

Technical Instructions for Online Student Exam Registration SSC

Below mentioned settings are recommended to access Online Student Exam Registration application from applicant's computer

Know before applying

- Applicant has to upload attachments while applying. Scan the required attachments and save to either .jpg (.jpeg) format to upload.
- Applicant must have to upload scanned copy of their **photo and Signature** in .jpg (.jpeg) format. While scanning signature or photo, Image resolution should be 300 DPI (Dots per Inch) or above. Recommended Image height should be 120 Pixels and width should be 100 Pixels. Size of scanned photo and Signature should be minimum of 5 KB and Maximum of 20 KB.
- Handicap Candidates are required to upload **disability certificate** in order to avail benefits. Type of attachments should be .jpg/.jpeg. Size allowed minimum 20 KB and maximum 200 KB.
- **Repeater or Repeater Private** candidate need to attach scanned copy of **mark sheet of standard 10 th** in .jpg/.jpeg format. Minimum Size 20 KB and Maximum 100 KB.
- **Open School candidates:** If student has not been admitted to Any School, he requires uploading his Birth Certificate / Affidavit. If student has been admitted to Any School earlier, He will be asked if he has passed 7th or not. If passed 7th std, candidate needs to upload LC / Mark sheet of 7th Passed Exam / Birth Certificate / Affidavit of age proof. If not passed 7th std, candidate needs to upload Birth Certificate / Affidavit of age proof. If Duplicate LC is uploaded, Affidavit of its proof and correctness should be attached. All of these attachments should be in .jpg/.jpeg format. Minimum Size 20 KB and Maximum 100 KB.
- **Open School candidates:** need to attach scanned copy of **Address proof of candidate** in .jpg/.jpeg format. Minimum Size 20 KB and Maximum 100 KB.
- Attachments are other than .jpg (.jpeg) are not allowed.
- The Fields marks with asterisk (*) are compulsory.

Other Instruction for photograph

1. Photograph must be taken in a White or a very light background.
2. Face should occupy about 50% of the area in the photograph, and with a full face view looking into the camera directly. The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, both eyes, nose, cheeks, lip, and chin should be clearly visible..
3. Please do not upload Mobile phone photographs of Candidate.
4. You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.

Other Instruction for Signature

1. Please put your signature with a black or dark blue ink on a white paper.
2. Please do not upload Mobile phone photographs of signature.

System Requirements

Hardware Requirements

- Recommended screen resolution 1024*768 pixels

- Minimum RAM: 1 GB, Recommended 2 GB
- 20 GB free disk space available
- Intel Dual-Core processor or i3 Processor or higher
- Attached Scanner is required for Scanning Attachments.
- CD-ROM drive for Installing Scanner driver.

Internet Connectivity

- Minimum speed of Internet connectivity required 2 Mbps or higher

Software Requirements

PC: Windows® XP/Vista/7 operating system with one of the following browsers:

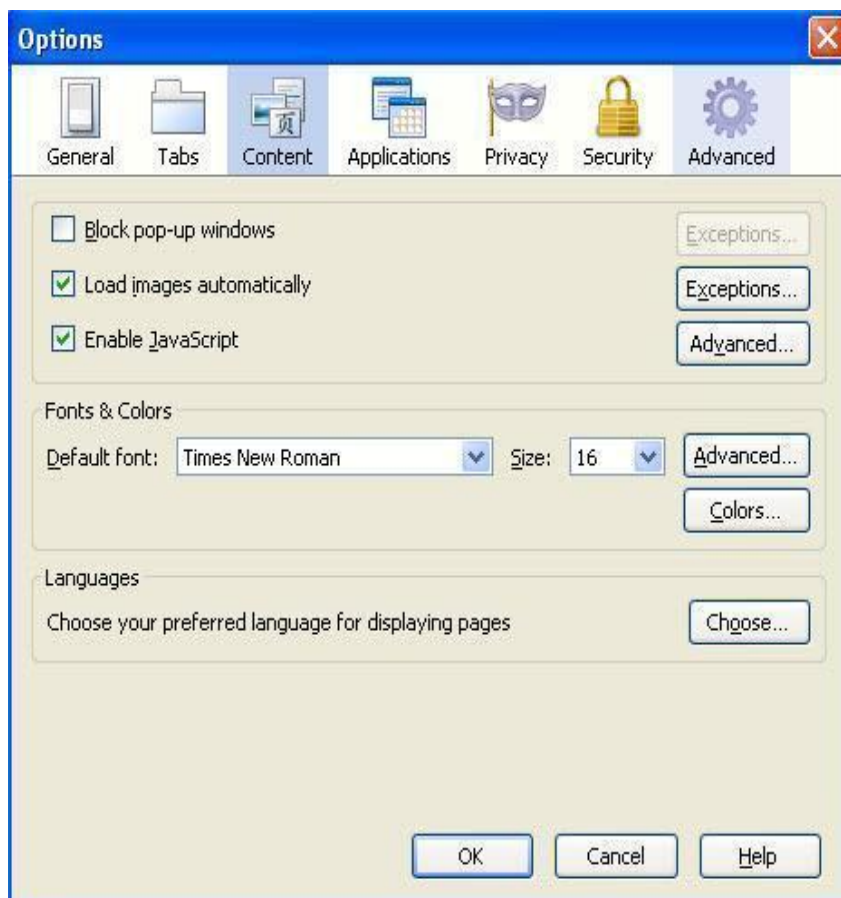
- Internet Explorer (IE) 8 or above
- Mozilla Firefox version 11.0 or above
- Turnoff pop-up blocker in browser

How to turnoff pop-up blocker in Mozilla Firefox

1. Start Firefox
2. Go to the Tools menu and click on "Options"

Now option window will be opened

3. Click on Content Tab



4. To turnoff all pop-ups just uncheck the "Block pop-up windows" box.

5. Click "OK"

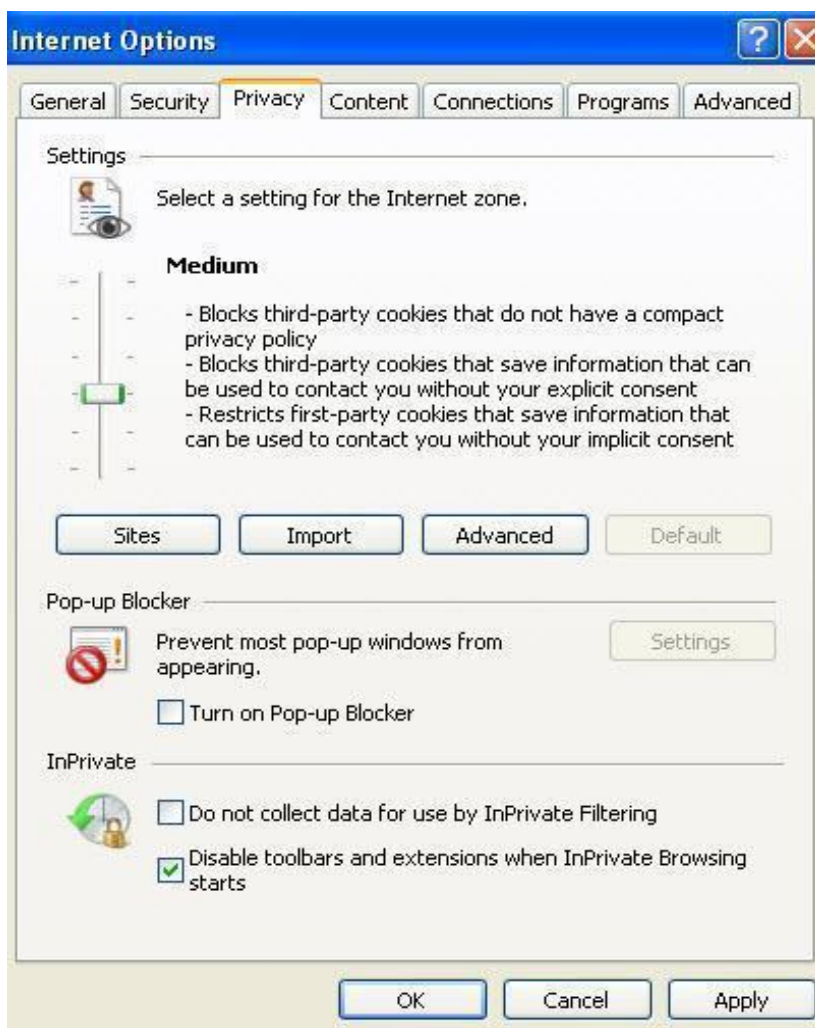
How to turnoff pop-up blocker in Internet Explorer

1. Go to the Tools menu and click on "Internet Options"



2. Now option window will be opened

3. Click on "Privacy"



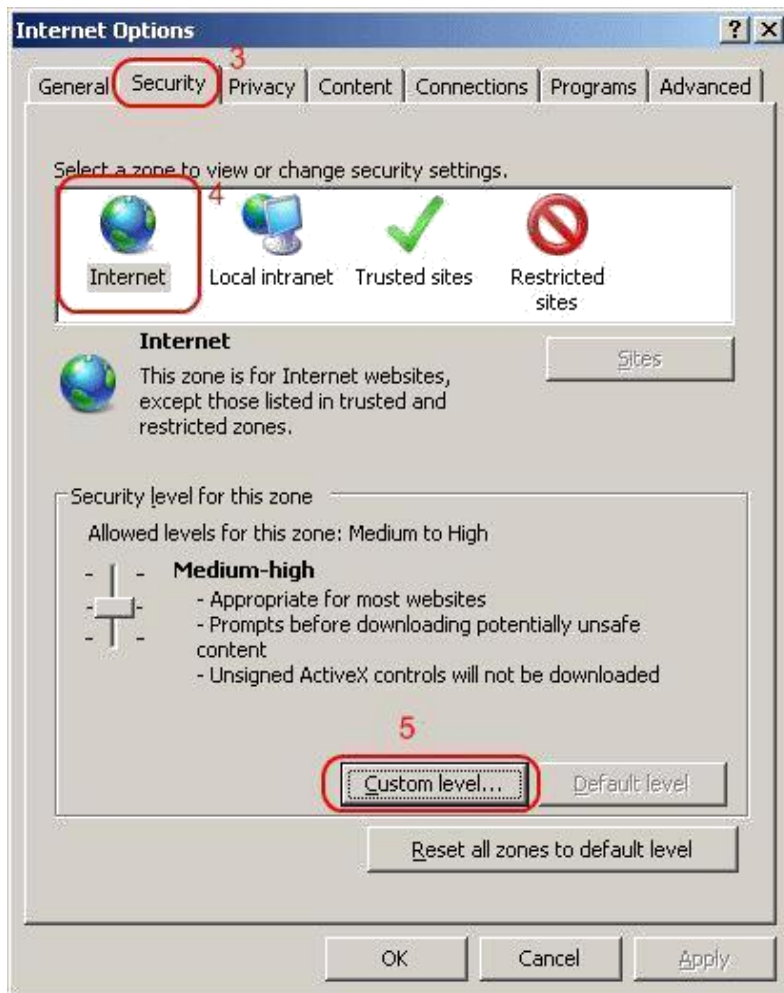
4. To turnoff all pop-ups just uncheck the "Block pop-up windows" box.
5. Click "OK"

▶ Enable Java Script in browser

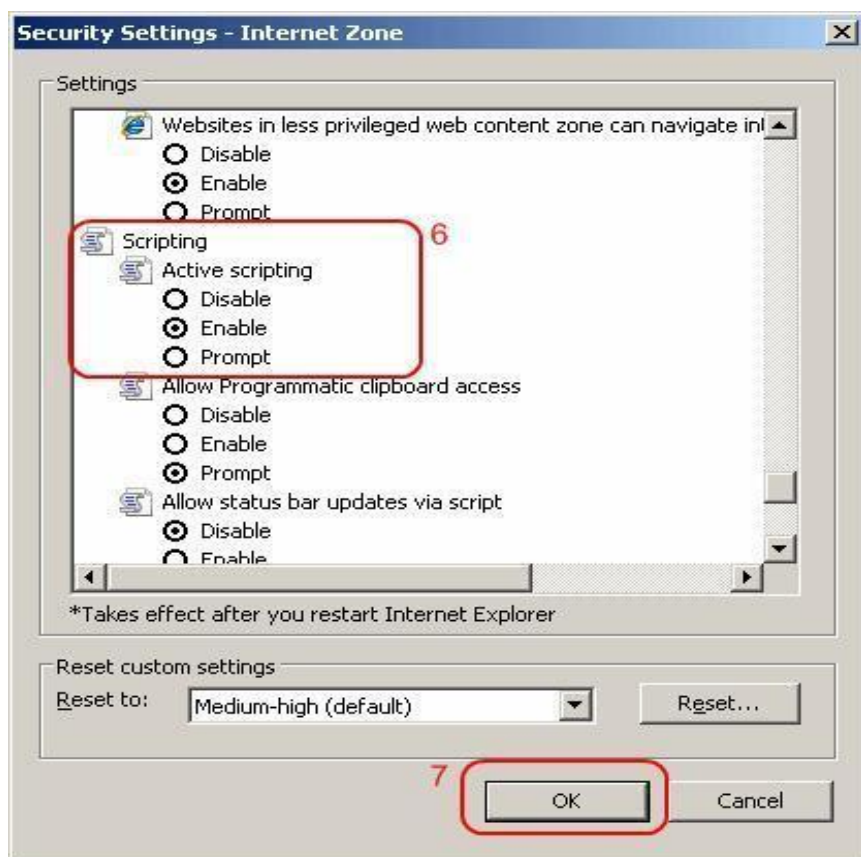
▶ How to Enable Java script in Internet Explorer



1. Go to the Tools menu and click on "Internet Options"
2. Now option window will be opened
3. Click **Security**
4. Click **Internet**
5. Click **Custom Level...**



6. Scroll down to **Scripting** and select the radio button to **Enable** or **Disable** it. You may also opt for IE7 to **prompt** you to allow scripts to run.

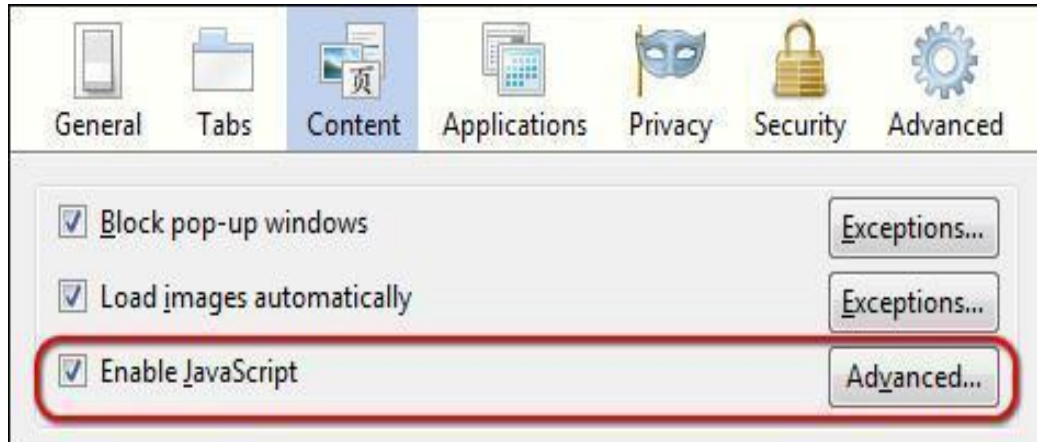


7. Click **OK** , then **OK** again.

JavaScript should now be enabled or disabled in Internet Explorer.

■ How to enable Java script in Mozilla Firefox

1. At the top of the Firefox window, click on the Tools menu, and select Options...
2. In the Options window, select the Content panel.
3. **Enable JavaScript:** Select this option to permit JavaScript to execute on your computer.



1. Click OK to close the Options window

Other Important Instructions

5. Photograph must be taken in a White or a very light background.

6. Face should occupy about 50% of the area in the photograph, and with a full face view looking into the camera directly. The main features of the face must not be covered by hair of the head, any cloth or any shadow.

Forehead, both eyes, nose, cheeks, lip, and chin should be clearly visible.

7. Please do not upload Mobile phone photographs of Candidate.

8. Candidate must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.

9. Please put Candidate's signature with a black or dark blue ink on a white paper.

10. Please do not upload Mobile phone photographs of signature.

▶ Photo, Signature, Certificate(s) or any other required attachment(s) must be adequately visible else can be rejected.

How to download User Guide

- Please read user guide carefully before apply online. To read guideline Adobe Reader 8 or above must be installed on your computer.
- You can visit to view ONLINE Help at <http://sscexamreg.gseb.org/Help.aspx>



In case of any issue please contact during 10 a.m. to 6 p.m. at Helpline Number: 18002335500