

# User Guide to fill NTSE Application form

**Through USER NAME AND PASSWORD ARE SAME**

**(YOUR SSC SCHOOL CODE (if State Government School)/  
AFFILIATION CODE for NVS, KVS, CBSE & ICSE Schools)**

**Step 1.**Open “[www.bseap.org](http://www.bseap.org)” in any web browser then you can find the following web page. Select “**NTSE**” (Rounded in red color) then the following screen appears:

The screenshot shows the homepage of the Directorate of Government Examinations, Andhra Pradesh. The header includes the organization's name and logo, along with navigation links for 'SSC PASS STUDENTS DATA (YEAR WISE)', 'Duplicate SSC Proforma', 'Verification Procedure of SSC Certificate', and 'MNR Formats'. A secondary navigation bar lists 'Home', 'Organisation and Services offered by Directorate', 'Statistics of SSC 2014 Results', 'Statistics of SSC 2015 Results', 'Provisions for Children', 'Photo Gallery', and 'Contact Us'. A 'QUICK LINKS' sidebar on the left lists various services, with 'NTSE' highlighted in red. The main content area features a large logo and a 'Welcome to Directorate of Government Examinations' message. Below this, it details 'Major Examinations' and 'Minor Examinations'. A list of G.O.Ms. (Government Orders) is provided, including exemptions for physically handicapped candidates and dyslexia candidates. A 'STUDENT SERVICES' sidebar on the left lists 'NOTIFICATIONS / DUE DATES', 'HALL TICKETS', 'RESULTS', and 'TIME TABLES'. The footer contains the copyright notice: 'Copyright © Directorate of Govt. Examinations(A.P) India'.

**Step 2.**Click on “**NTSE**” (Rounded in red color) in the web page. Then the following screen appears

**Step 3.** Click on **NTSE Online Application Form (Rounded in red color)**. Then the following screen appears

| Due Dates |   |            |
|-----------|---|------------|
| a)        | Application online submission from  | 05-08-2019 |
| b)        | Payment may be made from  | 05-08-2019 |
| c)        | Last date for Upload the candidate's application by the concerned Head Master   | 05-09-2019 |
| d)        | Last date for payment of fee  | 07-09-2019 |
| e)        | Last date for submission of printed Nominal Rolls along with other enclosures in the O/o. The District Educational Office concerned by the School HM's                  | 10-09-2019 |
| f)        | Last date for submission of Printed Nominal Rolls along with the fee receipts by the concerned DEO's to O/o. The Director of Government Examinations, A.P., Vijayawada. | 13-09-2019 |

| Sl.No | Test type                      | Paper    | Maximum Marks | No of questions | Duration in minutes |
|-------|--------------------------------|----------|---------------|-----------------|---------------------|
| 1     | Mental Ability Test (MAT)      | Paper I  | 100           | 100             | 90                  |
| 2     | Scholastic Aptitude Test (SAT) | Paper II | 100           | 100             | 90                  |

**Step 4.** For first time registration, click on **“New School Registration”** and fill all the columns carefully and click on **“Create School”**. After successful registration of the school, reopen the NTSE login page and enter **“SSC School Code”** and **Password** for the schools running under the control of State Government.


**For NVS, KVS, CBSE, ICSE and other than the school running not under control of State Government, they have to enter their Affiliation Code as school code and it will be treated as password.** Then the following screen appears

**NATIONAL TALENT SEARCH EXAMINATION 2019 - 20 (First Level)**  
 CONDUCTED BY  
 DIRECTOR OF GOVERNMENT EXAMINATIONS, ANDHRA PRADESH :: AMARAVATHI

Welcome 10001 - GOVT HIGH SCHOOL - ELURU | [ Log Out ]

New Candidate | NTSE Payment | NTSE Edit | Change Password

**Student Details**  
 Details should be entered as per School Records

Name Of the Candidate :    
 Child Id (SCHOOL EDUCATION DEPARTMENT ID):   
 Aadhar No :   
 Father's Name :   
 Mother's Name :   
 Gender :  Male  Female  
 Date of Birth :   
 Area of candidate resides :   
 Community :   
 Community List (only BC Category):   
 Parental Income :   
 EWS Certificate (size between 150kb to 1MB (JPEG))   
 Non-creamy layer Certificate (size between 150kb to 1MB (JPEG))   
 OBC category :   
 Caste Certificate (size between 150kb to 1MB (JPEG))   
 Are You Having Disability ?  Yes  No  
 Disability :  Percentage of Disability :  PH Certificate (size between 150kb to 1MB (JPEG))   
 If the candidate already enjoying scholarship of NMMS Mention Hall Ticket No and Month & Year :

**Postal Address**

Street No / Door No :   
 Village Name :   
 District :   
 Mandal :   
 PinCode :

**School Address**

School Code : 10001  
 U DISE CODE : 28152390289  
 School Name :   
 School Street Name :   
 School village Name :   
 School District :   
 School Mandal :   
 School PinCode :   
 School MobileNo :   
 Management Type :   
 Management Belongs To :   
 Area in which School Locate :   
 Are you Student of Kendriya Vidyalaya / Navodaya Vidyalaya? :  YES  NO  
 If yes write for ? :  Kendriya Vidyalaya  Navodaya Vidyalaya  
 Medium Of Examination (at state / First level) :   
 Medium Of Examination (at National / Second level) :

**Family Details**

Father's Education :   
 Father's Occupation :   
 Mother's Occupation :   
 Mother's Education :   
 No. of family members living in the house :   
 No. of sisters :   
 No. of brothers :   
 At what number is the candidate among his/her brother and sister :   
 9th Class Percentage / Grade :   
 Parent MobileNo :   
 Email Id :

**Step 5:** Fill all the columns in the application and upload the photo with signature by click on Browse button. (The photo with signature file size should be less than 30KB and format should be **JPEG**) and click on **“Submit Application” (Rounded in color)** button. **Enter all the candidates’ details one by one.** After completion of uploading

the applications of all candidates, click on **“Report”** button to ensure all the candidates details are entered or not.

**Step 6:** Click on **“NTSE Payment”** button to pay the examination fee **through CFMS. Payment should be made through CFMS only.**

**Note: Off-line challans/Demand Drafts/Cheques shall not be accepted.**

**Step 7:(a)** If you click on **“NTSE Payment”** button then the following screen appears:

| Select                   | Application No | Candidate Name | Father's Name | Date of Birth | Physically Challenged | Parental Income | Community    | 9th Percentage |
|--------------------------|----------------|----------------|---------------|---------------|-----------------------|-----------------|--------------|----------------|
| <input type="checkbox"/> | 161079         | Latanus        | father        | 07-10-2004    | No                    | upto ₹2,00,000  | OC (General) | 99             |

**(b)** Select the candidates for whom you want to pay the examination fee and then click on “**Proceed Payment**”. Then the following screen appears.



| NATIONAL TALENT SEARCH EXAMINATION 2018 - 19<br>(First Level)<br>CONDUCTED BY<br>DIRECTOR OF GOVERNMENT EXAMINATIONS, ANDHRA PRADESH :: AMARAVATHI |  |
|--|--|
| Welcome 10001 - GOVT HIGH SCHOOL - ELURU ! [ Log Out ]   |  |
| New Candidate • NTSE Edit • NTSE Payment • Change Password   |  |
| Payee Name   |  |
| Payee Government Id No.<br>(Aadhar, PAN Card etc.)   |  |
| Mobile Number  |  |
| Email  |  |
| <b>Submit &amp; Check Payment</b>  |  |

**(c)** Enter Head Master’s details (Only for identification) and click on “**Submit & Check Payment**” for payment of the examinations. Then the following screen appears with the details of “Payment Reference ID”, “Number of candidates applications submitted” and “Total Amount paid by the Head Master”.

| NATIONAL TALENT SEARCH EXAMINATION 2018 - 19<br>(First Level)<br>CONDUCTED BY<br>DIRECTOR OF GOVERNMENT EXAMINATIONS, ANDHRA PRADESH :: AMARAVATHI |   |
|--|---|
| Welcome 10001 - GOVT HIGH SCHOOL - ELURU ! [ Log Out ]   |   |
| New Candidate • NTSE Edit • NTSE Payment • Change Password   |   |
| Payee Name   | lazarus   |
| Payee Government Id No.<br>(Aadhar, PAN Card etc.)   | 88444556669                                     |
| Mobile Number  | 9988998888                                      |
| Email  | lazarus@gmail.com                               |
| Payment Reference ID   | Payment Reference Id : NTSE02102018112031022883 |
| Number Of candidates   | Number of Candidates : 1                        |
| Amount   | Amount : 200                                    |
| <b>Proceed for Payment</b>   |   |

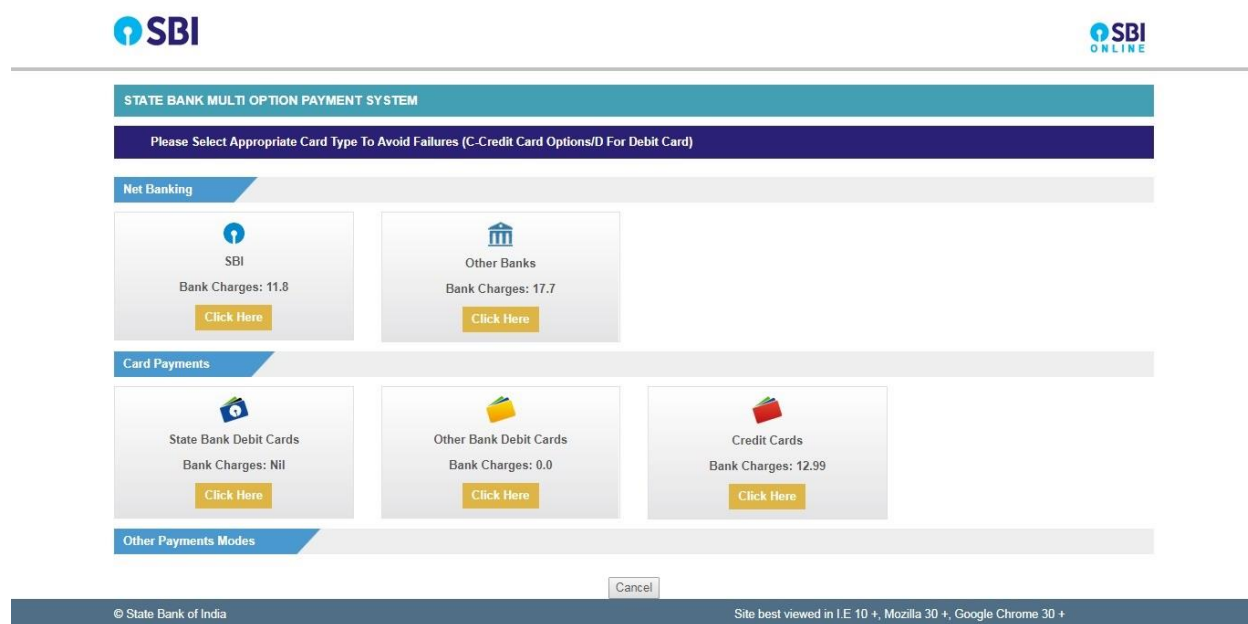
**(d)** Then click on “Proceed for Payment”. Then the following screen appears:

Select Payment Gateway

Cancel

(e) Click on “SBI” ( Rounded) for payment through “Online”. Then the following screen appears:



**Step 8:** After successful payment only, a **Transaction ID will be posted into the Nominal Roll. No Challan Receipt will be available for print.** Transaction ID Printed on the Printed Nominal Roll will be posted into the “bseap” server also. Through the Transaction ID printed on the Printed Nominal Roll, this office will check whether the payment is success or not. “Printed Nominal Roll” will be generated only for successful payments.

**Step 9:** If any transaction is pending/unsuccessful after payment made by the concerned school Head Master/Principal/Correspondent shall inform to the DGE office land line number i.e., 0866-2974530. In turn this office may contact to CFMS and resolve the issue.

**Step 10: Submit the Printed Nominal Rolls of the school/institution along with the enclosures relating to Caste certificates, PH Category certificates (if PH Category), EWS (Economically Weaker Section i.e., OC category with below 8 lakh income from all sources of both parents) certificates in concerned DEOs’ office as per schedule given in the notification.**