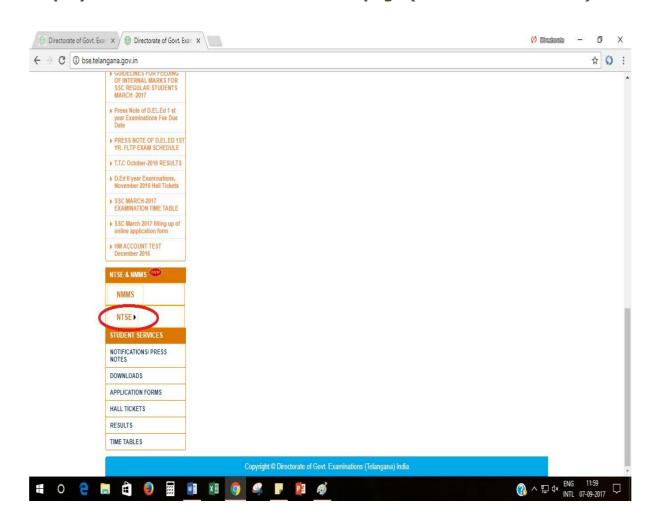
## DIRECTORATE OF GOVERNMENT EXAMINATIONS :: TELANGANA STATE :: HYDERABAD

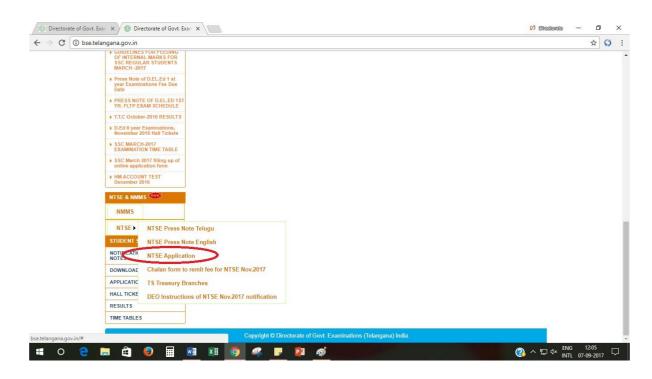
## USER GUIDE TO FILL NTSE, Nov, 2019 (1st LEVEL/STATE LEVEL) APPLICATION FORM

## Note:

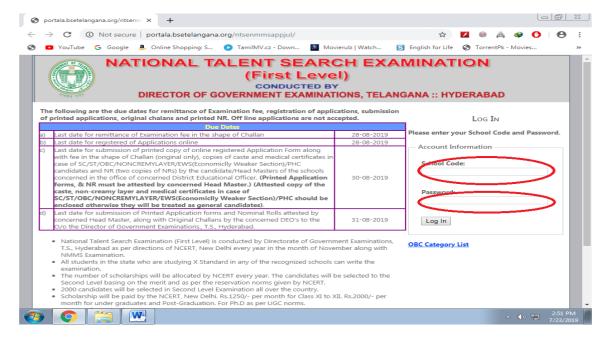
- 1. For the schools recognised by Government of Telangana, User Name and Pass Word are same i.e. your SSC School Code.
- 2. For the schools Recognised/ Affiliated by other boards viz., CBSE/ICSE etc., school authorities are requested to send the Affilication/ Recognition (for this academic year i.e. 2019-20) Certificate with complete school address to the Mail Id: <a href="mailto:dirgovexams.tg@gmail.com">dirgovexams.tg@gmail.com</a>. Afterwards, User Id and Password will be communicated through return mail.
- Step 1: Open <a href="https://www.bse.telangana.gov.in">www.bse.telangana.gov.in</a> in any web browser, then following web page will be displayed. Then click on "NTSE" link which is displayed at left side bottom of the web page (rounded in red color).



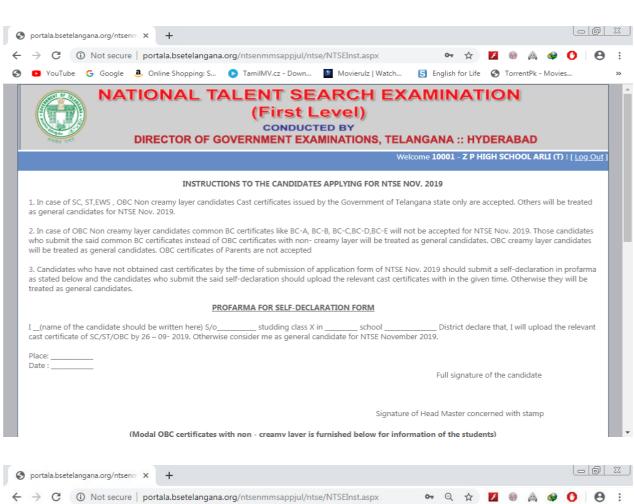
**Step 2:** Following screen will be displayed, then click on the link "NTSE Application" (rounded in red colour).

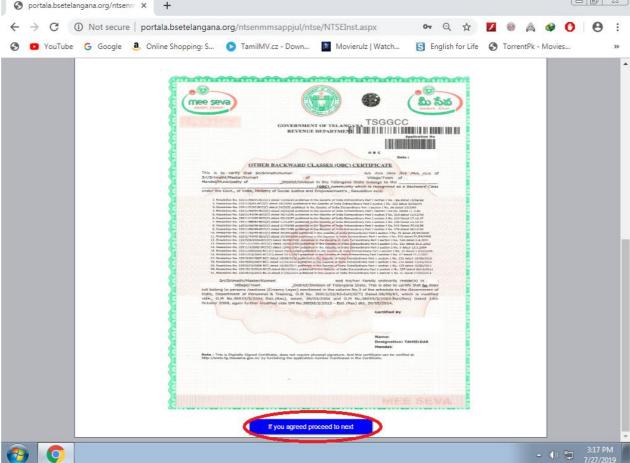


Step 3: After clicking on the link "NTSE Application" then the following screen will be displayed. You have to enter the User Id and Password (rounded in red colour) to open the application form.

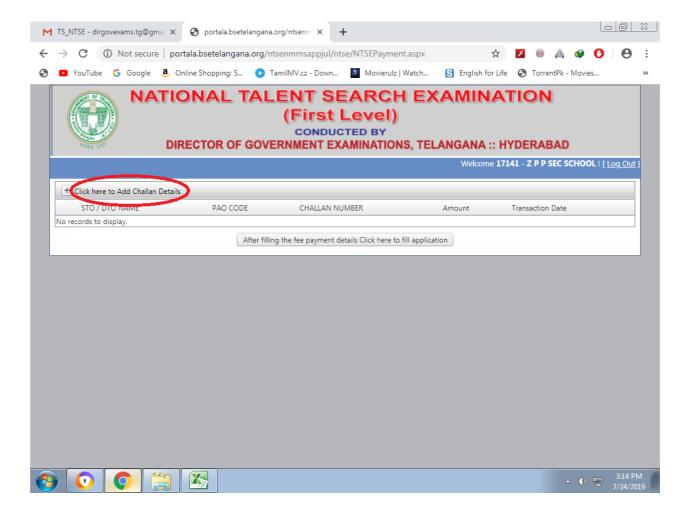


Step 4: After login, the following screen in which Instructions to the candidates applying for NTSE Nov. 2019 will be displayed, read all the instructions and click on "You Agree Proceed to Next" (rounded in red colour).

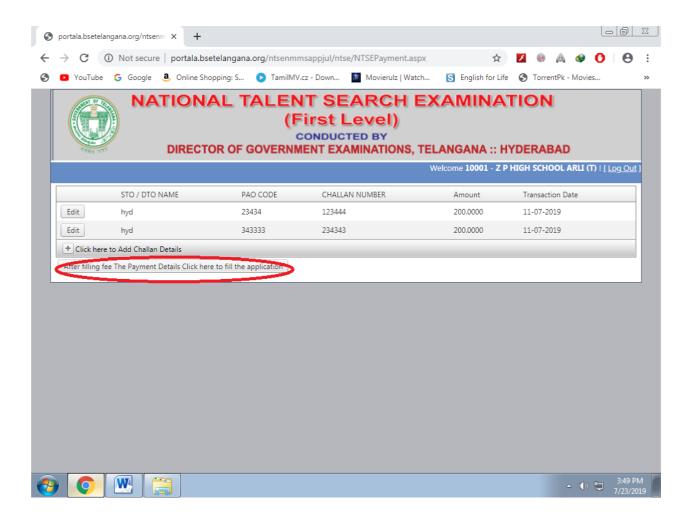




Step 5: After Proceed, the following screen i.e. Challan Information will be displayed. Click on "Click Here to Add Challan Details" (rounded in red colour). Then Enter challan details and Save.



Step 6: After Submission of challan details, the following screen will be displayed. Then click on "After Filling the Fee details click here to fill the application" (rounded in red colour).

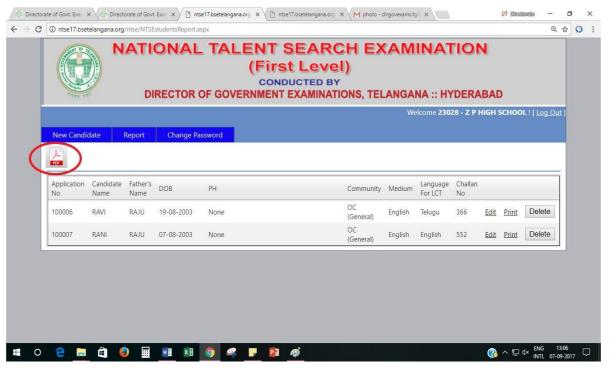


**Step 7:** After that the following screen i.e. NTSE Application Form will be displayed to make necessary entries of the students registering for NTSE November-2019.

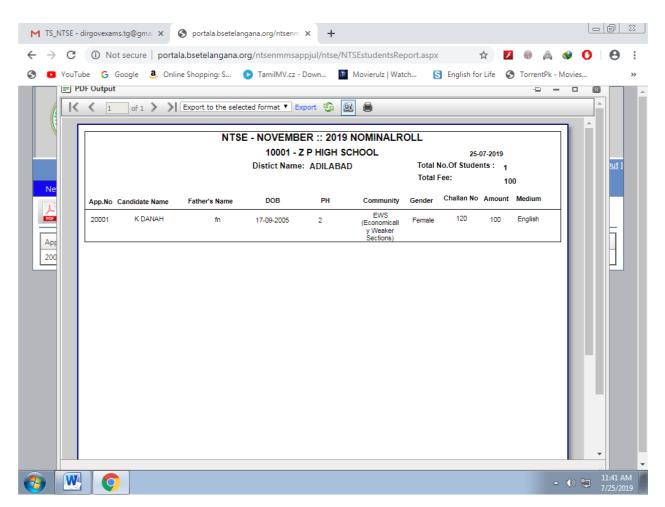


Step 8: Fill all the columns in the application and upload the photo with signature by clicking on browse button (example shown above). The size of the photo with signature should be less than 30 KB and format should be of image. And upload relevant certificate which is applicable such as Caste, Non Creamy Layer, EWS and Medical certificates by cliking the browsers in case of SC/ST/OBC/EWS/PHC. After filling all the details, click on "Submit Application" (rounded in red colour). Enter the details of each student one by one in the same procedure.

Step 9: After uploading the details of all students, click on "Report" at the top of application form and take the printout of each application by clicking on print. Then click on "PDF" link (rounded in red colour) for display of Nominal Roll.



**Step 10:** After clicking on "PDF" link, the following screen will be displayed to take printout of Nominal Roll.



**Step 11:** Take a printout of Nominal Roll and submit the following items in the O/o the District Educational Officer concerned.

- i. Two sets of Nominal Rolls attested by the Head of the Institution concerned.
- ii. Print out of application of each candidate attested by Head of the Institution concerned (Attested copy of Caste Certificate in case of SC/ST, cast certificate with Non creamy layer in case of OBC, Income & assets certificate for EWS and Medical Certificate for PHC should be enclosed).
- iii. Original Challan.