USER MANUAL for UPDATION OF PERCENTAGE OF MAKRS

(Candidates who have appeared in written examination for the post of PGT – 2024 held on 17-11-2024 are allowed to update percentage of marks.)
You can submit your update for Percentage of Marks (Educational Qualifications) in your online **Application Form for recruitment to the post of PGT Examination 2024** from the State Selection Board, Odisha website https://www.ssbodisha.ac.in by clicking on this link. (https://apps.ssbodisha.ac.in/pgt52024)
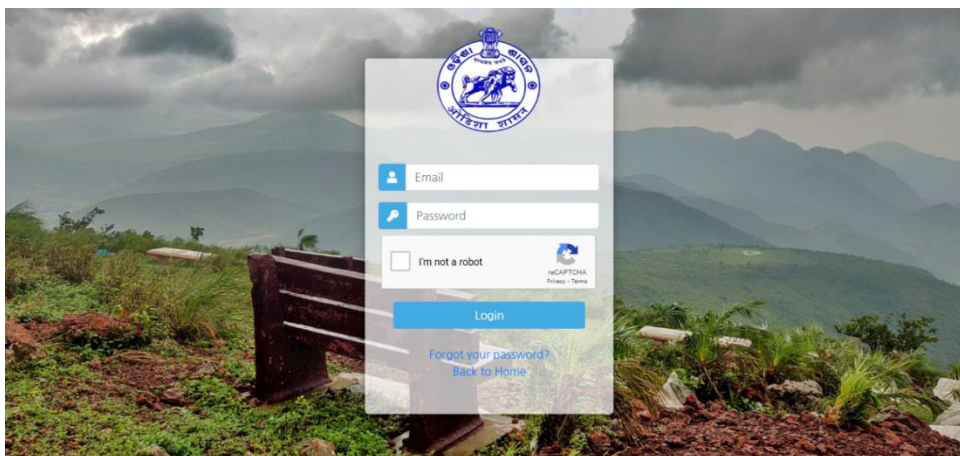
The following steps should be followed when updating the percentage of marks.

1. Log in to your account using your **email** and **password**.

2. Once logged in successfully, navigate to **"My Application".**

3. Within **"My Application"** click on the **"Update Percentage"** option.

4. Enter your educational qualification percentage of marks in the provided field.

5. Download and print your application form

STEP : 1
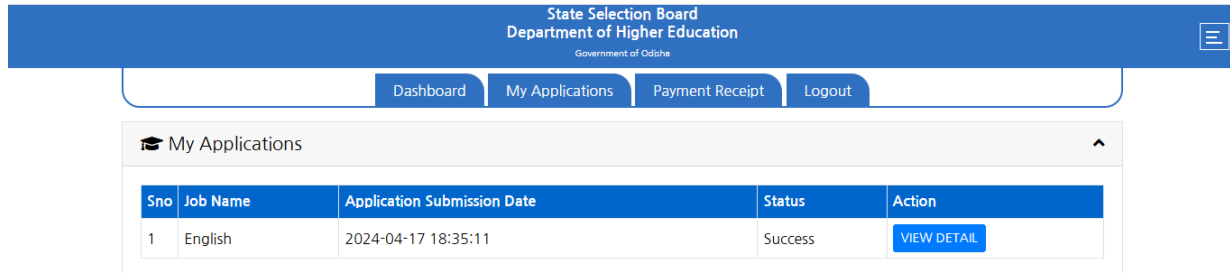
Login to your account using your email and password.

✓ Go to: https://apps.ssbodisha.ac.in/pgt52024

✓ Click on the "**Candidate Login**" menu to be redirected to the login page.

STEP : 2

Once logged in successfully, navigate to "**My Application**".

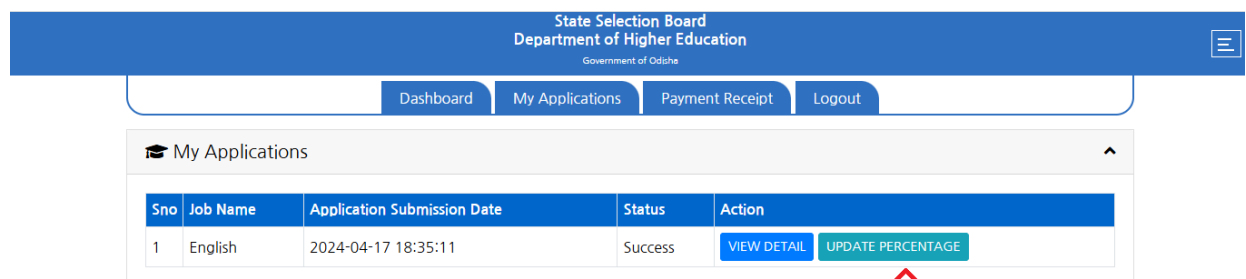✓ After logging in, you will be redirected to the dashboard page. From there, click on the "**My Application**" menu.

STEP : 3

Within "My Application," click on the **"Update Percentage"** option.

✓ After logging in, you will be redirected to the dashboard page. From there, click on the "**My Application**" menu.

STEP : 4

Enter your educational qualification percentage in the provided field.

✓ Enter your qualification percentage and click on the "**Confirm**" button. You will receive an OTP on your **registered email**. Enter the **OTP** and then click on the "**Update**" button. Upon successful update, a confirmation message will be displayed.

STATE SELECTION BOARD,ODISHA					
GOVERNMENT OF ODISHA					
ADV. NO.	005/2024	POST NAME	POST GRADUATE TEACHER	SUBJECT	English(06)

RECRUITMENT TO THE POSTS OF POST GRADUATE TEACHERS (PGT) IN NON-GOVT. AIDED HIGHER SECONDARY SCHOOLS (488 CATEGORY) OF ODISHA UNDER THE ADMINISTRATIVE CONTROL OF SCHOOL & MASS EDUCATION DEPARTMENT

Application ID : 300704

| Full Name | Father's Name | Mother's Name |
| MALAYA RANJAN BEHERA | SURENDRA BEHERA | RAMAMANI BEHERA |

Educational Qualification Percentage

| 10th Percentage * | 12th Percentage * | Graduation Percentage * | PG Percentage * |
| Enter 10th Percentage only | Enter 12th Percentage only | Enter Graduation Percentage (| Enter PG. Percentage only |

| Bed. Percentage (Optional) |
| Enter Bed. Percentage only |

☐ **Candidates Attention:** In case of CGPA , convert the CGPA in to percentage (%) of Marks as per the conversion formula of the Degree Awarding University /Institution and enter it correctly in the Box available for entering corrections.

Note: After confirmation, the edit option will be disabled. It requested to enter the percentage of marks against your desired qualification carefully before clicking the "Confirm" button. Once submitted no further changes can be made.

STEP : 5

After entering your educational qualification percentage, confirm it by entering the OTP sent to your registered email, then click on the **"Update"** button after entering the OTP.
Once submit your updation, you can download your application form with updated percentage of mark against your desired qualification.

| Confirm OTP |
| Enter OTP |

Confirm   Update

Fill in the required fields accurately and click on the **"Update"** button to submit your educational qualification percentage (e.g., 70.15 or 59.00). Once submitted, the record will be successfully captured.

(Secretary)

State Selection Board, Odisha