



**Government of Jharkhand**  
**Department of School Education & Literacy**  
**(Jharkhand Education Project council)**

**Application for Admission in Entry Class KG to Class 9 in  
School of Excellence**



# HOW TO FILL ONLINE ADMISSION FORM STEP BY STEP TUTORIAL

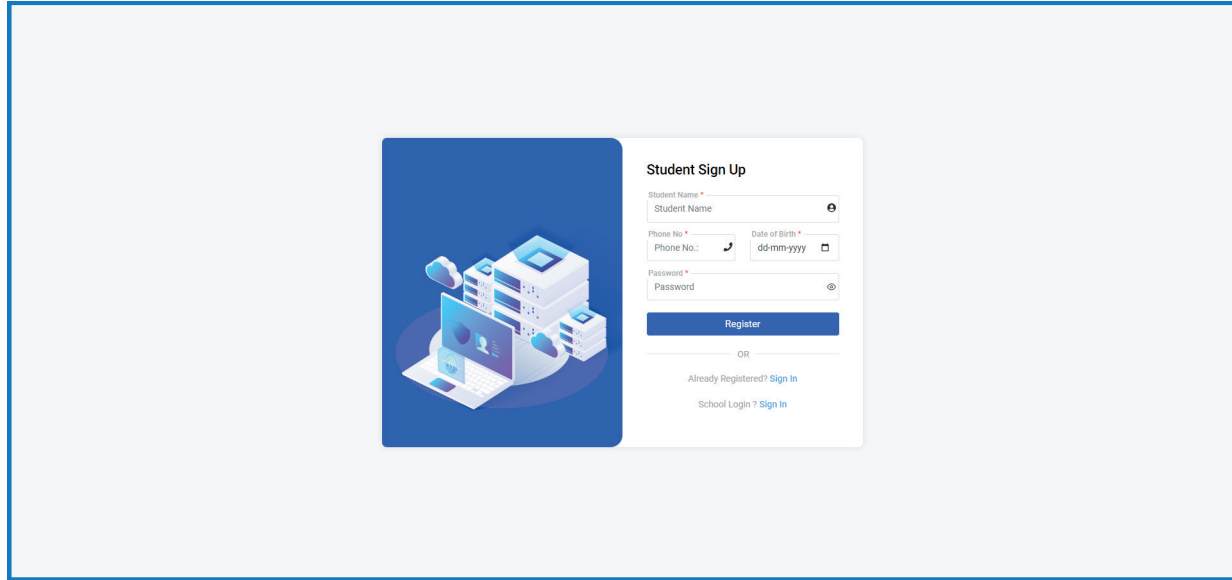


First go to [www.soeadmission.in](http://www.soeadmission.in) and Click on **Login** button then select **Student Registration Button**.

(सबसे पहले [www.soeadmission.in](http://www.soeadmission.in) पर जाएँ और **Login** बटन पर क्लिक करें उसके बाद **Student Registration** पर क्लिक करें )



## Sign Up

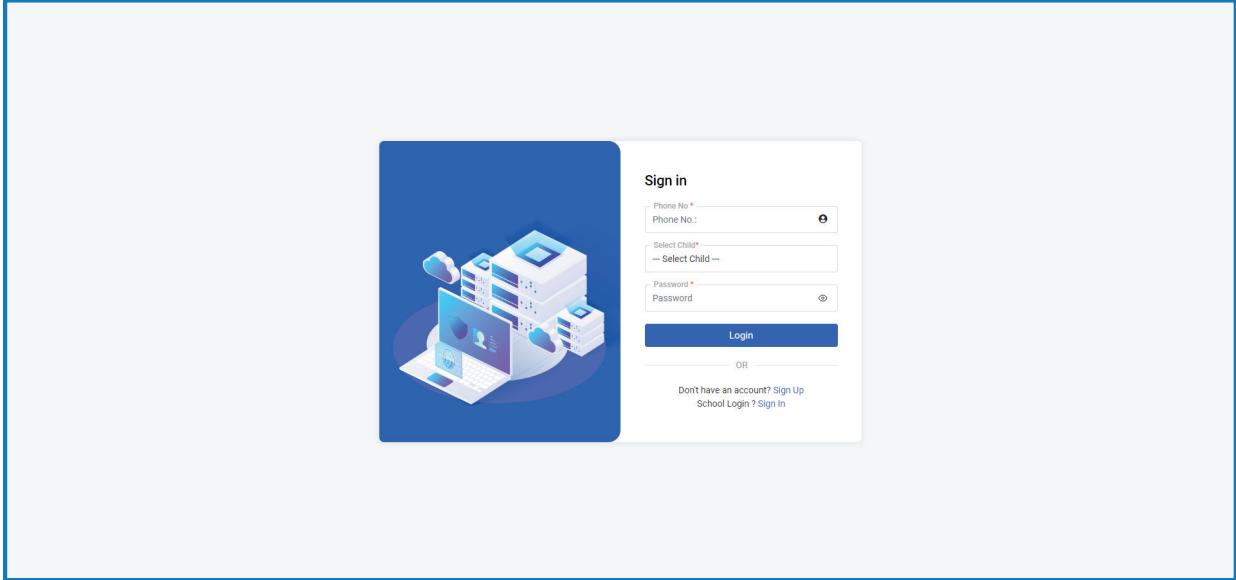


### How to Register or Sign Up (पंजीकरण कैसे करें)



Fill Student Name, Phone No, D.O.B, Choose Password and click on Register Button  
(छात्र का नाम, फ़ोन नंबर, जन्म तिथि तथा पासवर्ड चुने और रजिस्टर बटन पर क्लिक करें)

## Sign in



The screenshot shows a 'Sign in' form with the following fields and elements:

- Phone No\* (with a clear icon)
- Select Child\* (dropdown menu)
- Password\* (with a clear icon)
- Login button
- OR separator
- Links: Don't have an account? Sign Up, School Login ? Sign In

### How to Login (लोगइन कैसे करें?)



**Enter Registered Mobile No., Select Child, Enter Password & Click on Login Button**  
(पंजीकृत मोबाइल नंबर भरें, छात्र चुने और पासवर्ड भरें और लॉगिन बटन पर क्लिक करें )

## Step-1

The screenshot shows a registration form with the following fields and values:

- District/Block: East Singhbhum
- Student Name: Akash
- Photo: young-women-tr...fe-background.jpg
- Admission Class: 3
- Gender: Male
- Date of Birth: 24-10-1998
- Blood Group: A+
- Religion: Hinduism
- Student Aadhar No.: 794579457948
- Current Residential Address: Jamshedpur
- Permanent Address: Jamshedpur

A "Next" button is located at the bottom of the form.

**First Choose District and Block**  
(अपना जिला और ब्लॉक चुनें)



**Choice of your School Name**  
(इच्छित स्कूल का नाम चुनें)



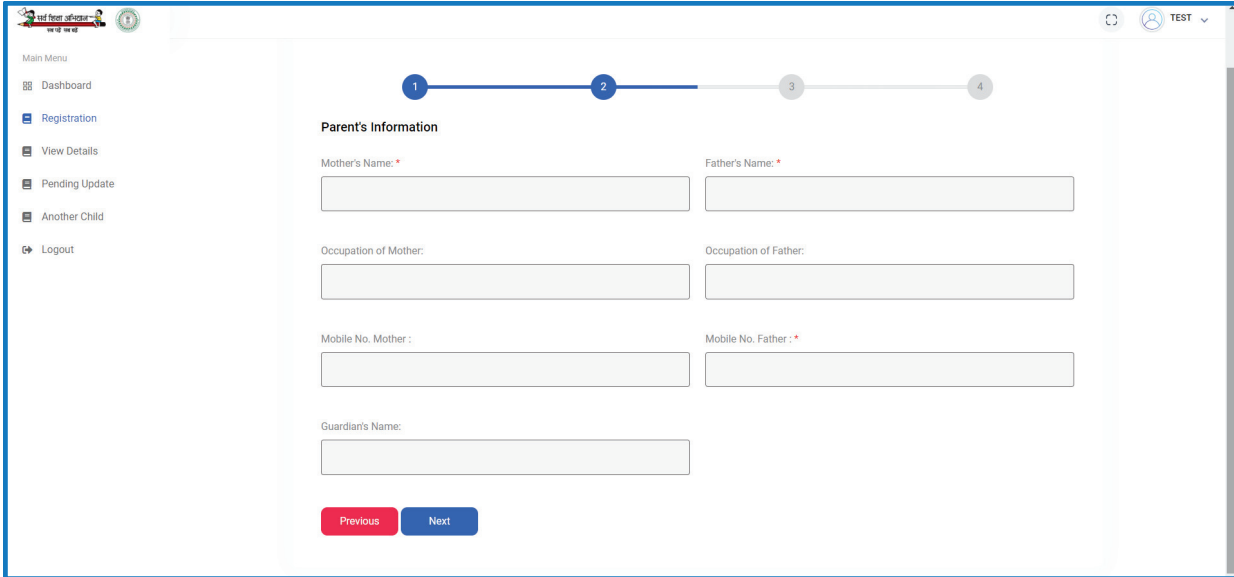
**Fill Student Name, Upload Passport size Photograph & Choose Class**  
(छात्र का नाम भरें, छात्र का पासपोर्ट साइज़ फोटो अपलोड करें और कक्षा चुनें)



**Select Gender, DOB, Blood Group, Religion, Aadhar No. & Address**  
( छात्र अपना जेंडर,जन्म तिथि भरें इसके बाद अपना रक्त समूह,धर्म,अपना आधार संख्या और अपना पता भरें)

Click **Next** Button

## Step-2



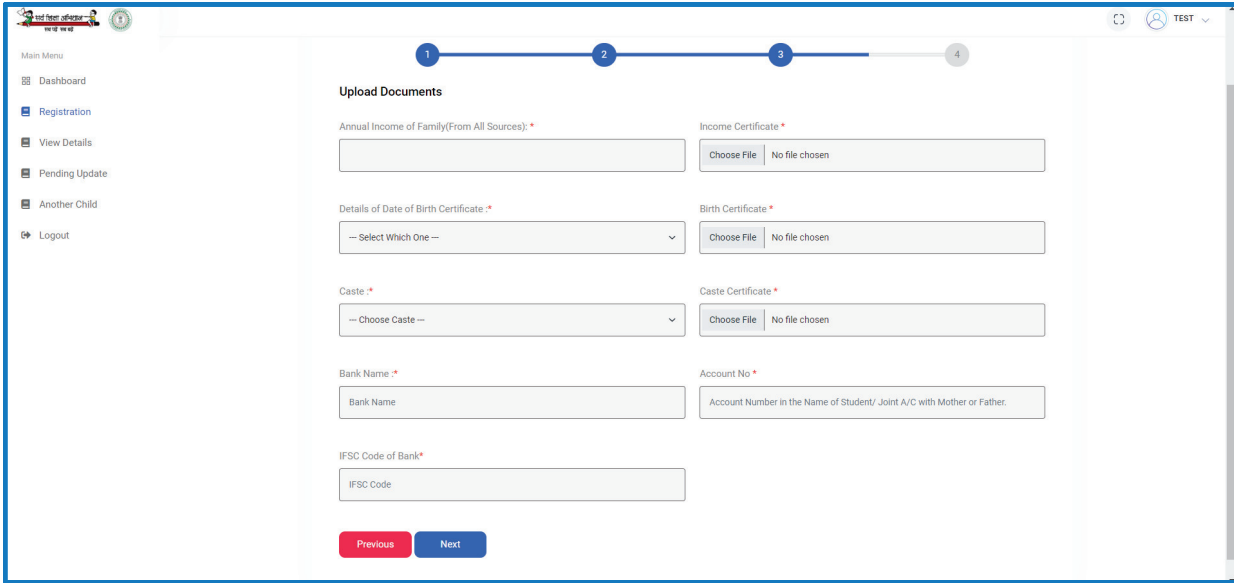
**Fill Mother's Name, Father's Name, Occupation, Phone No., Guardian's Name**  
(छात्र अपने माता,पिता का नाम,उनका व्यवसाय,उनका फ़ोन नंबर और साथ ही अपने अभिभावक का नाम भरें)



**Fill Family Income and Upload Income Certificate**  
(छात्र अपने पारिवारिक आय,और उसके दस्तावेज अपलोड करें)

Click **Next** Button

## Step-3

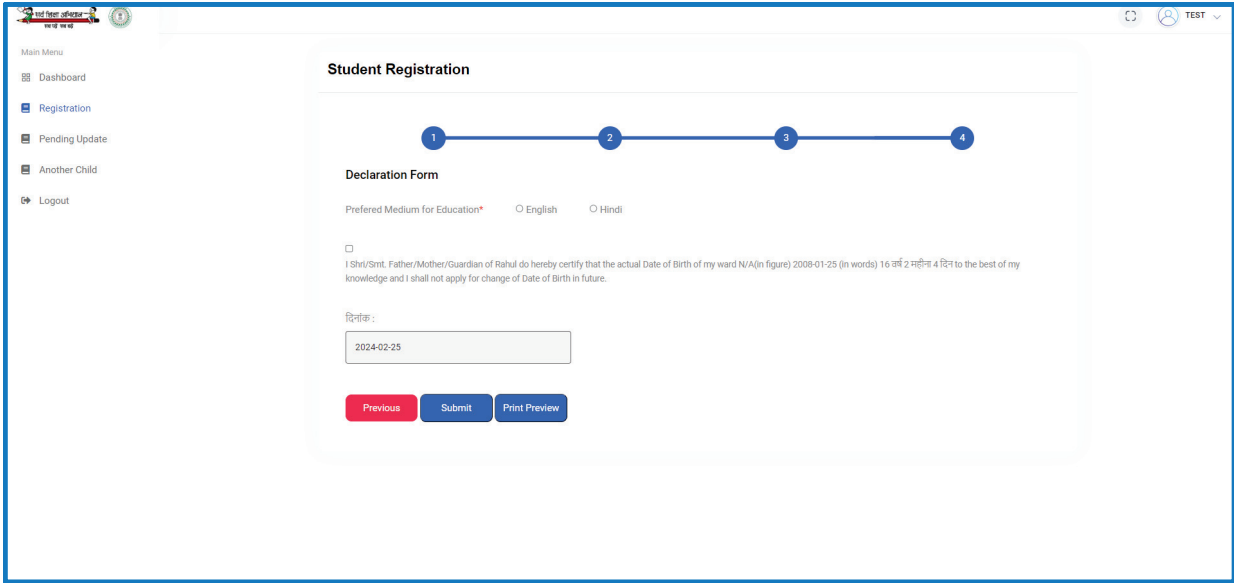


### Upload Birth Certificate, Caste Certificate & Fill Bank Details

(छात्र अपना जन्म प्रमाण पत्र, जाती प्रमाण पत्र अपलोड करें और अपने बैंक की संपूर्ण जानकारी भरें)

Click **Next** Button

## Step-4

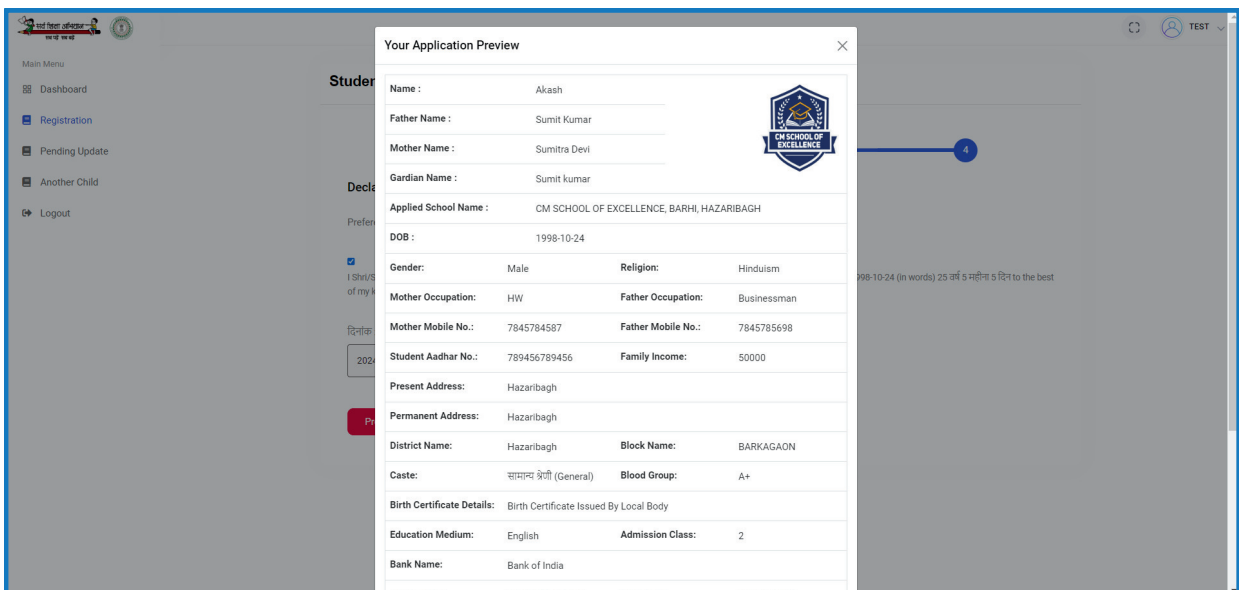


The screenshot shows the 'Student Registration' form. A progress bar at the top indicates four steps, with the first step (1) being the current step. The form is titled 'Declaration Form' and includes a section for 'Preferred Medium for Education' with radio buttons for 'English' and 'Hindi'. Below this is a checkbox and a declaration statement: 'I Shri/Smt. Father/Mother/Guardian of Rahul do hereby certify that the actual Date of Birth of my ward N/A(in figure) 2008-01-25 (in words) 16 जून 2 महीन 4 दिन to the best of my knowledge and I shall not apply for change of Date of Birth in future.' There is a date input field with the value '2024-02-25' and three buttons: 'Previous', 'Submit', and 'Print Preview'.

**Select preferred Medium of Education**  
(छात्र जिस भासा में अध्यन करना चाहते हैं, उसे चुनें)



Now you can click on **Form preview** to check your application details  
(इसके बाद आप फॉर्म प्रीव्यू डिटेल्स में जाके आप अपना फॉर्म देख सकते हैं)

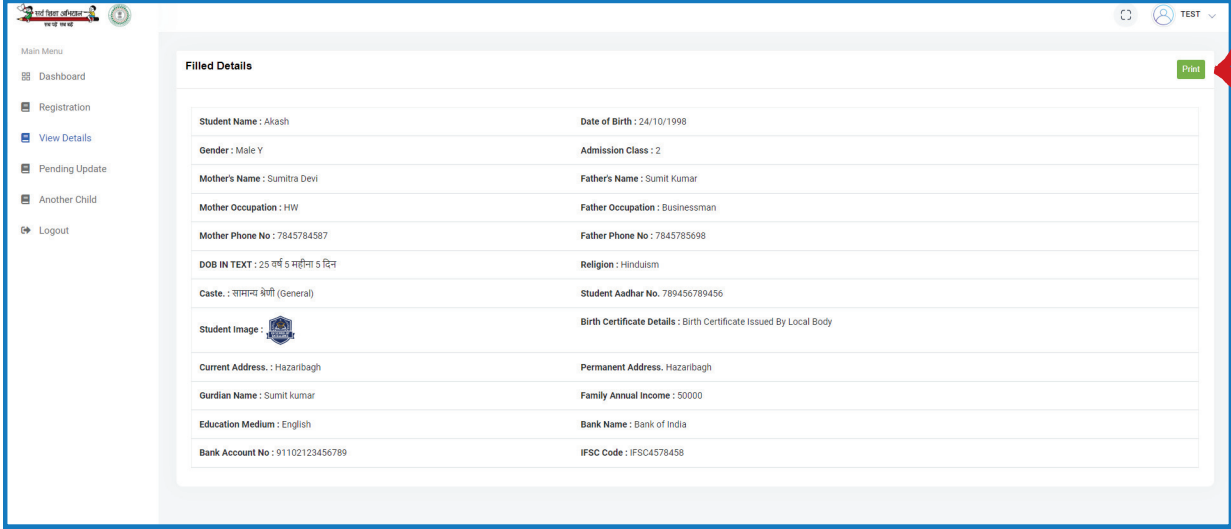


The screenshot shows a 'Your Application Preview' window. It contains a table of registration details:


Name :	Akash		
Father Name :	Sumit Kumar		
Mother Name :	Sumitra Devi		
Gardian Name :	Sumit kumar		
Applied School Name :	CM SCHOOL OF EXCELLENCE, BARHI, HAZARIBAGH		
DOB :	1998-10-24		
Gender:	Male	Religion:	Hinduism
Mother Occupation:	HW	Father Occupation:	Businessman
Mother Mobile No.:	7845784587	Father Mobile No.:	7845785698
Student Aadhar No.:	789456789456	Family Income:	50000
Present Address:	Hazaribagh		
Permanent Address:	Hazaribagh		
District Name:	Hazaribagh	Block Name:	BARKAGAON
Caste:	सामान्य श्रेणी (General)	Blood Group:	A+
Birth Certificate Details:	Birth Certificate Issued By Local Body		
Education Medium:	English	Admission Class:	2
Bank Name:	Bank of India		

**Tick the Checkbox and Select Submit**  
(चेकबॉक्स को सेलेक्ट करें और सबमिट बटन पर क्लिक करें)

## How to Print Application form



The screenshot shows a web application interface with a sidebar menu on the left and a main content area. The sidebar menu includes: Main Menu, Dashboard, Registration, View Details, Pending Update, Another Child, and Logout. The main content area is titled "Filled Details" and contains a table of student information. A green "Print" button is located in the top right corner of the table, with a red arrow pointing to it.

Filled Details	
Student Name : Akash	Date of Birth : 24/10/1998
Gender : Male Y	Admission Class : 2
Mother's Name : Sumitra Devi	Father's Name : Sumit Kumar
Mother Occupation : HW	Father Occupation : Businessman
Mother Phone No : 7845784587	Father Phone No : 7845785698
DOB IN TEXT : 25 फर्र 5 महीमा 5 दिन	Religion : Hinduism
Caste : सामान्य श्रेणी (General)	Student Aadhar No. 789456789456
Student Image : 	Birth Certificate Details : Birth Certificate Issued By Local Body
Current Address : Hazaribagh	Permanent Address : Hazaribagh
Gurdian Name : Sumit Kumar	Family Annual Income : 50000
Education Medium : English	Bank Name : Bank of India
Bank Account No : 91102123456789	IFSC Code : IFSC4578458

**Go to view Details and click Print**  
(व्यू डिटेल्स में जाएँ और प्रिंट बटन को क्लिक करें )

# Thank You

## (धन्यवाद)