



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./Circulars/2025/

Date: 28/01/2025

MOST IMPORTANT

Circular No 07

To,
The Heads of all recognized Secondary Schools
Within the jurisdiction of this Board.

Sub: Regarding online submission of students data of class IX for the Academic year 2024-2025

Sir/Madam,

With reference to the above cited subject, it is informed that this Board has prepared web portal <https://service1.gbshse.in> for submission of data of the students who have enrolled for Class IX for the academic year 2024-2025.

1. The online services for feeding of student's data for Class IX is operational from 29th January, 2025, on www.gbshse.in.
2. Manual to assist online submission of data is enclosed herewith.
3. Data entry to be done using bulk upload mode. For more details, please refer instruction manual.
4. Due care shall be taken while feeding Students Name, Parents Name and Date of Birth as this data will be carried forward to Class X and to print marksheets and certificates of Class X (2025-26).
5. All the institutions are informed to verify their details on the dash board before submitting data. Corrections if any shall be communicated to the I.T. Section of this Board on priority.

6. Therefore, it is enjoined upon all the head of the Institutions to take up immediate steps to complete the online submission of students personal data by 09/02/2025.
7. In case of any queries institutions may send an email to:
 - a. For SSC (North) : gbshse.ssc.north@gmail.com
 - b. For SSC (South) : gbshse.ssc.south@gmail.com
 - c. For HSSC : gbshse.hssc@gmail.com

The same is to be brought to the notice of all concerned.

Yours faithfully

(Vidhyadatta B. Naik)

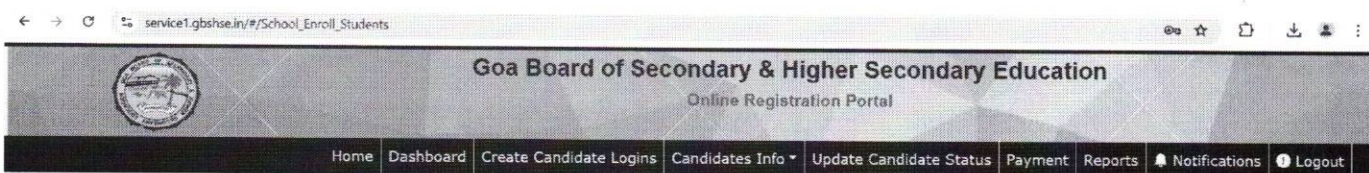
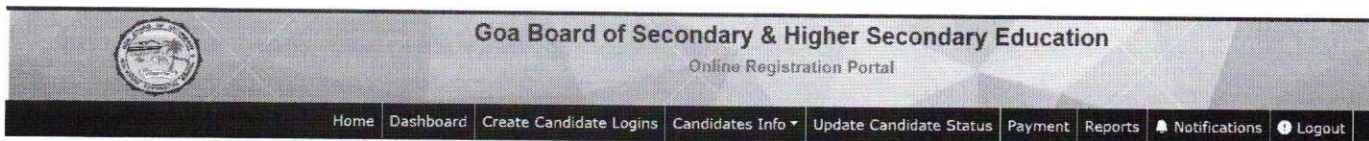
Secretary

Copy to:

1. Office file
2. Guard File

User Manual for Online Registration of Students to Class 9

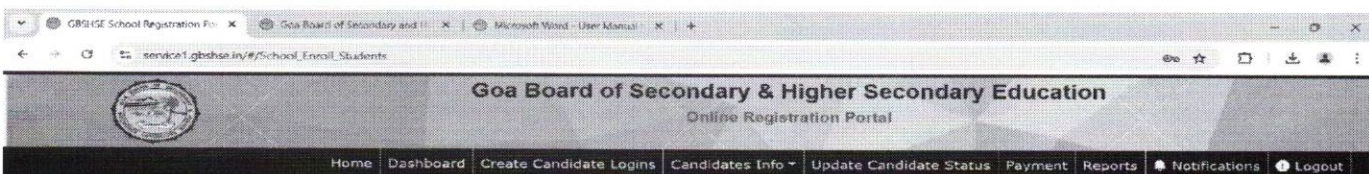
1. Login to the portal with School Login id and Password.
2. Click on option Click here for 9th .
3. From the top menu, click on Create Candidate Logins and then further select Bulk upload in the drop down that appears, and click ok when the system prompts.



Upload Candidate's Data

Select Action:

4. Click on Download Excel Template. The .csv file will be available in the downloads folder. Open the file to add the records



Upload Candidate's Data

Select Action:

Bulk Upload Template:

Choose file:

Note : User password is defaulted to 123456.

5. The file looks like the figure shown below.

F6																																	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	Instruction 1		Please do not change the format of the downloaded template.																														
2	Instruction 2		Enter the Date of Birth in numeric format e.g for MAY enter 05, Please enter standard as 9																														
3	Instruction 3		Student Name, Father's Name and Mother's Name should be as per school General register																														
4	apaar_id	First Name	Middle/Second Name	Last Name	Father Name	Mother Name	Standard	rollno	Division	Date of birth	Month of birth	Year of birth	mobile_no	postal_pincode	address	town	taluk	District	State	email_id	is board	gender	sub1	sub2	sub3	sub4	sub5	sub6	sub7	sub8	sub9	sub10	
4	1.23456E+11	Gaurav	Dilip	Hariyani	Dilip Hariyani	Sarita Dilip Hariyani	9	33	B	21	5	1999	9823898238	403601	Flat No 10 Valp Sanjay Habitat Antao Road	Setta	Valp	North Goa	Goa	sant1984@gmail.com	yes	Male	1001	1002	1003	1021	1031	1011	1098	1100	1082	1103	
5																																	
6																																	
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Follow these rules while editing

- Please do not change the format of the downloaded template.
- Enter the Date of Birth in numeric format e.g for MAY enter 05, Please enter standard as 9.
- Student Name, Father's Name and Mother's Name should be as per school General register
Check for spelling mistakes in the names of the student , fathername & mothername and correct them.
- Add relevant and correct subject codes in SubCode1 through SubCode10. (Subject Positions are given below)
- Save the file

6. Now again go to Bulk Upload page (step 3)

7. Click on Choose file and select the just saved file to upload and click on submit

8. Subject codes and their possible positions are given below

subject code	Subject name	Can be filled at position
1001	English	Subcode1
1002	Konkani	Subcode2
1003	Marathi	Subcode2
1004	Hindi	Subcode2
1002	Konkani	Subcode3
1003	Marathi	Subcode3

1004	Hindi	Subcode3
1005	Urdu	Subcode3
1006	French	Subcode3
1007	Portuguese	Subcode3
1008	Sanskrit	Subcode3
1009	Kannada	Subcode3
1201	Malayalam	Subcode3
1202	Gujarathi	Subcode3
1203	Arabic	Subcode3
1204	German	Subcode3
1021	Mathematics(E)	Subcode4
1022	Mathematics(M)	Subcode4
1023	Mathematics(U)	Subcode4
1031	Science(E)	Subcode5
1032	Science(M)	Subcode5
1033	Science(U)	Subcode5
1011	Social Science(E)	Subcode6
1012	Social Science(M)	Subcode6
1013	Social Science(U)	Subcode6
1098	IDA	Subcode7
1072	Automobile	Subcode8
1073	IT/ITES	Subcode8
1074	Health Care	Subcode8
1075	Retail	Subcode8
1076	Travel & Tourism	Subcode8
1077	Travel & Tourism(Hospitality)	Subcode8
1078	Beauty & Wellness	Subcode8
1079	Apparel	Subcode8
1080	Construction	Subcode8
1081	Agriculture(Paddy Farmer)	Subcode8
1083	Media & Entertainment	Subcode8
1085	Telecommunication	Subcode8
1086	Logistics	Subcode8
1087	Electrical & Electronics	Subcode8
1088	Agriculture (Vegetable Cultivation)	Subcode8
1089	Tourism and Hospitality	Subcode8
1090	Electronics and Hardware	Subcode8
1091	Agriculture (Solunaceous Crop)	Subcode8

1092	Plumbing	Subcode8
1094	Electronics	Subcode8
1095	Health Care (Home Health Aide)	Subcode8
1096	Banking Financial Services & Insurance	Subcode8
1100	Domestic Data Entry Operator	Subcode8
1101	Game Developer Trainee	Subcode8
1102	AI Solution Developer Trainee	Subcode8
2093	Astronomy	Subcode8
1082	Physical Education	Subcode9
1220	Violin	Subcode10
1221	Bharatnatyam	Subcode10
1222	Drums	Subcode10
1223	Fine Arts	Subcode10
1224	Harmonium	Subcode10
1225	Indian Vocal Music	Subcode10
1226	Guitar	Subcode10
1227	Kathak	Subcode10
1228	Keyboard	Subcode10
1229	Piano	Subcode10
1230	Sitar	Subcode10
1231	Tabla	Subcode10
1232	Theatre Art	Subcode10