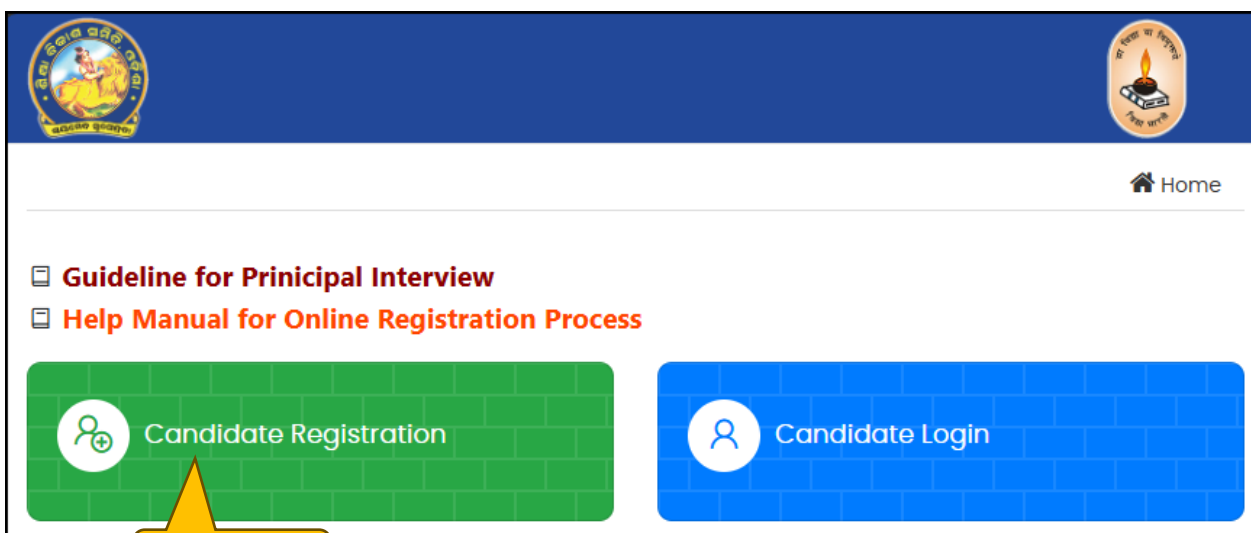


Step By Step Help Manual for Staff Selection Registration Online

1. Open Shiksha Vikash Samiti, Odisha Website (<https://www.svsodisha.com>) in any browser like Google Chrome. You will get following screen displayed :-



2. For new registration, click on **Candidate Registration**. (Note: Each candidate can apply for single post only in a session year)



3. Select the post you wish to apply for and, if required, select the subject. Fill in your personal details. Provide a correct Email ID and Mobile Number, as both will be used for OTP verification and future communication. Choose a password of your choice and click on **Register Now**.

Candidate Registration

Home

Application Details

Post Applying For *

-- SELECT --

Subject *

Personal Details

Name *

Date Of Birth *

dd-mm-yyyy

Aadhaar Number *

Email ID *

Mobile No *

Choose Password

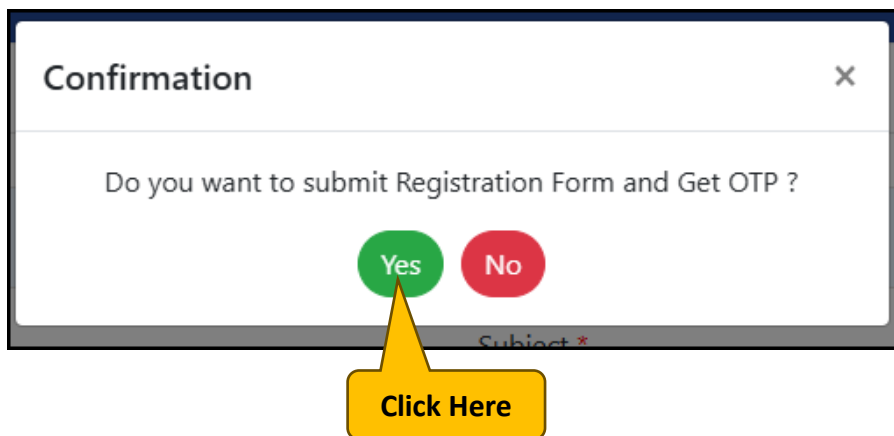
Password

Confirm Password

Register Now

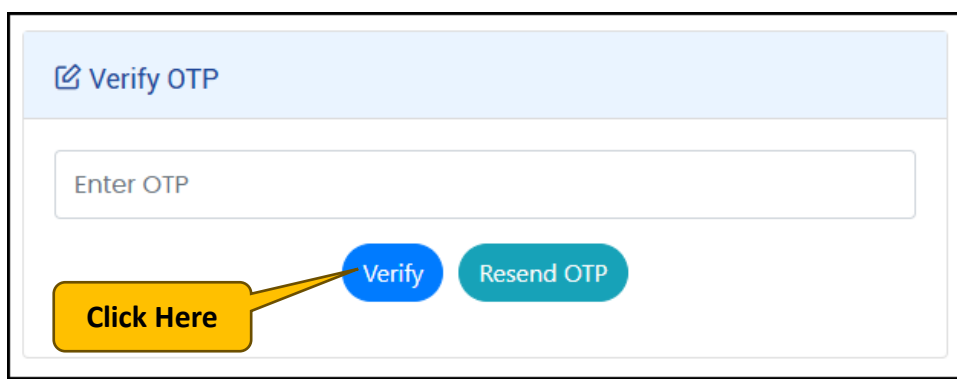
Click Here

4. Click on **Yes** to receive OTP.



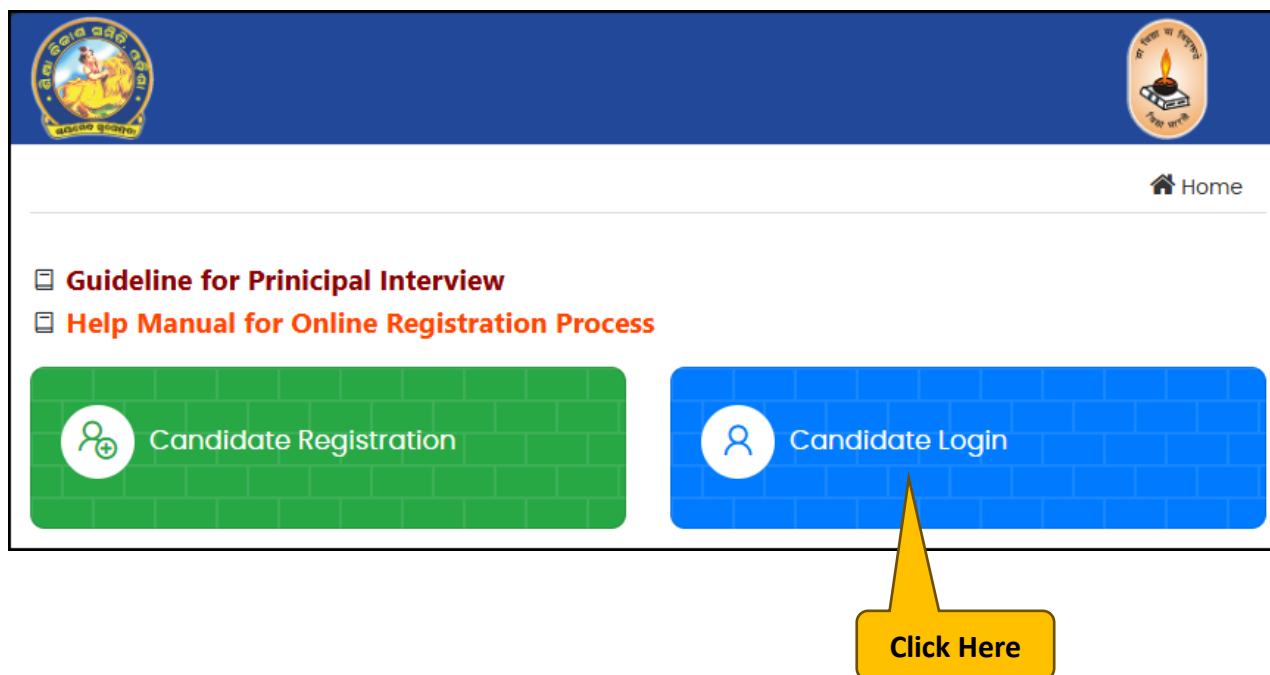
A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside asks, "Do you want to submit Registration Form and Get OTP ?". Below the text are two buttons: a green "Yes" button and a red "No" button. A yellow callout bubble with the text "Click Here" points to the "Yes" button.

5. Enter OTP received on your Mobile no. or Email ID. Click on **Verify**. (If you didn't receive OTP then click on **Resend OTP**)




A form titled "Verify OTP" with a light blue header. Below the header is a text input field labeled "Enter OTP". At the bottom of the form are two buttons: a blue "Verify" button and a teal "Resend OTP" button. A yellow callout bubble with the text "Click Here" points to the "Verify" button.

6. Your registration is now completed. Now, click on **Candidate Login** to complete your **Application Process**.



A main dashboard with a dark blue header. On the left is a circular logo with a book and a lamp, and on the right is a circular logo with a book and a lamp. Below the header is a "Home" link with a house icon. The main content area has two links: "Guideline for Principal Interview" and "Help Manual for Online Registration Process". Below these links are two large buttons: a green "Candidate Registration" button and a blue "Candidate Login" button. A yellow callout bubble with the text "Click Here" points to the "Candidate Login" button.

7. Enter Application Number that you have received on your Mobile no. and Email ID. Use that to login to the system. Use the password you have given during registration step. (Note: If you have forgotten your password, you can click on **Forgot Password**)

 **Candidate Login**


Application Number

Enter Application Number



Password

Enter Password

Login

 [Forgot Password](#)

8. To submit the application, you must first fill out the Application Form, then upload your documents, and finally pay the application fee. Click on **Complete Application Form**



DASHBOARD

APPLICATION FORM

Registration

Application

Documents

Payment

202600001

Registration

Application

Documents

Payment

You have completed **Registration Form**. Please note down the Application Number for future references.

Application Number : **202600001**

Fill the Application Form by clicking on button as shown below.

Complete Application Form

Application Status	
Registration	Completed
Fill Application Details	Pending
Document Upload	Pending
Fee Payment	Pending

Click Here

9. Here, you need to provide details about your **Personal Information, Present Address, Permanent Address, Educational Qualifications, and Teaching Experience.**

Registration

Application

Documents

Payment

Post Applied For

Principal

Personal Details

Name

Date Of Birth

17 Sep 1980

Aadhaar Number

Father's Name *

Mother's Name *

Gender *

-- SELECT --

Marital Status *

-- SELECT --

Spouse's Name

Blood Group *

-- SELECT --

Nationality *

Religion *

--SELECT --

Category *

--SELECT --

Fill out all
required details

10. Check the undertaking box before submitting the form.

Declaration

☒ I do hereby undertake that the information furnished in this online application is true. If in future any of the information furnished by me in this application or any certificate/document produced by me in support of eligibility condition laid down in this advertisement is found to be fake or if for any reason I am later found not eligible for the post applied for my candidature as well as consequential selection or engagement if any shall be cancelled without notice. In that event the authorities shall not be responsible for cancellation of my candidature/selection/engagement. I shall also be punished as per law for providing false information or producing fake document.

Save & Next

Click Here

11. In this next step, choose all required documents and click on **Upload Documents**.






Registration

Application

Documents

Payment

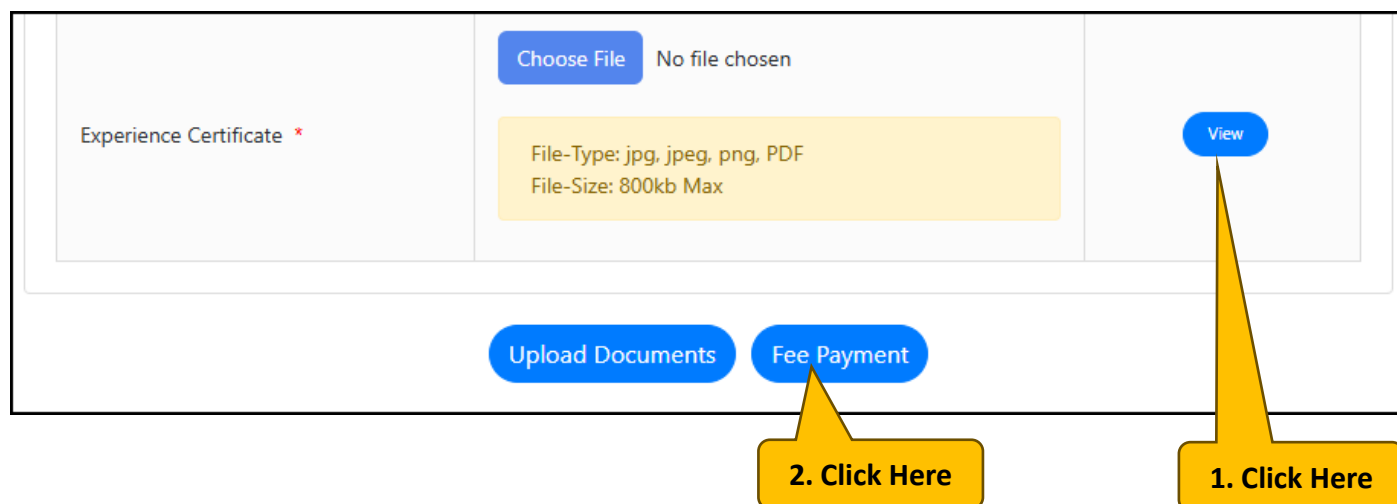
Documents

Document	Upload Document	
Self Photo *	<div>Choose File</div> <div>File-Type: jpg, jpeg, png File-Size: 300kb Max Max Height & Width: 600px</div>	
Self Signature *	<div>Choose File</div> <div>File-Type: jpg, jpeg, png File-Size: 300kb Max Max Height & Width: 600px</div>	
Experience Certificate *	<div>Choose File</div> <div>File-Type: jpg, jpeg, png, PDF File-Size: 800kb Max</div>	

Upload Documents

Click Here

12. Now, verify all the documents you have uploaded by clicking on **View**. After verification, click on **Fee Payment** to proceed to the next step.



Experience Certificate *

Choose File No file chosen

File-Type: jpg, jpeg, png, PDF
File-Size: 800kb Max

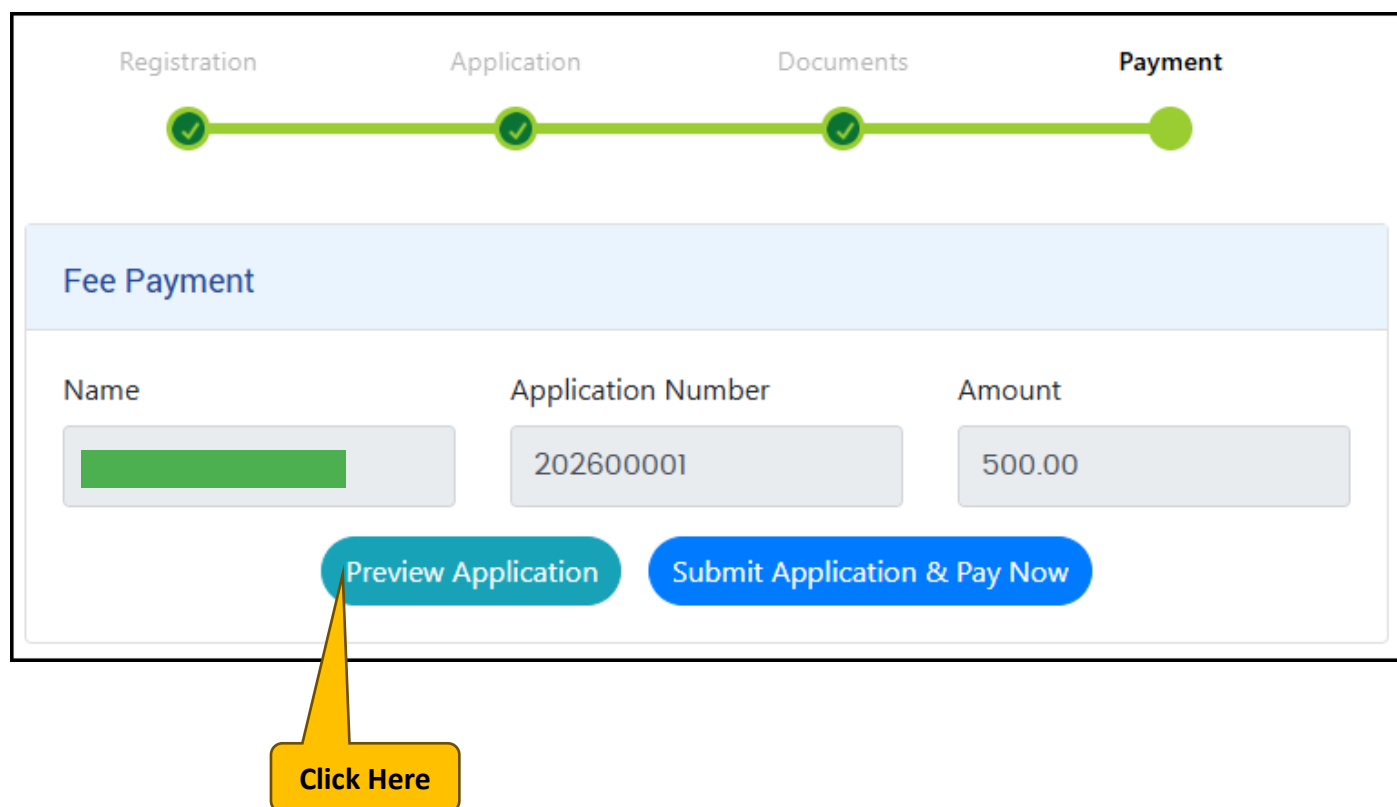
View

Upload Documents Fee Payment

2. Click Here

1. Click Here

13. Click on **Preview Application** and check all the details submitted by you carefully.



Registration Application Documents Payment

Fee Payment

Name Application Number Amount

202600001 500.00

Preview Application Submit Application & Pay Now

Click Here

14. Scroll to the end and click on **Edit** if you want to make any changes. Otherwise, click on **Proceed**.

Application Form

Application For the Post of Principal

Personal Details

Application No. : 202600001

Candidate's Name :

Date of Birth : 17 Sep 1980

Age : 44Y 10M 04D (As on 21 Jul 2025)

Gender : Male

Aadhaar No. :

Father's Name :

Mother's Name :

Marital Status : Unmarried

Spouse Name : --

Religion : Hindu

Eye Sight : Left: 6/9, Right: 6/6

Hearing Level (dB) : 10 dB (Normal)

Mother Tongue : Odiya

Whether you have passed Class-X with Odia as Subject ? (Yes)

Other Languages : Odiya ☐ Read ☐ Write ☒ Speak

: English ☒ Read ☒ Write ☒ Speak

: Hindi ☒ Read ☒ Write ☒ Speak

Signature

Blood Group : O(+ve)

Nationality : Indian

Category : OBC

Undertaking

I do hereby undertake that the information furnished in this online application is true. If in future any of the information furnished by me in this application or any certificate / document produced by me in support of eligibility condition laid down in this advertisement is found to be fake or if for any reason I am later found not eligible for the post applied for my candidature as well as consequential selection or engagement if any shall be cancelled without notice. In that event the authorities shall not be responsible for cancellation of my candidature / selection / engagement. I shall also be punished as per law for providing false information or producing fake document.

Edit

Proceed

Click Here

15. Click on **Submit Application & Pay Now** to pay application fee. This will redirect you to **Fee Payment Portal**. (**Note:** After successful payment, your application form will be submitted, and you will no longer be able to make any changes.)

Registration Application Documents **Payment**

Fee Payment

Name Application Number Amount

Preview Application Submit Application & Pay Now

Confirmation

You will be redirected to Fee Payment Portal. You will not be able to modify any data after successful payment. Do you want to submit Application & Proceed ?

Yes No

Click Here

Click Here

16. You will be presented with following screen. Here, select the payment method as per your convenience i.e. Debit/Credit Cards, Net Banking, UPI etc.

NTT DATA
Payment Services

PAYMENT MODE

Credit Card

Debit Card

Net Banking

Pay Using UPI ID/VPA

Bharat QR

BharatQR

BHARATQR

₹

Terms & Condition

Please use mobile application to scan the QR code to initialize transaction on the next screen

Billing Details

63XX4XXX76

jXnXeXoXsXhXoXX7@gXXX

Cancel

Pay Now

By clicking Pay Now you are agreeing to [Terms & Conditions](#)

Verified by VISA

MasterCard SecureCode

AMERICAN EXPRESS SafeKey

VISA

mastercard

Diners Club INTERNATIONAL

AMERICAN EXPRESS

JCB

RuPay

Maestro

ISS

QRC

list 2019

NTT DATA
Payment Services

Amount Payable

₹ 503.54

SARASWATI VIDYA MANDIR

Transaction Id: SSO2

(₹)

Amount: 500.00

Total System Fee : 3.00

GST: 0.54

* Processing Fee & GST are non refundable.

Click Here

17. For UPI payment, Select **Bharat QR** and click on **Pay Now**. You can scan the QR code using any banking application, such as PhonePe. **Note: Please complete the payment before the transaction times out.**

BharatQR

mastercard

BHIM RuPay

VISA

BHARATQR

₹

1. This QR is unique for specific transaction

2. By scanning QR code you are agreeing to the Terms and Conditions

3. Please use mobile application to scan the QR code to initialise transaction

4. Enter PIN, if prompted by your Bank's app

In case of amount debited from your account and ticket not booked, if you will not get the refund within 4 - 5 working days, please coordinate with your card issuing bank to get the refund on time.

Transaction will time out after 02:56

Amount Payable

₹ 503.54

SARASWATI VIDYA MANDIR

Transaction Id : SSO2

Transaction Time Limit

18. After successful payment, you will be redirected to the dashboard. If the amount has been deducted from your bank account but the status is not updated on your dashboard, please click on **Complete Fee Payment**.

The screenshot shows a dashboard with a left sidebar containing links: DASHBOARD, APPLICATION FORM, UPLOAD DOCUMENTS, and FEE PAYMENT. The main area has a progress bar with four steps: Registration (completed), Application (completed), Documents (completed), and Payment (pending). Below the progress bar, it displays the Application Number: 202600001 and a message: "You have completed Application Form & uploaded your Documents. Please pay your Fee Amount to complete Application Submission by clicking on button as shown below." A yellow button labeled "Complete Fee Payment" is highlighted with a callout box that says "Click Here". Below this is a table titled "Application Status" showing the status of each step.

Application Status	
Registration	Completed
Fill Application Details	Completed
Document Upload	Completed
Fee Payment	Pending

19. You can check and refresh any pending transactions. If your previous transaction has failed, you may initiate a new transaction by clicking **Submit Application & Pay Now**.

The screenshot shows the "Fee Payment" section. At the top is a progress bar with four steps: Registration (completed), Application (completed), Documents (completed), and Payment (pending). Below the progress bar, there is a form with fields for Name, Application Number (202600001), and Amount (500.00). There are two buttons: "Preview Application" and "Submit Application & Pay Now". Below the form is a section titled "Transaction History" with a button labeled "Refresh Pending Transactions". A callout box points to this button with the text "Click Here to refresh pending transactions". Below the callout is a note: "Note: Click on 'Refresh Pending Transactions' to update the final status of your pending transactions. If the amount has been deducted from your account but the status is not shown as **Success**, please wait for 1-2 days. If it still does not show Success, the amount will be refunded to you within **3-5 business days**. You can initiate another transaction." At the bottom is a table showing transaction history.

Receipt No.	Txn Date	Status
SSO2	29-Jul-2025 06:13 PM	FAILURE

20. If your payment was successful, then you will see following screen. Click on **Print Application Form** to print your Application Form.

Registration Application Documents Payment

Application Number : **202600001**

Your Application have been successfully submitted. Print your Application Form by clicking on button as shown below.

Print Application Form **Click Here**

Application Status	
Registration	Completed
Fill Application Details	Completed
Document Upload	Completed
Fee Payment	Completed

Note: If nothing happens after your click, please follow the steps below to enable printing options on your system.

Click Here

Pop-ups blocked:

<https://svmnlco.in/rptPrint.aspx>

☒ Always allow pop-ups and redirects from <https://localhost:44352>


☐ Continue blocking

Manage **Done**


Application Number : **202600001**

After this you can click on **Print Application Form** again.

21. Now, you can print this application form as per your need. If you want to save it as a PDF, then in this Print dialog, select Destination as **Save as PDF / Microsoft Print to PDF**, then click on **Save** to save the form in PDF format.



**VIDYA BHARATI
SHIKSHA VIKASH SAMITI, ODISHA**
E-59, SECTOR-A, ZONE-A, M.I.E, Bhubaneswar-751010
E-Mail: svsoodisha1977@gmail.com



Confirmation Page
Application For the Post of Principal

Personal Details

Application No. : 202600001

Candidate's Name :

Date of Birth : 17 Sep 1980

Age : 44Y 10M 04D (As on 21 Jul 2025)

Gender : Male

Aadhaar No. :

Father's Name :

Mother's Name :

Marital Status : Unmarried

Spouse Name : -

Religion : Hindu

Eye Sight : Left: 6/9, Right: 6/6

Hearing Level (dB) : 10 dB (Normal)


Mother Tongue : Odia

Whether you have passed Class-X with Odia as Subject ? (Yes)

Other Languages : Odia ☐ Read ☐ Write ☒ Speak

English ☒ Read ☒ Write ☒ Speak

Hindi ☒ Read ☒ Write ☒ Speak



Signature

Blood Group : O(+ve)

Nationality : Indian

Category : OBC

Present Address

Address :

Post Office : Sishupalgarh

Police Station : Dhauli

District : Khordha

Pincode : 751002

State : Odisha

Email ID :

Mobile :

Permanent Address

Address :

Post Office : Sishupalgarh

Police Station : Dhauli

District : Khordha

Pincode : 751002

State : Odisha

Educational Information

Educational Qualification 1 (Bachelor Degree)

B.Tech CSE (Semester Wise)

Semester/Year wise : Sample

Pass/Honours Subject : Music

Honours/Major Elective : 456

Aggregate Marks : 456

Whether you have passed with distinction ? (No)

Print2 pages

DestinationSave as PDF

PagesMicrosoft Print to PDF

LayoutSave as PDF

See more...

More settings

SaveCancel