP THE ONLINE REGISTRATION FORM:

- a) Enter **Student's Name/Father's Name/Mother's Name** correctly.
- b) The age of the student should be minimum **13 years as on 1st APRIL 2025.**
- c) **Date of birth should be as per the Birth Certificate only.**
- d) Student has to submit photocopy of the birth certificate or M.E. school certificate where the date of birth of the student is mentioned, for uploading in the registration portal.

Enclosed:


1. Data Capture Sheet
2. List of Member Secretaries


Secretary,
Assam State School Education Board,
Div - I
Guwahati-21

Memo No. ASSEB/D-I/DS/REG/2025/02/
Copy to:

Date: 1st April, 2025

1. The Inspector of Schools (all) for information and necessary action.
2. The Controller of Examinations, ASSEB, Div-I for his information.
3. The Dy. Controller of Examinations, ASSEB, Div-I for his information.
4. The Member Secretary (all), Regional Office of ASSEB, Div-I for information and necessary action.
5. The EDP (all) Regional Office of ASSEB, Div-I, for information and necessary action.
6. The Secretary (all), District Academic Council for information and necessary action.
7. Guard file.


Secretary,
Assam State School Education Board,
Div - I
Guwahati-21

NAME OF THE SCHOOL & CODE:.....

1.	Name of the Student:			
2.	Father's Name:			
3.	Mother's Name:			
4.	Guardian's Name:			
5.	Name of the school attended last:			
6.	Elementary Education ID: (if any) To be collected from CRC			
7.	Student's or Parent's Aadhaar No: (Mandatory)			
8.	APAAR ID (Automated Permanent Academic Account Registry)			
9.	PEN (Permanent Education Number)			
10.	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	11. Religion:	<input type="checkbox"/> HINDU <input type="checkbox"/> ISLAM <input type="checkbox"/> BUDDHIST <input type="checkbox"/> CHRISTIAN <input type="checkbox"/> SIKH <input type="checkbox"/> JAIN <input type="checkbox"/> OTHERS
12.	Caste:	<input type="checkbox"/> GENERAL <input type="checkbox"/> SC <input type="checkbox"/> ST (P) <input type="checkbox"/> ST (H) <input type="checkbox"/> OBC (TEA GARDEN) <input type="checkbox"/> OBC <input type="checkbox"/> MOBC		
13.	Physically Challenged:	<input type="checkbox"/> Yes <input type="checkbox"/> No	14. Date of Birth:	
15.	(If physically challenged) Type of Impairment:	<input type="checkbox"/> VISUALLY IMPAIRED <input type="checkbox"/> HEARING & SPEECH IMPAIRED <input type="checkbox"/> CEREBRAL PALSY & MENTALLY IMPAIRED <input type="checkbox"/> LOCOMOTOR IMPAIRED		
16.	Student's/ Parent's Mobile No:		17. E mail ID (if any):	
Present Address				
18.	Address line 1			
19.	Address line 2			
20.	Village/City:		21. State/ UT:	
22.	District:		23. Pin:	
Permanent Address <input type="checkbox"/> (tick the check box if permanent address is same with the present address)				
24.	Address line 1			
25.	Address line 2			
26.	Village/City:		27.State/ UT:	
28.	District:		29. Pin:	
30.	Medium of Instruction:	<input type="checkbox"/> English <input type="checkbox"/> Assamese <input type="checkbox"/> Bodo <input type="checkbox"/> Hindi <input type="checkbox"/> Bengali <input type="checkbox"/> Manipuri		
31.	MIL Subject:		32. MIL Group	
33.	Elective Subject:			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Paste a recent passport size colour photograph in white background of size 3cm X4cm </div>		<div style="border: 1px solid black; width: 300px; height: 60px; margin: auto;"></div> Signature of the Student (within the box in black ink)		

* NOTE: STUDENT HAS TO SUBMIT PHOTOCOPY OF THE BIRTH CERTIFICATE OR M.E. SCHOOL CERTIFICATE WHERE THE DATE OF BIRTH OF THE STUDENT IS MENTIONED, FOR UPLOADING IN THE REGISTRATION PORTAL.

I do hereby declare that the information provided above is true and correct.

Signature of the Parent/Guardian

List of Member Secretaries of the Regional Offices of SEBA

ANNEXURE - 2

Sl. No.	Name of District	Designation	Name of the Employee	Contact No	Alternate Contact No.
1	Baksa	Member Secretary	Bhupendra Nath Das	7636049737	9854550516
2	Barpeta	Member Secretary	NIRANJAN OJAH	9435149120	8638540898
3	Biswanath	Member Secretary	Bedabrat Bora	9613317557	8473878702
4	Bongaigaon	Member Secretary	Jugal Kishor Barah	9613996082	7002090906
5	Cachar	Member Secretary	Dr. Bidyut Deb Choudhury	9435304841	7002968190
6	Charaideo	Member Secretary	Dr. Bidyot Dihingia	9864630014	
7	Chirang	Member Secretary	DHANARAJ BRAHMA	8011996217	8638054308
8	Darrang	Member Secretary	CHITTARANJAN KALITA	9864930420	9957910610
9	Dhemaji	Member Secretary	PANKAJ BORAH	9101247431	
10	Dhubri	Member Secretary	NITUL DAS	9854494439	8720958901
11	Dibrugarh	Member Secretary	DIPANKAR DUTTA	8638361924	
12	Dima Hasao	Member Secretary	THANG CHUNG HOI KHELMA	8136083001	
13	Goalpara	Member Secretary	Guna Hazarika	9401721816	
14	Golaghat	Member Secretary	RUNA SAIKIA	6002555154	9435230319
15	Hailakandi	Member Secretary	H.M. PARVEZ AKHTAR	7002154955	
16	Hojai	Member Secretary	Animesh Acharya	7002654450	8471974409
17	Jorhat	Member Secretary	Paramita Sarmah	9706666731	
18	Kamrup	Member Secretary	Rajib Saikia	8011039957	
19	Kamrup (M)	Member Secretary	RONGMILON AHMED	9864853767	
20	Karbi Anglong	Member Secretary	KHONSING RONGHANG	9854571282	8638054457
21	Karimganj	Member Secretary	DR. KH. SANJEEV KUMAR SINGH	9435588942	8473824221
22	Kokrajhar	Member Secretary	BIJU BASUMATARY	9435135348	9706456838
23	Lakhimpur	Member Secretary	Derajul Hussain	7002448384	7002721049
24	Majuli	Member Secretary	Rituraj Hazarika	7002264559	7035710860
25	Morigaon	Member Secretary	Ruhini Kumar Dutta	9401077788	7002470160
26	Nagaon	Member Secretary	PRASANTA KONWAR	8133814063	8133814063
27	Nalbari	Member Secretary	BINITA RAJBONGSHI	9707444549	
28	Sivsagar	Member Secretary	Gouri Sankar Boruah	8638023275	9706308260
29	Sonitpur	Member Secretary	Krishna Kanta Deka	9435507783	8638604631
30	South Salmara-Mankachar	Member Secretary	Aulad Hussain	8638095690	8761979792
31	Tinsukia	Member Secretary	Linuma Gogoi	9435532639	8638200015
32	Udalguri	Member Secretary	ROBERT BASUMATARY	9957025160	6001846360
33	West Karbi Anglog	Member Secretary	DAWA SANGPO LAMA	9954625781	8638483124