

## **Instructions & Guidelines for filling online Examination Form of Class 11<sup>th</sup> Session Annual Regular Winter Zone, JD / Leh, 2021:**

Step 1:- Click on the link available on the home page – “[Online Examination Form for Class 11th Session Annual Regular, 2021, Winter Zone JD and Leh](#)”

Step 2 :- If the student wants to fill examination form himself/herself - Under Student Login window , enter your valid e-mail ID and phone No., OTP will be generated and sent to mail ID.

If the school wants to fill the examination form of its students - Under Office Login window, enter School ID and Password, as already provided, to fill the examination form/s.

Step 3:- Select the “Examination Form” option.

Step 4:- Fill the examination form by entering the correct Registration No. After entering the Registration number, the registered data/particulars of the candidate/s will automatically be fetched. Rest of the fields have to be filled manually.

Step 5:- After submission of Examination form, the request will go to the concerned institution / Principal Account.

Step 6:- Once the examination form is submitted, the request shall automatically be forwarded to the “Principal Account” of the respective institution.

Step 7:- The prescribed examination fee shall only be paid through the “Clerk Account” of the institution, after the examination form is approved by the Principal. Students are not permitted to pay the fee directly.

Step 6:- For final submission of examination form, the school needs to send the data to the JKBOSE through Principal’s Account by clicking on the “ Push data to Board” option.