



ODISHA SECONDARY SCHOOL TEACHERS ASSOCIATION  
PROCEDURE FOR APPLYING OTS EXAMINATION - 2024



1. Open ossta.org.in
2. Click on OTSE-2024(Top right side)
3. How to Apply (Video is available)
4. Read the instruction carefully.
5. Consult the time line of the Exam.
6. Click on apply now.
7. (a) If already registered on OSSTA website, then log in with your registered e-mail ID and password.  
(b) If not registered then register using the register link.
8. After registration, OTSE, Application form will show OR Click on OTSE OR OTSE-24
9. If you have forgotten password then use “forgot password option”.
10. Click on Fill form.
11. (a) Select Exam Centre.  
(b) School and Index No. will be generated automatically.  
(c) Click on add applicant for each applicant.  
(d) Fillup the applicant details form for each applicant.  
(e) Click on submit for each applicant.  
(f) After all applicants details are complete click the submit button.
12. Now you will see your order.
13. Click on the pay now button for the relevant order.
14. Make your payment using the UPI of your choice.
15. After payment success, take a screenshot of the transaction.
16. Upload the screenshot.
17. Click on submit.
18. After payment success click on view receipt.
19. Print the receipt as per the necessity.
20. One form is submitted. It will be verified and approved by OSSTA.
21. Combined admit card will available in the dash board section after logging in.
22. Download the PDF file and print it.

Ranjan Kumar Dash  
General Secretary, OSSTA

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