

Figure 1 : GBSHSE LOGO

ONLINE EXAM-FORM SUBMISSION USER GUIDE

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Figure 2 Table of Contents

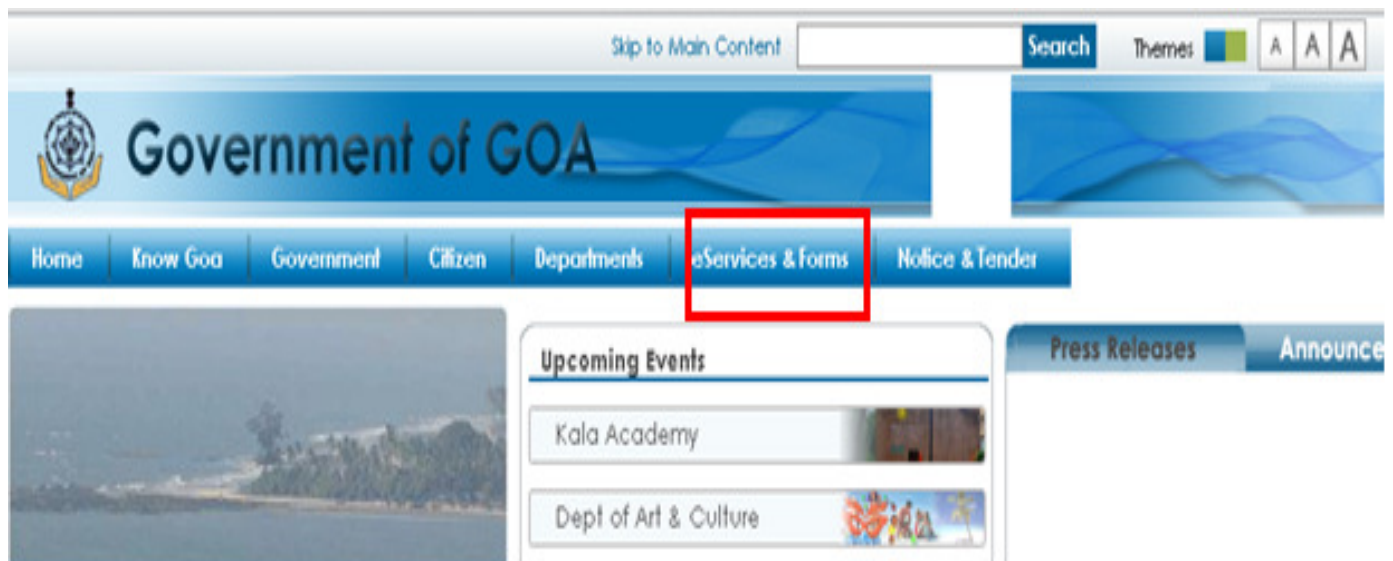
SETTING UP YOUR ACCOUNT

STEP 1:

Enter the website <https://www.goa.gov.in/>

STEP 2:

Click on **eServices & Forms** (highlighted with box)



STEP 3:

Click on **New user?** (Highlighted with box)



STEP 4: a) Fill up all mandatory user registration details

b) Fill up all mandatory Login Details

- Username should be at least 4 characters long
- Password should be at least 6 characters long
- Username and Password **can** contain alpha numeric and special characters
- Username should be unique.
- **EPIC no. if entered is preferable.**

STEP 5: check the consent checkbox provided at the bottom of the form and click create account button.

Your account is created!!!!

Remember your username and password.

A school can create at the max 3 - 4 user accounts, which they need to inform the Board.

User accounts could be like HS01_principal for e.g.

All the future form submissions would be done using these User Accounts.

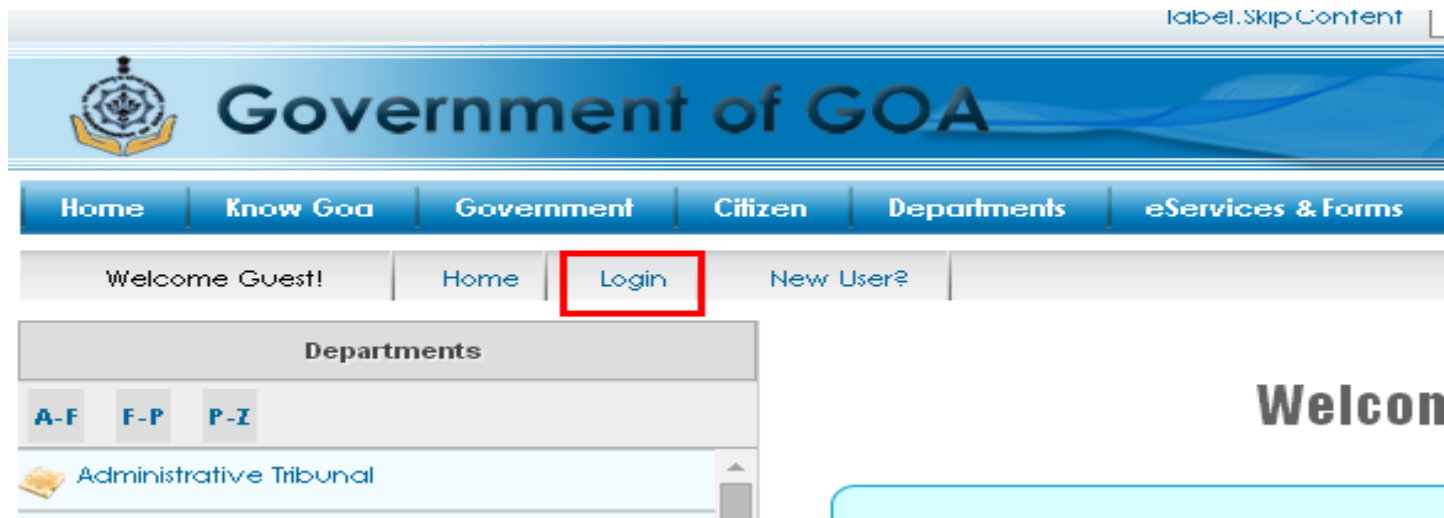
LOGIN TO THE SITE

STEP 1: Enter the website <https://www.goa.gov.in/>

STEP 2: Click on **eServices & Forms** (highlighted with box)



STEP 3: click on **Login** (highlighted with box)



STEP 4: Enter your username, password and captcha characters (numbers and alphabets shown in an image format)

You are now on **your home page** which looks like the image shown below.

Welcome to State Govt. Forms

Here you can View all your transactions, check their status and also submit new forms.

[View My Bill](#)  [Pay Electricity Bill](#)  [Submit New EForm](#)  [Download Offline Client](#)

Your Transactions:

Search By Form Title:

Search By Submission Date:



To



[Search](#)

[Advanced Search](#)

Transactions:

Form Title	Submission Type	Receipt No
Secondary and Higher Education HSSC General	Online	166264

This page will show you all your transactions or the forms that you will submit in future.

ACCESSING GOA BOARD FORMS

STEP 1: Log in to the site as explained in previous chapter.

STEP 2: Click on Submit new EForm (highlighted with box) on **your home page**

Go to State Govt. Forms
You can View all your transactions, check their status and also submit new forms.

[Pay Electricity Bill](#) **Submit New EForm** [Download Offline Client](#)

Transactions:

Search By Form Title:
Search By Submission Date: To
[Search](#) [Advanced Search](#)

Transactions:

Form Title	Submission Type	Receipt No
Secondary and Higher Secondary Education	Online	166264

You will see a screen shown below.

Government of GOA

[Home](#) [Know Goa](#) [Government](#) [Citizen](#) [Departments](#) [eServices & Forms](#) [Notice & Tender](#) [Tenders](#)

Welcome Goa Board [Home](#) [Logoff](#) [My Payments](#) [User Profile](#)

Departments

- 1-5
- 6-10
- 11-15
- 16-20
- 21-25

Administrative Tribunal
Agriculture
Animal Husbandry and Veterinary
Archives and Archaeology
Art and Culture
Central Library
Civil Supplies
Collectorate North Goa
Collectorate South Goa
Commercial Tax

Search EForm to Submit:

Search By Form Title:
Search By Department:
Search By Description:
Search By Keywords:
Search By Keyphrases:

[Search](#) [Cancel](#)

STEP 3: in left hand side frame search for Goa Board Secondary and Higher Secondary Education

Home Know Goa Government Citizen Departments eServices & Forms Notice & Tender » State Portal Frame

Welcome Goa Board Home Logoff My Payments User Profile

Departments

1-5 6-10 11-15 16-20 21-25

- Foods and Drugs Administration
- Forests
- General Administration and Coordination
- GIDC
- Goa Architecture College
- Goa Board Secondary and Higher Secondary Education**
- Goa College Of Art
- Goa College Of Engineering
- Goa College of Pharmacy
- Goa Dental College

Search EForm to Submit:

Search By Form Title:

Search By Department:

Search By Description:

Search By Keywords:

Search By Keyphrases:

[Search](#) [Cancel](#)

STEP 4: You will see a screen shown below.

ent Citizen Departments eServices & Forms Notice & Tender » State

Logoff My Payments User Profile

Search Eforms

By EForm Title [Search](#) [Advanced Sea](#)

EForms of : Goa Board Secondary and Higher Secondary Education

Form Title	Description
SSC Pre Vocational	SSC Pre Vocational
SSC General	SSC General
HSSC General	HSSC General
HSSC Vocational	HSSC Vocational

STEP 5: click on the link "More" in front of the form name that you want to submit

SUBMITTING HSSC GENERAL FORMS

STEP 1: Log in to the site as explained in previous chapters.

STEP 2: Open the HSSC General Stream form as explained in chapter 3.




You will see a screen shown below.

Welcome Goa Board | Home | Logoff | My Payments | User Profile

Form Details:

Form Title	: HSSC General
Form Description	: HSSC General
Department	: Goa Board Secondary and Higher Secondary Education
Audience	: Citizen
Language	: English

Form Actions:

 Download Form *** |  **Submit Online** |  Print Form

Form Guideline:

STEP 3: click on submit online (highlighted with box) and wait for the form to load.

STEP 4: Fill up the form properly with all the mandatory fields filled in.

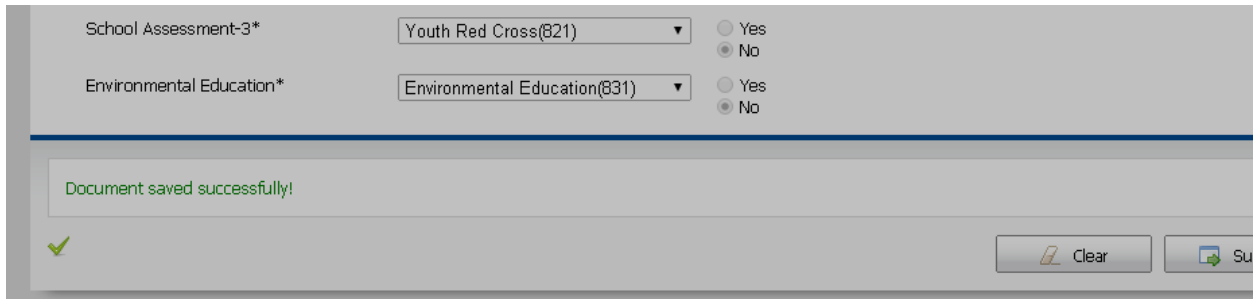
Here are certain tips / rules for filling the form.

- 1) You should **not** fill **Application ID** field. It will be generated for you by the system.
- 2) **Date of application** should be the date on which you fill and submit the form.
- 3) No. of characters allowed for first name, middle name and last name of applicant is 25 each.
- 4) No. of characters allowed for mother's name and father's name is 33 each.
- 5) Select proper month and year for examination field.
- 6) **Exam Registration No** is only for the repeaters . Freshers can enter 99999999
- 7) **No of Attempts made prior to this exam** will be 00 for freshers

8) Select proper stream and Subjects

STEP 5: Once you ensure that you have filled the form properly click on **submit** button.

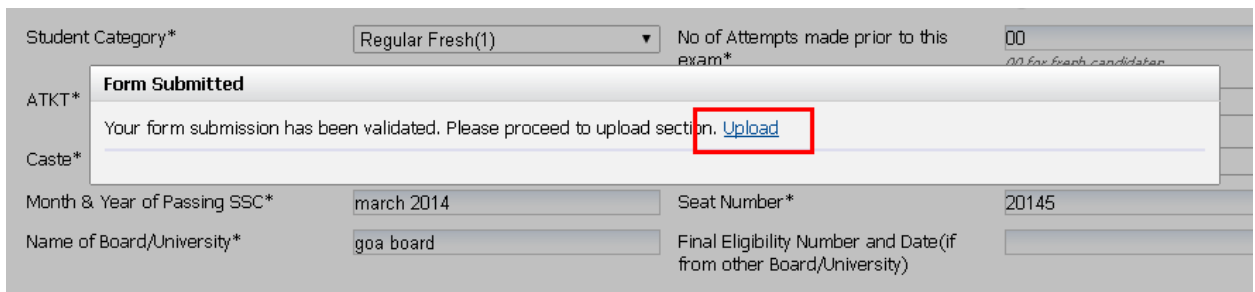
You will see following Screen if there are no errors.



The screenshot shows a form with two sections. The first section has 'School Assessment-3*' with a dropdown menu set to 'Youth Red Cross(821)' and radio buttons for 'Yes' and 'No', with 'No' selected. The second section has 'Environmental Education*' with a dropdown menu set to 'Environmental Education(831)' and radio buttons for 'Yes' and 'No', with 'No' selected. Below the form, a green message box says 'Document saved successfully!' with a green checkmark icon. At the bottom right, there are 'Clear' and 'Submit' buttons.

If there are errors in filling the form, it will be shown in red at the bottom of the form.

Scroll to the top of the page.



The screenshot shows a form with several fields: 'Student Category*' set to 'Regular Fresh(1)', 'No of Attempts made prior to this exam*' set to '00', 'ATKT*' with a 'Form Submitted' message, 'Caste*', 'Month & Year of Passing SSC*' set to 'march 2014', 'Seat Number*' set to '20145', and 'Name of Board/University*' set to 'goa board'. A message box in the center says 'Your form submission has been validated. Please proceed to upload section. Upload' with the 'Upload' link highlighted in a red box. The 'Final Eligibility Number and Date(if from other Board/University)' field is empty.

STEP 6: Click on **upload** button. You will see a screen similar to one shown below.

Submit EForm Step 2 : Upload EForm Attachments

Selected EForm Description :

Goa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream

Submitted E-form :



Goa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream

Please Provide the Following Attachments :

No attachments are required for this form.

[Complete Submission](#)

STEP 7: click on **complete submission** (highlighted with box)

You will see a below shown screen. Note the receipt no.

Submission Successful

Receipt number is: 166485

[Back To Home](#)



[Print Form](#)

STEP 8: Click on **print form** to take a print of the form you submitted. **Take the print on both sides of A4 size paper only.**





STEP 9: Attach required documents, make payments and submit the form in Board's Office.

SUBMITTING HSSC VOCATIONAL FORMS

STEP 1: Log in to the site as explained in previous chapters.

STEP 2: Open the HSSC Vocational Stream form as explained in chapter 3.

You will see a screen shown below.

Welcome abcdef	Home	Logoff	User Profile	2014-05-07
Form Details:				
Form Title	: Goa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream			
Form Description	: Goa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream			
Department	: Goa Board Secondary and Higher Secondary Education			
Audience	: Citizen			
Language	: English			
Form Actions:				
 Download Form ***	 Submit Online	 Print Form	 Upload EForm	

STEP 3: click on submit online (highlighted with box) and wait for the form to load.

STEP 4: Fill up the form properly with all the mandatory fields filled in.

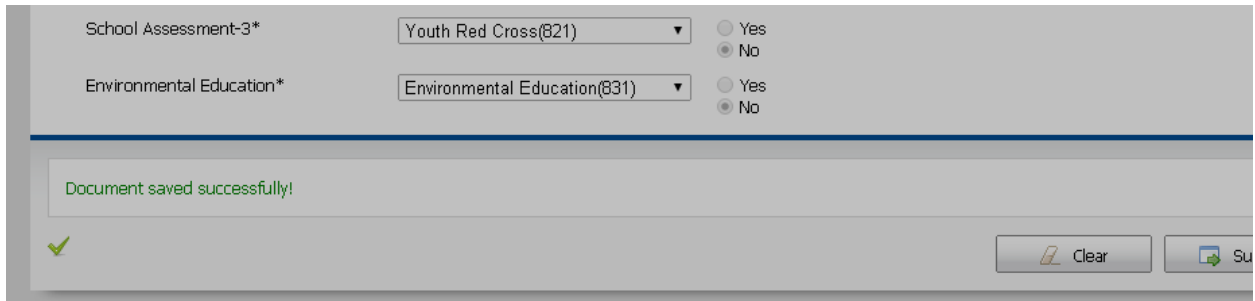
Here are certain tips / rules for filling the form.

- 1) You should **not** fill **Application ID** field. It will be generated for you by the system.
- 2) **Date of application** should be the date on which you fill and submit the form.
- 3) No. of characters allowed for first name, middle name and last name of applicant is 25 each.
- 4) No. of characters allowed for mother's name and father's name is 33 each.
- 5) Select proper month and year for examination field.
- 6) **Exam Registration No** is only for the repeaters . Freshers can enter 99999999
- 7) **No of Attempts made prior to this exam** will be 00 for freshers

8) Select correct **course code** and Subjects

STEP 5: Once you ensure that you have filled the form properly click on submit button.

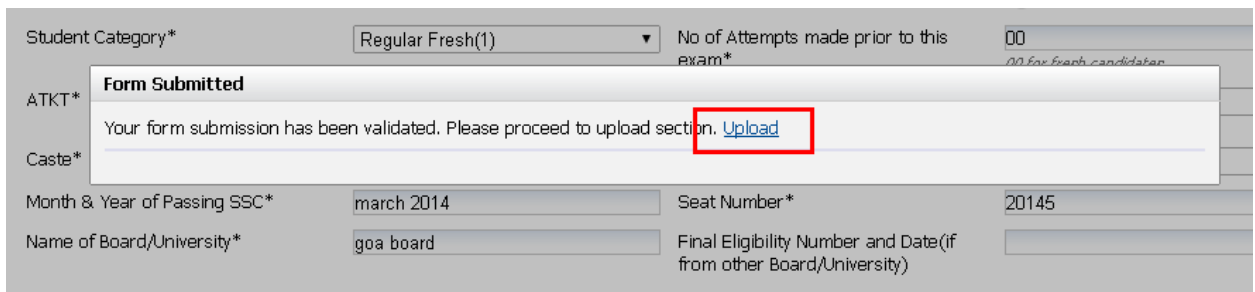
You will see following Screen if there are no errors.



The screenshot shows a form with two rows of fields. The first row has 'School Assessment-3*' with a dropdown menu set to 'Youth Red Cross(821)' and radio buttons for 'Yes' and 'No', with 'No' selected. The second row has 'Environmental Education*' with a dropdown menu set to 'Environmental Education(831)' and radio buttons for 'Yes' and 'No', with 'No' selected. Below the form, a green message box says 'Document saved successfully!' with a green checkmark icon. At the bottom right, there are 'Clear' and 'Submit' buttons.

If there are errors in filling the form, it will be shown in red at the bottom of the form.

Scroll to the top of the page.



The screenshot shows a form with several fields. A white message box with a red border is overlaid on the form, containing the text 'Form Submitted' and 'Your form submission has been validated. Please proceed to upload section. Upload'. The 'Upload' link is highlighted with a red rectangle. The form fields include 'Student Category*' (Regular Fresh(1)), 'No of Attempts made prior to this exam*' (00), 'ATKT*', 'Caste*', 'Month & Year of Passing SSC*' (march 2014), 'Seat Number*' (20145), 'Name of Board/University*' (goa board), and 'Final Eligibility Number and Date(if from other Board/University)'. The 'Upload' button is highlighted with a red rectangle.

STEP 6: Click on **upload** button. You will see a screen similar to one shown below.

Submit EForm Step 2 : Upload EForm Attachments

Selected EForm Description :

Goa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream

Submitted E-form :

 Goa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream

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No attachments are required for this form.

[Complete Submission](#)

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[Back To Home](#)



[Print Form](#)

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