

Procedure for applying for re-addition of marks

RECHECKING AND RE-ADDITION OF MARKS IN ANY PARTICULAR PAPER/PAPERS WILL BE MADE WITHIN 30 DAYS OF THE DECLARATION OF THE EXAMINATION RESULT

Important Steps:

1. Before proceeding to apply for re-addition ensure that one should have an active e-mail ID for future communication.
2. Visit <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=371225> accept disclaimer clause and proceed direct from step (f) for "detailed steps".
3. Select the desired payment category.
4. Fill in the details sought for.
5. Select the desired paper from the drop down list of subjects/papers for which re-addition is required.
6. Select "Not required" against rest of the papers.
7. Pay the correct amount i.e. Rs.200/- per paper applied for. No. of papers applied for will be computed depending upon the amount paid and will be processed chronologically from top of the list. Rest will be ignored. The applicants are advised to be careful for this.
8. On successful payment print the e-Receipt (mandatory). Generation/Printing of e-Receipt indicates that the request for re-addition is submitted successfully. Preserve this for future reference.
9. Do not send anything to CHSE(Odisha). CHSE(Odisha) will process the re-addition work and provide a link to download valued answer scripts within 10 days for Physics, Chemistry, Mathematics, Botany & Zoology papers and result of re-addition will be intimating within 4 months for other papers.
10. In case of need quote your SB Collect Reference Number (DU number) available in the e-Receipt for any future correspondence with CHSE(Odisha).

Detailed steps

Fees can be deposited using SBI ATM CARD, Net Banking facility of any Bank besides visiting any SBI branch to deposit cash or cheque drawn on any SBI Branch

Please read the instructions carefully before remitting fees

- (a) Visit online banking website of SBI by typing <https://www.onlinesbi.com> in the address bar of the browser viz. internet explorer. Once the home page appears click on 'State Bank Collect' tab.
- (b) Accept the disclaimer clause and click on "Proceed".
- (c) Select the State of Corporate/Institution as 'Odisha'.
- (d) Select type of Corporate/Institution as 'Educational Institutions' and click on 'Go'.
- (e) Now select Educational Institution Name as 'Council of Higher Secondary Education, Odisha' and click on 'Submit'.
- (f) Select the desired payment category from the drop down.
- (g) Fill in the challan with required information as asked for or select from the drop down options wherever available. Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen. This information is important to reprint the e-Receipt subsequent to any successful payment.
- (h) Once required data is filled in click on 'Submit'.
- (i) The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on 'Confirm'.
- (j) The system will request you to select the desired payment mode from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter. Carefully examine the charges displayed since the charges for different payment mode are different. Select the desired payment mode.
- (k) Now the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a Reference Number in PDF format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from 'Payment History' link of 'State Bank Collect'.

If 'SBI Branch' is selected as payment mode a Pre Acknowledgement Payment (PAP) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits any SBI branch for payment through **cash or cheque drawn on SBI Branch**. After the payment is successfully processed by the branch, the branch will give an acknowledgment of payment on the PAP Form. Now any time the payer may optionally return to 'State Bank Collect' link in the home page of www.onlinesbi.com for printing the e-receipt from the 'Payment History' link.

HOW TO DOWNLOAD
THE VALUED ANSWER SCRIPTS OF
MATHEMATICS, PHYSICS, CHEMISTRY, BOTANY & ZOOLOGY

1. Soft copy of the answer script will be sent to the candidate's **e-mail ID** through a link.
2. On clicking on the given link, soft copy will be downloaded in a "**zip format**".
3. The candidate needs to unzip the file (*right click – extract*). For this purpose, it should be ensured that "**WIN RAR**" or "**7ZIP**" is installed in the system.
4. Open the file (*by double clicking*) "**osm.html**" to get the answer script. In case of internet explorer search engine, a pop up window will appear. *Right click on it; then click "allow block content"* then click "**yes**";

(b) In case of Mozilla Fire fox search engine, use Mozilla Fire fox 38.0.1 version.