

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

(A Corporate Statutory Body constitute by an Act of the State Legislature)

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GBSHSE/I.T./Eligibility/2025/

Date: 28/05/2025

Circular No: 35

To,
All Heads of recognized
Secondary and Higher Schools
Under the jurisdiction of this board

Sub: Implementation of Online Provisional and Final Eligibility System for
Students Seeking Admission Post Std. X or Std. XI from Other Board

Sir/Madam

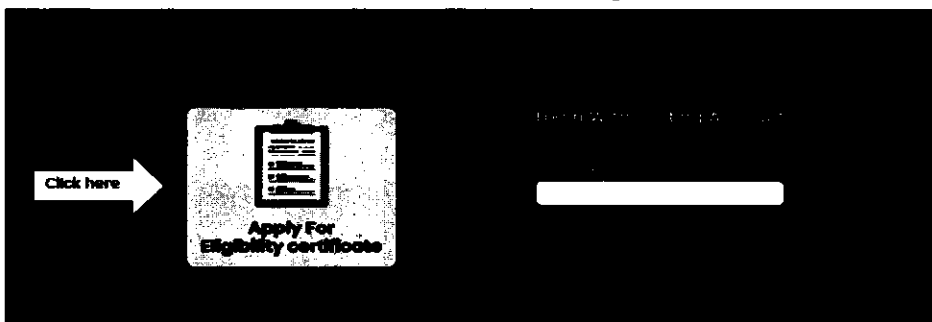
This office hereby notifies the implementation of a new **Online Eligibility System** designed to facilitate and regulate the eligibility process for students who have passed Std. X or Std. XI from **Boards other than the Goa Board of Secondary and Higher Secondary Education**, and are seeking admission to affiliated institutions under this Board. This portal is for students already admitted to Higher secondary schools. The registration is to be completed on or before 15th June 2025.

❖ Procedure of the Eligibility System

Kindly follow the Instructions for applying Online Provisional Eligibility Certificate.

Step 1: Register on the Board's Portal

- Visit the official Board website www.gbshse.in
- Click on the "Eligibility Certificate Application" under "service section".



- Fill in your **personal and educational details** like (name, date of birth, previous school, marks, etc.).

- Submit the form to proceed.

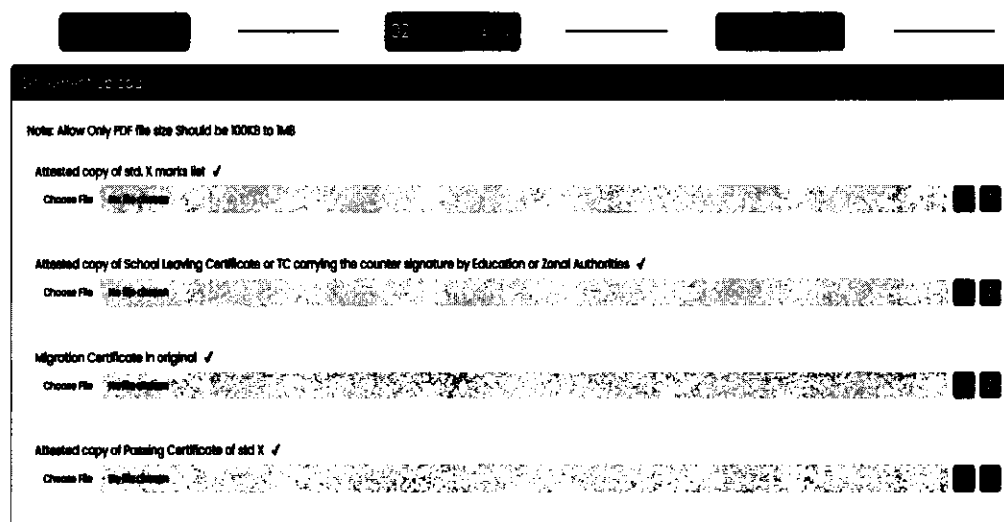
Step 2: Get Registration Number and OTP

- After submitting the form, you will receive a **unique registration number (UR No.)**.

- An **OTP (One-Time Password)** will be sent to your **registered mobile number or email**.
- Enter the OTP to verify your identity.

Step 3: Upload Required Documents

- Once the payment is done upload the following documents:
 - Class X marksheet or equivalent certificate
 - Valid ID proof (Aadhaar card, passport, etc.)

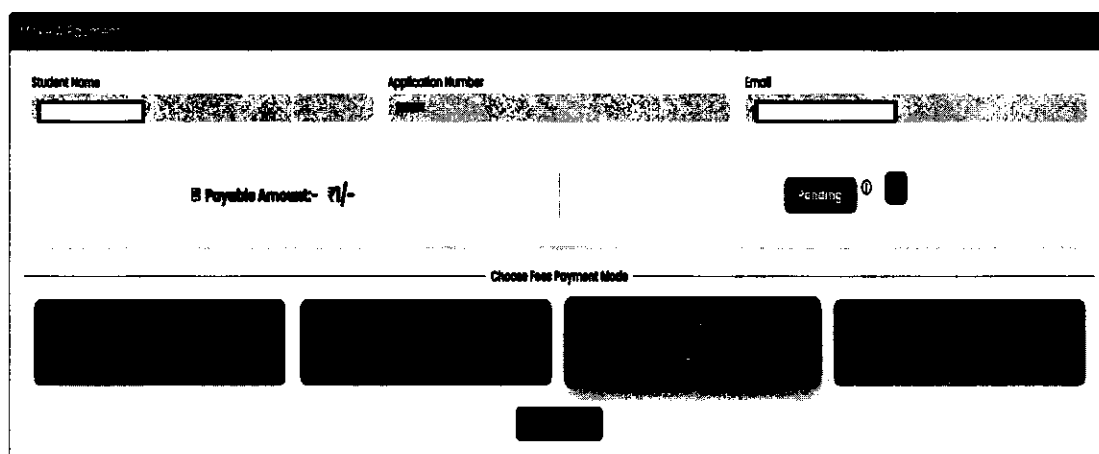


The screenshot shows a web interface for uploading documents. At the top, there is a header with a logo and navigation links. Below the header, a note states: "Note: Allow Only PDF file size should be 100KB to 1MB". There are four document upload sections, each with a label, a "Choose File" button, and a "Remove" button. The documents are: 1. "Attested copy of std. X marks list ✓" 2. "Attested copy of School Leaving Certificate or TC carrying the counter signature by Education or Zonal Authorities ✓" 3. "Migration Certificate in original ✓" 4. "Attested copy of Passing Certificate of std X ✓"

Ensure that the documents are **clear and in the correct format** (PDF/JPEG, under the size limit).

Step 4: Payment of Application Fees

- Payment fees for Indian Students : ₹400 (for Academic year 2024-25).
- Make the payment using the **online payment gateway** provided (Debit/Credit Card, UPI, Net Banking, etc.).

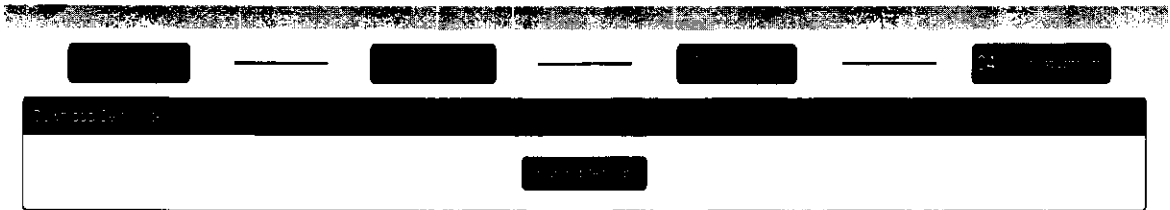


The screenshot shows a payment gateway interface. At the top, there is a header with a logo and navigation links. Below the header, there are three input fields: "Student Name", "Application Number", and "Email". Below these fields, there is a section for "Payable Amount" showing "₹/-" and a "Pending" status with a "0" icon. Below this, there is a section for "Choose Fee Payment Mode" with four buttons: "Debit Card", "Credit Card", "UPI", and "Net Banking".

- Once payment is successful, you'll receive a confirmation message.

Step 5: Download Your Eligibility Certificate

- Once your documents are verified, your **Provisional Eligibility Certificate** will be generated.



- Download and print the certificate from your dashboard.

Step 6: Submission of certificate to respective School.

- Submit the printed certificate to the **higher secondary school** where you are applying for admission (Std. X or Std. XI).
- The school will verify the certificate through the Board's system.

☒ Important Notes

- Make sure all information entered is **correct and matches with your documents**.
- Keep a copy of your payment receipt and the registration number (UR No.) for future reference.
- For any help, contact us through our official website available on the portal.

❖ Procedure for Enrollment of Students of Other Boards by Institution

Kindly follow the Instructions to enroll student for school

Step 1: Registration of Candidate

- Click on the "ADD Candidate" menu.
- Select the "Import Other Board Candidate" option from the Sub-menu.

The screenshot shows a web interface for 'Create Candidate Logins'. The 'Import other board candidate' option is selected under the 'Last Date' tab. The page displays two progress indicators: '11th Student Registration' and 'Payment Status', both showing a progress bar and a 'Next' button. The 'Student Status' section shows a progress bar and a 'Next' button.

Step 2: Verification of Candidates

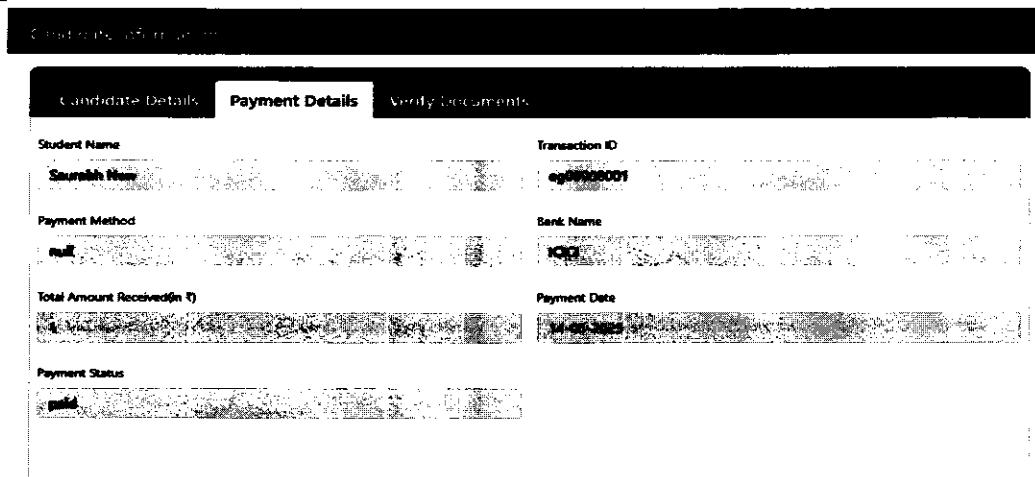
- Enter the **Register Number** of the candidate as shown on their **Eligibility Certificate**.
- Click on the "View and Verify" button.

The screenshot shows the 'Eligibility Student Import' form. The 'Enter Register id' field contains the value '250306'. The 'View and Verify' button is visible. Other fields include 'Enter Stream' (Select Stream), 'Enter Division' (Division), and 'Enter rollno' (Roll No).

- All candidate details will be displayed. Please review the details carefully.

The screenshot shows the 'Candidate Details' page. It displays various fields for student information, including Student Type, Board Name, Category, Student Name, Father Name, 10th Registration Number, Year of Passing, Gender, Mother Name, and Obtained Marks / Total Marks. The 'View and Verify' button is also visible.

- In the **Payment Details** section, the payment status will be shown as **Paid** or **Unpaid**.



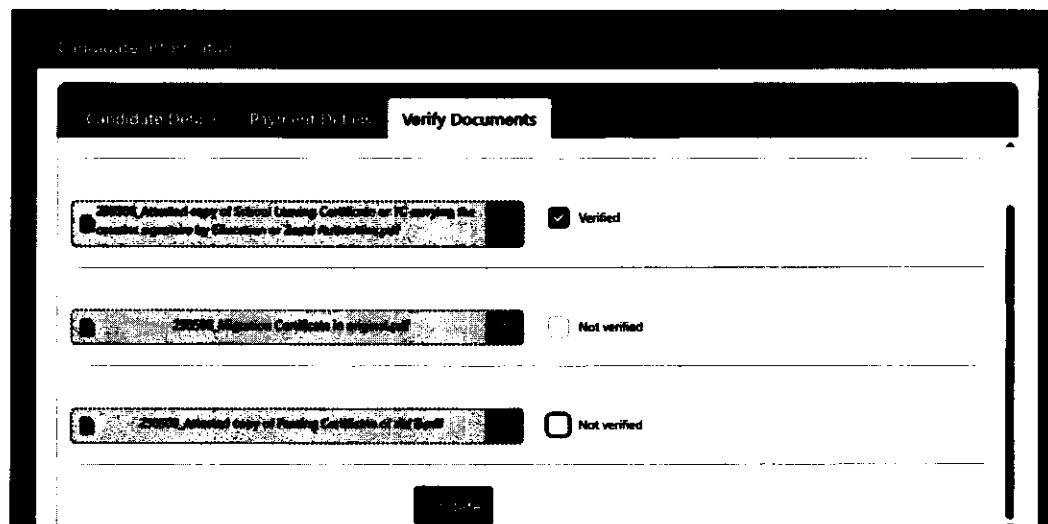
Candidate Information

Candidate Details **Payment Details** Verify Documents

Student Name Saurabh Mehta	Transaction ID eg98920001
Payment Method null	Bank Name ICICI
Total Amount Received (in ₹) ₹ 1,00,000.00	Payment Date 14-05-2025
Payment Status paid	

Under **Verify Documents**, you will see a list of documents.

- Click on the **eye symbol** next to each document to view the uploaded file.
- Check each document carefully.
- If the document is correct, click the **checkbox** beside it to mark it as verified.
- After verifying all documents, click the **"Update"** button.
- This confirms that all student details have been verified by the school.



Candidate Information

Candidate Details Payment Details **Verify Documents**

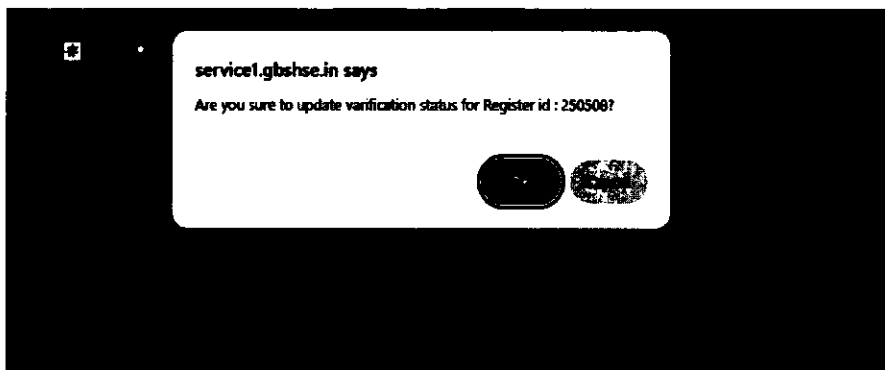
2020-21 Affidavit copy of School Leaving Certificate or IC marking the Candidate eligible for Admission or School Re-admission	<input checked="" type="checkbox"/> Verified
2020-21 Affidavit Certificate in original	<input type="checkbox"/> Not verified
2020-21 Affidavit copy of Leaving Certificate of the School	<input type="checkbox"/> Not verified

Update

Note: The school can update the candidate's status **only after all documents are verified and the payment is confirmed as paid**.

A confirmation window will appear when you click the "Update" button.

- Click "Yes" to confirm.
- The candidate will then be marked as **Verified**.



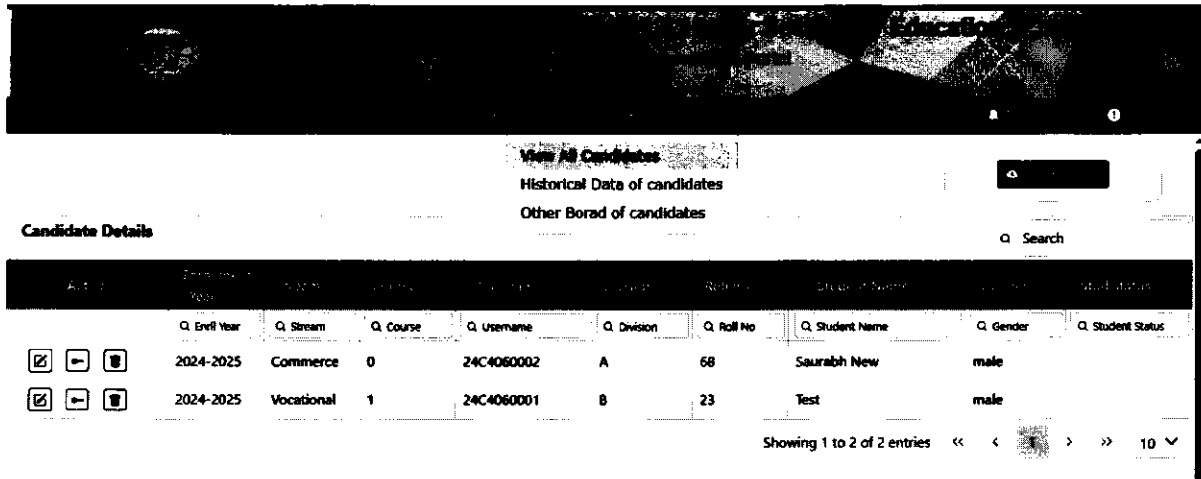
- After confirmation, you will be redirected back to the previous window.
- Enter the **Stream**, **Division**, and **Roll Number**, then click on the "Submit" button.

A screenshot of a web application interface. At the top, there is a header with a logo and the text "Higher Secondary Education". Below the header, there is a section titled "Eligibility Student Import". This section contains four input fields: "Enter Register id" with the value "250508", "Enter Stream" with a dropdown menu showing "Select Stream", "Enter Division" with a dropdown menu showing "Division", and "Enter rollno" with a dropdown menu showing "Roll No". To the right of the "Enter Register id" field is a button labeled "View and Verify". At the bottom of the form is a large "Submit" button.

- The student will now be officially **enrolled in the school**.

A screenshot of the same web application interface as before, but with the form fields filled out. The "Enter Register id" field still has "250508". The "Enter Stream" dropdown menu now shows "Commerce". The "Enter Division" dropdown menu now shows "A". The "Enter rollno" dropdown menu now shows "22". The "Submit" button is still at the bottom.

- To view the enrolled student, go to "**Candidate Info**" → "**View All Candidates**".

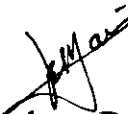


The screenshot shows a web interface for viewing candidate details. At the top, there are tabs for "View All Candidates", "Historical Data of candidates", and "Other Board of candidates". Below these is a "Candidate Details" section with a search bar. The main area contains a table with columns for Enrol Year, Stream, Course, Username, Division, Roll No, Student Name, Gender, and Student Status. Two candidates are listed: Saurabh New (Commerce, Roll No 68) and Test (Vocational, Roll No 23). At the bottom, it says "Showing 1 to 2 of 2 entries".

Enrol Year	Stream	Course	Username	Division	Roll No	Student Name	Gender	Student Status
2024-2025	Commerce	0	24C4060002	A	68	Saurabh New	male	
2024-2025	Vocational	1	24C4060001	B	23	Test	male	

It is hereby notified that **no eligibility fees shall be charged by schools for the academic year 2025–26** in respect of students seeking admission to Std. XI/XII from other educational boards.

Further, the **online registration portal** for such students will be **available from 1st July 2025**. Schools and students are advised to complete the necessary registration formalities through the designated portal within the stipulated time.


(Vidhyadatta B. Naik)
Secretary

Copy to:

- 1) PA to Chairman, GBSHSE
- 2) The Director of Education, Porvorim Bardez, Goa
- 3) All Section Heads of this office
- 4) Office File

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