

Instruction Manual

Login screen: Log in to the system with your allotted login User Name and Password. Keep the user group as “user”.

SEBA Examination Portal Home Master Reports Logout

User Group: user

User Name: User Name

Password: Password

Login Cancel

Please [click here](#) for instruction manual
Please [click here](#) for Supervising Officer report format

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On successful log in to the system, you will be redirected to a dashboard for different online information management systems.

SEBA Examination Portal Welcome : Angshuman Sarma Logout

Supervising Officer Reporting Module	Daily Attendance Reporting Module
Evaluation Zone Works	General Mathematics
Teacher Details	Examiner Details
Centre Details	

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Supervising Officer Reporting Module:

Step 1

On clicking on the link “Supervising Officer Reporting Module” you will be redirected to the default home page of the module. The home page contains the list of Supervising Officers with personal information and bank details. You can add new record by clicking the “Add New” button or modify existing record by clicking the “Edit” button correspond to each record.

The screenshot shows the SEBA Examination Portal interface for Supervising Officers. The header is green with the title "SEBA Examination Portal : Supervising Officers(S/O)". Below the header is a navigation bar with links: Dashboard, Home, Allocate Centre, Reports. A welcome message "Welcome: Angshuman Sarma" and a "Sign Out" link are visible. The main content area displays a table titled "List (Supervising Officers)" with an "Add New" button. The table has 12 columns: #, DISTRICT, NAME, DESIGNATION, WORKPLACE ADDRESS, HOME ADDRESS, PHONE NO., BANK NAME, BANK BRANCH, BANK A/C NO., BANK IFSC, and ACTION. Five records are listed, each with an edit icon in the ACTION column. Below the table is a pagination control showing "Page 1 of 4" and buttons for 1, 2, 3, 4, and Next. The footer contains the copyright notice "© 2016 SEBA, IT Dept."

#	DISTRICT	NAME	DESIGNATION	WORKPLACE ADDRESS	HOME ADDRESS	PHONE NO.	BANK NAME	BANK BRANCH	BANK A/C NO.	BANK IFSC	ACTION
1	DIMA HASAO	SHRI BUBUL DAS	A/P	HAFLONG GOVT. COLLEGE, HAFLONG	HAFLONG	9859936724	SBI HAFLONG.	SBI	11007487450	SBIN0000247	
2	DIMA HASAO	SHRI PARTHA BHATTACHARJEE	A/P	MAIBANG DEGREE COLLEGE, MAIBANG	MAIBANG	9401753792	SBI NEW SILCHAR	SBI NEW SILCHAR	11878988679	SBIN0005922	
3	DIMA HASAO	SHRI PRANJIT SHARMA	A/P	MAIBANG DEGREE, COLLEGE, MAIBANG	MAIBANG	9954916892	BOI MAIBANG	MAIBANG BRANCH	505410110002625	BKID0005054	
4	DIMA HASAO	SHRI K.MERATON SINGHA	A/P	J.B.HAQJER DEGREE COLLEGE, PL./I/C	UMRANGSHO	7896983951	SBI UMRANGSHO	SBI	20044619599	SBIN0004812	
5	DIMA HASAO	SHRI DINESH TEWARI	A/P	HAFLONG GOVT COLLEGE HAFLONG	HAFLONG TOWN	9435077855	SBI HAFLONG	SBI HAFLONG	11315128694	SBIN0000247	

i) You can add new supervising officers by pressing the “Add New” button.

The screenshot shows the SEBA Examination Portal interface for adding a new Supervising Officer. The header is green with the title "SEBA Examination Portal : Supervising Officers(S/O)". Below the header is a navigation bar with links: Dashboard, Home, Allocate Centre, Reports. A welcome message "Welcome: Angshuman Sarma" and a "Sign Out" link are visible. The form contains the following fields: District (dropdown menu), Name (text input), Designation (text input), Workplace Address (text area), Home/Correspondence Address (text area), Phone No. (text input), Bank Name (text input), Bank Branch (text input), Bank Account No. (text input), and Bank IFSC (text input). At the bottom of the form are "Save" and "Cancel" buttons. The footer contains the copyright notice "© 2016 SEBA, IT Dept."

- ii) Existing records can be altered or remaining information can be filled up by going to the entry form via the “Edit” button attached to each row of record.

SEBA Examination Portal : Supervising Officers(S/O)

Dashboard Home **Allocate Centre** Reports

Welcome: Angshuman Sarma Sign Out

District: DIMA HASAO

Name: SHRI BUBUL DAS

Designation: A/P

Workplace Address: HAFLONG GOVT. COLLEGE, HAFLONG

Home/Correspondence Address: HAFLONG

Phone No: 9859936724

Bank Name: SBI HAFLONG,

Bank Branch: SBI

Bank Account No: 11007487450

Bank IFSC: SBIN0000247

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Step 2

For allocation of examination centre to each supervising officer for each day of examination you have to go to the “Allocate Centre” menu. A new page will be displayed containing the list of existing supervising officers under your district. Click on the corresponding “Allocate” button to allocate examination centre.

SEBA Examination Portal : Supervising Officers(S/O)

Dashboard Home **Allocate Centre** Reports

Welcome: Angshuman Sarma Sign Out

List (Supervising Officers) to allocate centre

#	DISTRICT	CODE	NAME	DESIGNATION	WORKPLACE ADDRESS	HOME ADDRESS	PHONE NO.	ALLOCATE CENTRE
1	DIMA HASAO	22001	Md. Kazi Kawsar Ahmed	A/P	Haflong Govt. College, Haflong.		9435077987	<input type="button" value="Allocate"/>
2	DIMA HASAO	22002	Sri Ron Kempral	A/P	Haflong Govt. College, Haflong.		9435730153	<input type="button" value="Allocate"/>
3	DIMA HASAO	22003	Md. Harun Rashid, Laskar	A/P	Haflong Govt. College, Haflong.		9435626010	<input type="button" value="Allocate"/>
4	DIMA HASAO	22004	Sri Babul Das	A/P	Haflong Govt. College, Haflong.		9859936724	<input type="button" value="Allocate"/>
5	DIMA HASAO	22005	Sri Mithilesh Chakraborty	A/P	Maibang Degree College, Maibang.		9435376560	<input type="button" value="Allocate"/>
6	DIMA HASAO	22006	Sri Brojen Borah	A/P	Maibang Degree College, Maibang.		9435523300	<input type="button" value="Allocate"/>
7	DIMA HASAO	22007	Sri D.K.Bhaidhya	Retd. S/T	Maibang H.S.S.		9954298378	<input type="button" value="Allocate"/>
8	DIMA HASAO	22008	Sri Tapas Jyoti Barman	A/P	Maibang Degree College, Maibang.		9954955221	<input type="button" value="Allocate"/>
9	DIMA HASAO	22009	Sri K.C.Dhar	Retd. Headmaster	Public H S Harangajao		9401718730	<input type="button" value="Allocate"/>
10	DIMA HASAO	22010	Sri Arup Deka	A/P	Maibang Degree College, Maibang.		9435070787	<input type="button" value="Allocate"/>
11	DIMA HASAO	22011	Dr. Shakir Hussain Laskar	A/P	Haflong Govt. College, Haflong.		9435201924	<input type="button" value="Allocate"/>
12	DIMA HASAO	22012	SHRI DINESH TEWARI	A/P	HAFLONG GOVT COLLEGE HAFLONG	HAFLONG TOWN	9435077855	<input type="button" value="Allocate"/>
13	DIMA HASAO	22013	SHRI K.MERATON SINGHA	A/P	J.B-HAQJER DEGREE COLLEGE, PL.I/C	UMRANGSHO	7896983951	<input type="button" value="Allocate"/>
14	DIMA HASAO	22014	SHRI PRANJIT SHARMA	A/P	MAIBANG DEGREE, COLLEGE, MAIBANG	MAIBANG	9954916892	<input type="button" value="Allocate"/>
15	DIMA HASAO	22015	SHRI PARTHA BHATTACHARJEE	A/P	MAIBANG DEGREE COLLEGE, MAIBANG	MAIBANG	9401753792	<input type="button" value="Allocate"/>
16	DIMA HASAO	22016	SHRI BUBUL DAS	A/P	HAFLONG GOVT. COLLEGE, HAFLONG	HAFLONG	9859936724	<input type="button" value="Allocate"/>

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Step 3

To allocate examination centre for a particular examination as per the time table, click on the “Select” option on extreme left and select an examination centre from the drop down list found on extreme right side of the screen and press “Save”.

SEBA Examination Portal : Supervising Officers(S/O)

Dashboard Home Allocate Centre Reports

Welcome: Angshuman Sarma Sign Out

Name of the Supervising Officer : Md. Kazi Kawsar Ahmed (A/P)

Address of the Supervising Officer : Haflong Govt. College, Haflong.

Centre to allocate:

SELECT	DATE & DAY	TIME	SUBJECT	CENTRE
<input type="radio"/>	27/07/2017 THURSDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS	
		1.30 PM TO 4.30 PM	FIQH & AQUAID MUSIC (E) WOOD CRAFT (E) RETAIL TRADE (E) INFORMATION TECHNOLOGY ENABLED SERVICES (E) FINE ARTS (E)	
<input type="radio"/>	28/07/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH	
		1.30 PM TO 4.30 PM	HINDI (E)	
<input type="radio"/>	29/07/2017 SATURDAY	9 AM TO 12 NOON	GENERAL SCIENCE	
		1.30 PM TO 4.30 PM	ARABIC LITERATURE MANIPURI (E) SANTHALI (E) GARMENT DESIGNING (E)	
<input type="radio"/>	30/07/2017 SUNDAY	9 AM TO 12 NOON	SOCIAL SCIENCE	
		1.30 PM TO 4.30 PM	ASSAMESE (E)	
<input type="radio"/>	31/07/2017 MONDAY	9 AM TO 12 NOON	MIL ENGLISH (IL)	
		1.30 PM TO 4.30 PM	SANSKRIT (E) ARABIC (E) PERSIAN (E) ADV. MATHEMATICS (E) HISTORY (E) GEOGRAPHY (E) HOME SCIENCE (E) COMPUTER SCIENCE (E)	

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On pressing “Save” button you will find that the assigned examination centre name has come to the left side table along with the examination date, time and subject.

SEBA Examination Portal : Supervising Officers(S/O)

Dashboard Home Allocate Centre Reports

Welcome, Angshuman Sarma Sign Out

Name of the Supervising Officer : Md. Kazi Kawsar Ahmed (A/P)

SELECT	DATE & DAY	TIME	SUBJECT	CENTRE
<input type="radio"/>	27/07/2017 THURSDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS	(C17-53) GOVT BOYS' HIGHER SECONDARY SCHOOL, HAFLONG View ✕
		1:30 PM TO 4:30 PM	FIQH & AQUAID MUSIC (E) WOOD CRAFT (E) RETAIL TRADE (E) INFORMATION TECHNOLOGY ENABLED SERVICES (E) FINE ARTS (E)	
<input type="radio"/>	28/07/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH	
		1:30 PM TO 4:30 PM	HINDI (E)	
<input type="radio"/>	29/07/2017 SATURDAY	9 AM TO 12 NOON	GENERAL SCIENCE	
		1:30 PM TO 4:30 PM	ARABIC LITERATURE MANIPURI (E) SANTHALI (E) GARMENT DESIGNING (E)	
<input type="radio"/>	30/07/2017 SUNDAY	9 AM TO 12 NOON	SOCIAL SCIENCE	
		1:30 PM TO 4:30 PM	ASSAMESE (E)	
<input type="radio"/>	31/07/2017 MONDAY	9 AM TO 12 NOON	MIL ENGLISH (IL)	
		1:30 PM TO 4:30 PM	SANSKRIT (E) ARABIC (E) PERSIAN (E) ADV. MATHEMATICS (E) HISTORY (E) GEOGRAPHY (E) HOME SCIENCE (E) COMPUTER SCIENCE (E)	

Address of the Supervising Officer : Haflong Govt. College, Haflong.

Centre to allocate:

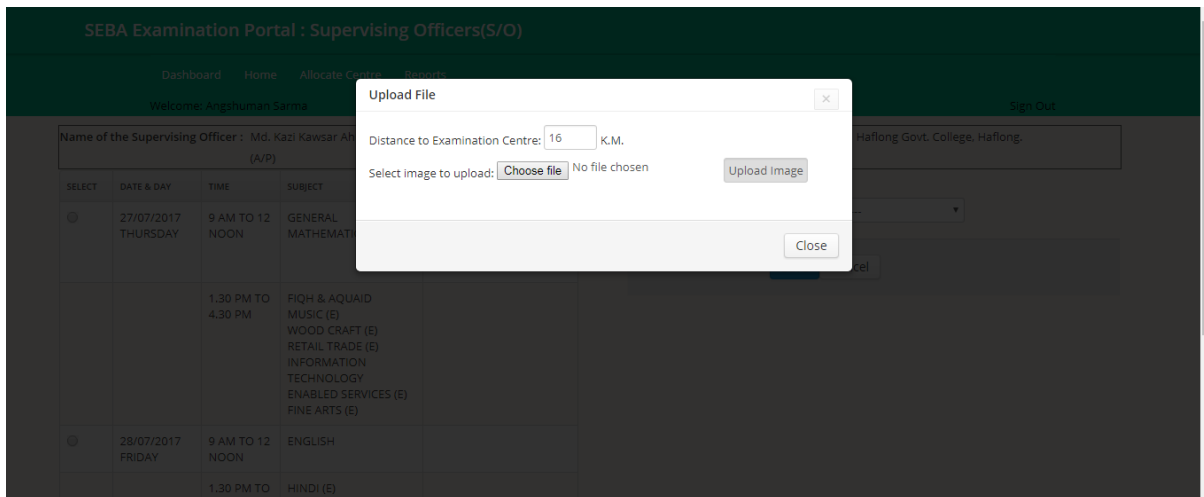
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A delete option has been provided at each row so that allocation can be removed if assignment is found to be wrong or anything happens of such type by mistake.

Step 4

On clicking over the centre name (on left side table) a new window to upload the scan image of the report will appear. Please make sure that the image should be in .jpg/.jpeg or .png format and the image size should not exceed 200 KB. An option to enter the distance to the examination centre will also come up in the same window. This field has to be filled up referring the distance mentioned in the report provided by the supervising officer for each day of visit. This distance will be used for calculation of the T.A. for the concerned supervising officer.

It is to be mentioned here that there will be fix remuneration for the supervising officers for attending the duties during the examination. Apart from this if the distance to the examination centre exceeds a certain threshold value T.A. & D.A. will be calculated as per norms of the board.



After pressing the “Upload Image” button the image will be uploaded to the server and you will get message from the system. If you keep your mouse pointer over the assigned examination centre name (in the left side table) a tool tip menu will be displayed along with the name of the uploaded file. Moreover, once the file got uploaded successfully, a link to view the uploaded file will appear in the same row along with the centre name. You can instantly verify the report image that got uploaded by clicking the “View” link.

Step 5

Reports: Presently three report formats has been designed for your ready reference which can be seen on clicking the “Report” menu. Reports are downloadable in .pdf format.

First report is a list of existing supervising officers under your district with all basic information.

Second report is on supervising officer wise allocation of examination centre.

Third report format is the list of supervising officers with bank details/ date wise allotted centre of examination/ total count of reports received & auto calculated amount to be payable to the supervising officers.

Daily Attendance Reporting Module:

Step 1

On clicking on the link “Daily Attendance Reporting Module” you will be redirected to the default home page of the module. The home page contains the time table for the examination on the left and list of centre for the examination on the right. To proceed, click on the “Select” option on extreme left and select an examination centre from the drop down list found on extreme right side of the screen and press “Go”.

SELECT	DATE & DAY	TIME	SUBJECT
<input type="radio"/>	27/07/2017 THURSDAY	9 AM TO 12 NOON	GENERAL MATHEMATICS
<input type="radio"/>	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	FIQH & AQUAID
<input type="radio"/>	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	MUSIC (E)
<input type="radio"/>	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	WOOD CRAFT (E)
<input type="radio"/>	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	RETAIL TRADE (E)
<input type="radio"/>	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	INFORMATION TECHNOLOGY ENABLED SERVICES (E)
<input type="radio"/>	27/07/2017 THURSDAY	1.30 PM TO 4.30 PM	FINE ARTS (E)
<input type="radio"/>	28/07/2017 FRIDAY	9 AM TO 12 NOON	ENGLISH
<input type="radio"/>	28/07/2017 FRIDAY	1.30 PM TO 4.30 PM	HINDI (E)
<input type="radio"/>	29/07/2017 SATURDAY	9 AM TO 12 NOON	GENERAL SCIENCE
<input type="radio"/>	29/07/2017 SATURDAY	1.30 PM TO 4.30 PM	ARABIC LITERATURE
<input type="radio"/>	29/07/2017 SATURDAY	1.30 PM TO 4.30 PM	MANIPURI (E)
<input type="radio"/>	29/07/2017 SATURDAY	1.30 PM TO 4.30 PM	SANTHALI (E)
<input type="radio"/>	29/07/2017 SATURDAY	1.30 PM TO 4.30 PM	GARMENT DESIGNING (E)
<input type="radio"/>	30/07/2017 SUNDAY	9 AM TO 12 NOON	SOCIAL SCIENCE
<input type="radio"/>	30/07/2017 SUNDAY	1.30 PM TO 4.30 PM	ASSAMESE (E)
<input type="radio"/>	31/07/2017 MONDAY	9 AM TO 12 NOON	MIL
<input type="radio"/>	31/07/2017 MONDAY	9 AM TO 12 NOON	ENGLISH (IL)
<input type="radio"/>	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	SANSKRIT (E)
<input type="radio"/>	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	ARABIC (E)
<input type="radio"/>	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	PERSIAN (E)
<input type="radio"/>	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	ADV. MATHEMATICS (E)
<input type="radio"/>	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	HISTORY (E)
<input type="radio"/>	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	GEOGRAPHY (E)
<input type="radio"/>	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	HOME SCIENCE (E)
<input type="radio"/>	31/07/2017 MONDAY	1.30 PM TO 4.30 PM	COMPUTER SCIENCE (E)

Centre to allocate:

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Step 2

A new window to enter the information related to the absent or expelled rolls numbers for the selected examination will come up. Please fill up the necessary information for the text boxes appearing on the top like Total no. of candidates/ Total candidate present etc.. Please enter 0 (zero) in case of **NIL** values. Enter the roll numbers one by one for the absent or expelled candidates and select the appropriate option like absent or expelled or otherwise left it as none. Once the roll numbers are entered they will be shown on right hand side separately as list of absent and expelled candidates.

SEBA Examination Portal : Daily Attendance

Dashboard Home Reports

Welcome: Angshuman Sarma Sign Out

Date & Time of Examination :	27/07/2017 9 AM TO 12 NOON	Centre Code :	C17-93
Subject :	GENERAL MATHEMATICS	Centre :	GOVT BOYS' HIGHER SECONDARY SCHOOL, HAFLONG

Total no. of candidates: Total candidate present: Total candidate absent: Total candidate expelled:

Add Roll No. one by one for absent/expelled candidates and select appropriate option like Absent or Expelled. Otherwise left it as None

Roll No.: [e.g. B17-001-0001] [Absent Roll. No.](#) B17-001-0001 ✘ [Expelled Roll. No.](#) B17-001-0011 ✘

Roll

Absent Expelled None

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Step 3

Reports: Presently one report formats has been designed for your ready reference which can be seen on clicking the “Report” menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the day wise/ subject wise absentee/ expelled report containing the roll numbers of the absent and expelled candidates.

General Mathematics Teachers Details Module:

Step 1

On clicking on the link “General Mathematics Teachers Details Module” you will be redirected to the default home page of the module. The home page contains the list of Mathematics Teachers with personal information and bank details. You can add new record by clicking the “Add New” button or modify existing record by clicking the “Edit” button correspond to each record.

- i) You can add new mathematics teacher by pressing the “Add New” button.

SEBA Examination Portal : Teacher's Details (General Mathematics)

Dashboard Home Reports

Welcome: Angshuman Sarma Sign Out

District:(*)	BARPETA	District: (Home/Residential)(*)	----select one----
Name of the Teacher:(*)	Name of the Teacher		
Designation:(*)	Designation	Sex:(*)	<input type="radio"/> Male <input type="radio"/> Female
Date of Birth:(dd/MM/yyyy)(*)	DOB	Type of Post:(*)	<input type="radio"/> Regular <input type="radio"/> Contractual
School at which currently working: (*)	Name of the School		
SEBA School Code:(*)	SEBA School Code		
Subject:(*)	GENERAL MATHEMATICS	Medium:(*)	----select one----
Phone No:(*)	Phone No.	Email ID:	Email ID
Bank Name:(*)	Name of the Bank	Bank Branch:(*)	Name of the Bank Branch
Account No:(*)	Bank Account No	IFSC:(*)	Bank IFSC
(*)-Mandatory fields			

Save Cancel

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- ii) Existing records can be altered or remaining information can be filled up by going to the entry form via the “Edit” button attached to each row of record.

SEBA Examination Portal : Teacher's Details (General Mathematics)

Dashboard Home Reports

Welcome: Angshuman Sarma Sign Out

District:(*)	BARPETA	District: (Home/Residential)(*)	----select one----
Name of the Teacher:(*)	Zinnat Ali Khan		
Designation:(*)	HM	Sex:(*)	<input type="radio"/> Male <input type="radio"/> Female
Date of Birth:(dd/MM/yyyy)(*)	00/00/0000	Type of Post:(*)	<input type="radio"/> Regular <input type="radio"/> Contractual
School at which currently working: (*)	Azad High school		
SEBA School Code:(*)	0154		
Subject:(*)	GENERAL MATHEMATICS	Medium:(*)	ASSAMESE
Phone No:(*)	9859126822	Email ID:	Email ID
Bank Name:(*)	SBI	Bank Branch:(*)	Howly
Account No:(*)	11761353051	IFSC:(*)	SBIN0005358
(*)-Mandatory fields			

Save Cancel

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Step 2

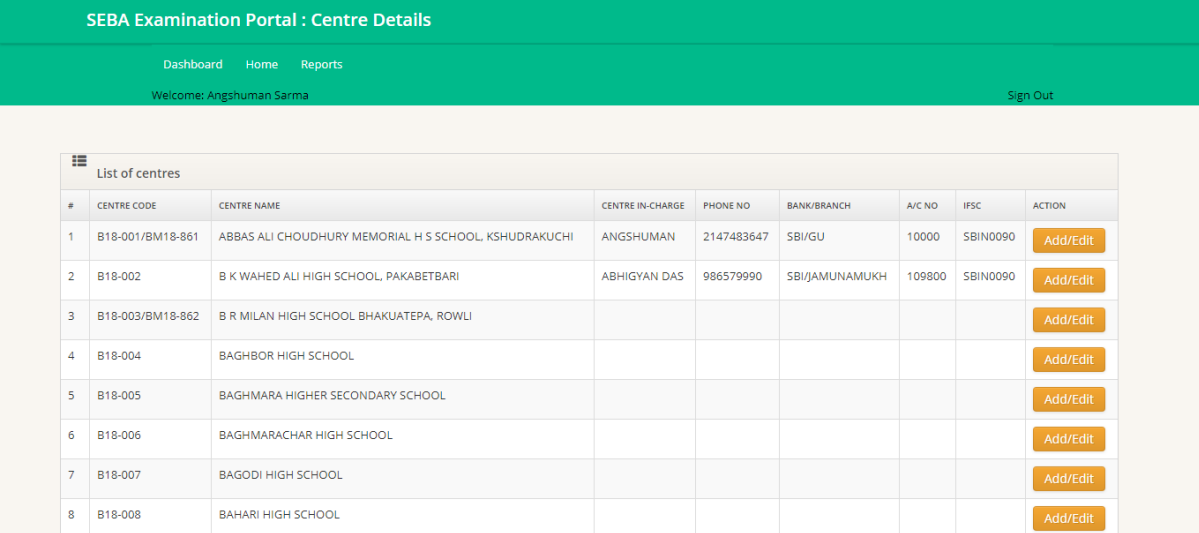
Reports: Presently one report format has been designed for your ready reference which can be seen on clicking the "Report" menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the district wise list of teachers who teaches General Mathematics in the schools.

Centre Details Reporting Module:

Step 1

On clicking on the link “Centre Details Reporting Module” you will be redirected to the default home page of the module. The home page contains the list of existing centres for the upcoming examination with centre code. To proceed, click on the “Add/Edit” option on extreme right under Action tab.



#	CENTRE CODE	CENTRE NAME	CENTRE IN-CHARGE	PHONE NO	BANK/BRANCH	A/C NO	IFSC	ACTION
1	B18-001/BM18-861	ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL, KSHUDRAKUCHI	ANGSHUMAN	2147483647	SBI/GU	10000	SBIN0090	Add/Edit
2	B18-002	B K WAHED ALI HIGH SCHOOL, PAKABETBARI	ABHIGYAN DAS	986579990	SBI/JAMUNAMUKH	109800	SBIN0090	Add/Edit
3	B18-003/BM18-862	B R MILAN HIGH SCHOOL BHAKUATEPA, ROWLI						Add/Edit
4	B18-004	BAGHBOR HIGH SCHOOL						Add/Edit
5	B18-005	BAGHMARA HIGHER SECONDARY SCHOOL						Add/Edit
6	B18-006	BAGHMARACHAR HIGH SCHOOL						Add/Edit
7	B18-007	BAGODI HIGH SCHOOL						Add/Edit
8	B18-008	BAHARI HIGH SCHOOL						Add/Edit

Step 2

On clicking on the link “Add/Edit”, you will be redirected to an entry page where the details are to be entered as per the requirement mentioned in the entry form. If the details for the chosen examination centre already exist in the database then the entry form will come up with all pre populated data in edit mode. This will allow you to edit and update the existing record if required. If the details do not exist in the database then the entry form will come up as a blank entry form and required details are to be entered. Once data is entered and SAVE button is pressed the page will be redirected automatically to the home page and entered data will be shown against the corresponding centre name in list view mode.

SEBA Examination Portal : Centre Details

Dashboard Home Reports

Welcome: Angshuman Sarma Sign Out

Centre:	(B18-001/BM18-861)-ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL, KSHUDRAKUCHI				
Name of the Centre In Charge:	PRASANTA HATIMOTA				
Date of Birth:	05/03/1987	Date of Joining:	14/08/2003		
School Address:	KSHUDRAKUCHI				
School P.O.:	KSHUDRAKUCHI	Pin:	784009	Police Station/Outpost:	KSHUDRAKUCHI
Phone No:	98675690	Email ID:	Email ID		
Name of the Account Holder (as mentioned in the passbook):	CENTRE ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL				
Bank Name:	SBI	Bank Branch:	KSHUDRAKUCHI		
Account No:	879077671	IFSC:	SBIIN090		

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Step 3

Reports: Presently one report formats has been designed for your ready reference which can be seen on clicking the “Report” menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the district wise centre list with details like name of the centre in charge, address of the centre with post office/ police station, bank details etc.

Examiners Details Reporting Module:

Step 1

On clicking on the link “Examiners Details Reporting Module” you will be redirected to the default home page of the module. The home page contains the list of existing examiners for whom records are already available at SEBA from previous year’s list of examiners. This list contains the examiners subject wise and medium wise. However the teachers for the subject General Mathematics are not included in this module. You can add new record by clicking the “Add New” button or modify existing record by clicking the “Edit” button correspond to each record. You can even delete record as per your requirement from the existing list of examiners. A search option has been provided to search the existing records by examiner name with a view to make editing/ update easy.

SEBA Examination Portal : Examiner Details

Dashboard Home Reports
Sign Out

Welcome: Angshuman Sarma

List of Examiners

search by examiner name:

#	EXAMINER NAME	ZONE	EX CODE	DESIG.	SCHOOL	SUBJECT	MEDIUM	POST	DOJ/DOR	PHONE	BANK NAME	BANK BRANCH	BANK A/C NO.	ACTION
1	KH SAFIDULLAH			ASSTT.H.M	(0017)BALAGAON H/S	ENGLISH (C1)	ASSAMESE	HEAD EXAMINER	00/00/0000-00/00/0000	9954361873	SBI	SORBHOG	11465322994	<input type="button" value="edit"/> <input type="button" value="delete"/>
2	MOBARAK ALI			A.T.	(0093)LANGLA H/S/5	ENGLISH (C1)	ASSAMESE	HEAD EXAMINER	00/00/0000-00/00/0000	9957136075	SBI	KALGACHIA	11864235279	<input type="button" value="edit"/> <input type="button" value="delete"/>
3	RENU KHANOM			A.T.	COLLEGIATE GIRLS' H/S	ENGLISH (C1)	ASSAMESE	HEAD EXAMINER	00/00/0000-00/00/0000	8133927137	SBI	KALGACHIA	33728591184	<input type="button" value="edit"/> <input type="button" value="delete"/>
4	KH FERDOUS ALI			A.T.	(0214)DAKSHIN RUPOSI H/S	ENGLISH (C1)	ASSAMESE	HEAD EXAMINER	00/00/0000-00/00/0000	9957009517	SBI	KALGACHIA	31949522688	<input type="button" value="edit"/> <input type="button" value="delete"/>
5	SHAMSUL HOQUE			A.T.	(0117)KAMARPARA H/M	ENGLISH (C1)	ASSAMESE	HEAD EXAMINER	00/00/0000-00/00/0000	9957351435	SBI	DAKSHIM GANAKGURI	11860503446	<input type="button" value="edit"/> <input type="button" value="delete"/>

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1
2
3
4
5
6
7
...
316
317
Next

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i) You can add new examiners by pressing the “Add New” button.

SEBA Examination Portal : Examiner Details

Dashboard Home Reports
Sign Out

Welcome: Angshuman Sarma

District:(*)	----select one----	Evaluation Zone:(*)	----select one----
Name of the Examiner:(*)	<input type="text" value="Name of the Examiner"/>		
Designation:	<input type="text" value="Designation"/>	Sex:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Joining:(dd/MM/yyyy)	<input type="text" value="Date of Joining"/>	Date of Retirement:(dd/MM/yyyy)	<input type="text" value="Date of Retirement"/>
School at which currently working:(*)	<input type="text" value="Name of the School"/>		
SEBA School Code:	<input type="text" value="SEBA School Code"/>	Post Alloted:(*)	----select one----
Subject:(*)	----select one----	Medium:(*)	----select one----
Phone No:	<input type="text" value="Phone No."/>	Email ID:	<input type="text" value="Email ID"/>
Bank Name:	<input type="text" value="Name of the Bank"/>	Bank Branch:	<input type="text" value="Name of the Bank Branch"/>
Account No:	<input type="text" value="Bank Account No."/>	IFSC:	<input type="text" value="Bank IFSC"/>
<small>(*)-Mandatory fields</small>			

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- ii) Existing records can be altered or remaining information can be filled up by going to the entry form via the “Edit” button attached to each row of record. In case of existing records, the user can edit any information but the assignment of evaluation zone to each record is a mandatory step.

SEBA Examination Portal : Examiner Details

[Dashboard](#) [Home](#) [Reports](#)

Welcome: Angshuman Sarma Sign Out

District:(*)	BARPETA	Evaluation Zone:(*)	----select one----
Name of the Examiner:(*)	KH SAFIDULLAH		
Designation:	ASSTT.H.M	Sex:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Joining:(dd/MM/yyyy)	00/00/0000	Date of Retirement: (dd/MM/yyyy)	00/00/0000
School at which currently working: (*)	BALAGAON H/S		
SEBA School Code:	0017	Post Alloted:(*)	HEAD EXAMINER
Subject:(*)	ENGLISH (C1)	Medium:(*)	ASSAMESE
Phone No:	9954361873	Email ID:	Email ID
Bank Name:	SBI	Bank Branch:	SORBHOG
Account No:	11465322994	IFSC:	SBIN0002126
(*)-Mandatory fields			

Save
Cancel

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Step 2

Reports: Presently one report formats has been designed for your ready reference which can be seen on clicking the “Report” menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the district wise/ evaluation zone wise list of examiners. The report has been designed to obtain the list in subject wise/ medium wise sorting order with page break for each subject.