



**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH :: VIJAYAWADA**

SSC Public Examinations, March 2025

**User Manual for
Online Application for Recouting & Reverification of
Answer Scripts of SSC Public Examinations, March 2025**

INSTRUCTIONS TO THE HEADMASTER / PRINCIPAL

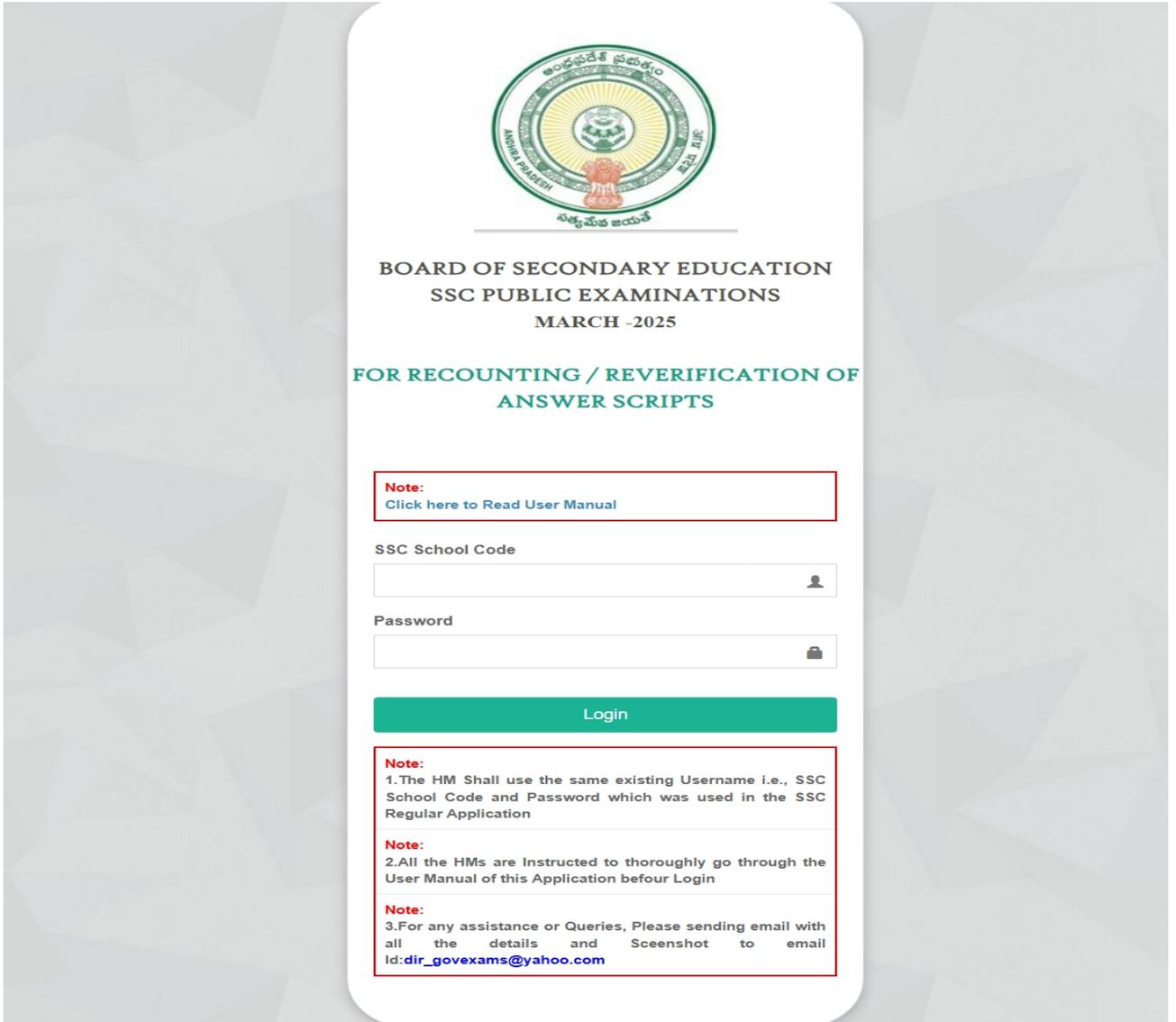
1. The HM/ Principal/ Correspondent of the School shall thoroughly go through the User Manual before submitting the applications and making the payment for the Recounting and Reverification of Answer Scripts of the SSC Public Examinations, March 2025.
2. All the fee payments shall be made within the Online Application only after filling out the form. The link to the online application can be found on the Official website www.bse.ap.gov.in
3. Fee payments shall not be made through CFMS Citizen Challan under any circumstances.
4. Payments done through CFMS Citizen Challan are not accepted and shall not be refunded or adjusted.
5. The O/o DGE, A.P., is not liable for any payments done through CFMS Citizen Challan. All the payments have to be done within the Online Application only.
6. The HM shall keep the following documents ready before proceeding to fill out the online application form:
 - a. List of the students from the School who appeared for the SSC Public Examinations, March 2025, for checking and cross-verification.
 - b. List of Subjects/ Papers for which the students would like to apply for Recounting/ Reverification. (The HM is advised to ask each student and collect this information before proceeding)
 - c. Mobile Number of the Student / Parent
 - d. Email ID of the Student / Parent
 - e. Application Fee (To be paid Online – by Debit Card/ Credit Card/ Internet Banking / UPI)
7. The Application Fee for the Recounting of the Answer Script of each subject is Rs. 500/- only (Rupees Five Hundred Only) and for the Reverification of the Answer Script of Each Subject is Rs. 1000/- only (Rupees One Thousand Only).
8. The Payment of Fee can be made for all the candidates at once or at different times. Payment need not be made to all students at once. The

number of subjects can also be increased. Thus the HM is advised not to wait till the last day and to submit the applications along with the fee well before the due date.

9. The Applications which are received by Post at the O/o DGE, A.P., Vijayawada as well as the in-person applications which are received at the O/o DGE, A.P., Vijayawada and O/o DEOs in the State will not be accepted under any circumstances. All the HMs are instructed to apply for Recounting or Reverification through the Online Application within the Prescribed time limit only.
10. Manual applications submitted after the Due date will not be accepted under any circumstances.
11. For any further queries or technical assistance, please send an email to dir_govexams@yahoo.com with all relevant details and screenshots.

INSTRUCTIONS ON FILLING THE ONLINE APPLICATION FORM

1. The Link to the Online Web Application for Recounting & Reverification of Answer Scripts of SSC Public Examinations, March 2025, is available on the Official Website www.bse.ap.gov.in (Under Quick Links on the Left side of the webpage). Click on the link to redirect to the web application.
2. The following Login page will appear upon redirection from the Official Website:



**BOARD OF SECONDARY EDUCATION
SSC PUBLIC EXAMINATIONS
MARCH -2025**

**FOR RECOUNTING / REVERIFICATION OF
ANSWER SCRIPTS**

Note:
[Click here to Read User Manual](#)

SSC School Code

Password

Login

Note:
1.The HM Shall use the same existing Username i.e., SSC School Code and Password which was used in the SSC Regular Application

Note:
2.All the HMs are Instructed to thoroughly go through the User Manual of this Application befour Login

Note:
3.For any assistance or Queries, Please sending email with all the details and Scenshot to email Id:dir_govexams@yahoo.com

3. The HM shall enter the 5-digit SSC School Code which was allotted to your School in the SSC School Code field and shall enter the same password which was used in the Regular Application of SSC March 2025 and click on the Login button.

4. The list of candidates who have appeared for the SSC Public Examinations, March 2025 will be displayed upon login, as follows:

The screenshot displays the 'Online Application For Recounting / Reverification' page for Bhasyam High School Piduguralla. The page title is '15314 - BHASYAM HIGH SCHOOL PIDUGURALLA'. The main content area is titled 'List of Candidates from School (All Streams)'. It features a table with the following columns: ROLLNO, Student Name, Father Name, Mother Name, DOB, School code, School Name, and a button labeled 'Click below to apply for Reverification / Recounting'. The table contains six rows of candidate data.

ROLLNO	Student Name	Father Name	Mother Name	DOB	School code	School Name	Click below to apply for Reverification / Recounting
2515120896	BHUKYA HEMANTH NAIK	BHUKYA VENKATESWARLU NAIK	BHUKYA LAKSHMI BAI	01-0-5-20	15314	BHASYAM HIGH SCHOOL PIDUGURALLA	Reverification / Recounting
2515120902	GANNEBOINA ABHILASH	GANNEBOINA ANKA RAO	GANNEBOINA VIJAYA LAKSHMI	18-1-0-20	15314	BHASYAM HIGH SCHOOL PIDUGURALLA	Reverification / Recounting
2515120938	CHUNCHU SUJANA NAIDU	CHUNCHU ADI NARAYANA	CHUNCHU ASWINI	10-1-1-20	15314	BHASYAM HIGH SCHOOL PIDUGURALLA	Reverification / Recounting
2515120940	SHAIK CHINTAPALLI MOHAMMAD RAFI	SHAIK CHINTAPALLI SAIDA	SHAIK CHINTAPALLI RAHAMAD BEE	14-1-0-20	15314	BHASYAM HIGH SCHOOL PIDUGURALLA	Reverification / Recounting
2515120968	HAMSAVATHU BHARGAVI BAI	HAMSAVATHU RAMA NAIK	HAMSAVATHU SAKUNTHALA BAI	18-1-2-20	15314	BHASYAM HIGH SCHOOL PIDUGURALLA	Reverification / Recounting
2515120972	LAGHIMSETTI USHA PRASANNA LAKSHMI	LAGHIMSETTI SRINIVASA BABU	CHALAVADI PADMAVATHI	04-0-8-20	15314	BHASYAM HIGH SCHOOL PIDUGURALLA	Reverification / Recounting

5. The HM is advised to check the list of candidates and upon verification of the details shall click on the “Reverification/ Recounting” button of the concerned candidate which is seen in the last column, to apply for Recounting or Reverification. If any candidate does not wish to apply for Recounting or Reverification, the HM does not need to click on the Apply button.
6. After clicking the “Reverification/ Recounting” button, the following screen will be displayed, where the HM shall verify the following details of the candidate:
- Hall Ticket Number
 - Student Name
 - Father Name
 - Mobile Number of Student / Parent
 - Email ID of Student / Parent
 - Applied Subjects list of RC/RV

15314 - BHASYAM HIGH SCHOOL PIDUGURALLA Log Out

Online Application Reverification (or) Recounting

Home

Online Application Reverification (or) Recounting

Student Information :

Hall Ticket No* Applied Subjects List RV / RC

Student Name Father Name

Mobile No.of Student / Parent Email-Id of Student / Parent

District Code	District Name	Subject Code	Subject	Select Re-Verification (or) Recounting
15	PALNADU	01T	Telugu	<input type="checkbox"/> Re-Verification <input type="checkbox"/> Re-counting
15	PALNADU	09H	Hindi	<input type="checkbox"/> Re-Verification <input type="checkbox"/> Re-counting
15	PALNADU	13E	English	<input type="checkbox"/> Re-Verification <input type="checkbox"/> Re-counting
15	PALNADU	15E	Mathematics	<input type="checkbox"/> Re-Verification <input type="checkbox"/> Re-counting
15	PALNADU	19E-20E	General Science	<input type="checkbox"/> Re-Verification <input type="checkbox"/> Re-counting
15	PALNADU	21E	Social Studies	<input type="checkbox"/> Re-Verification <input type="checkbox"/> Re-counting

[Proceed to Payment](#)

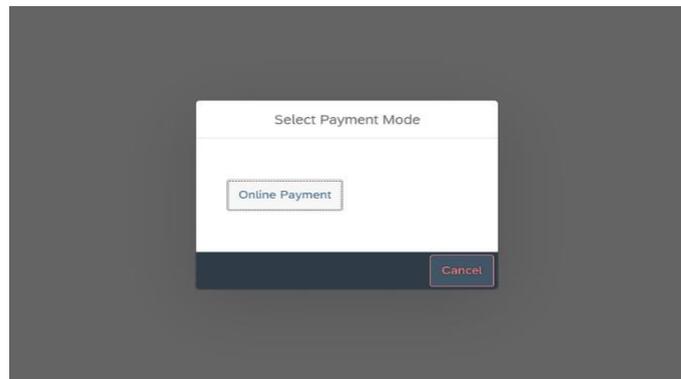
Note:
 1. Candidate who wish to apply for Reverification need not apply for Recounting. Once the Re-verification option is selected, the Recounting option will be disabled.
 2. The Application Fees for Recounting is Rs. 500/- Per Subject Whereas the Application Fee for Reverification is Rs. 1000/- Per Subject

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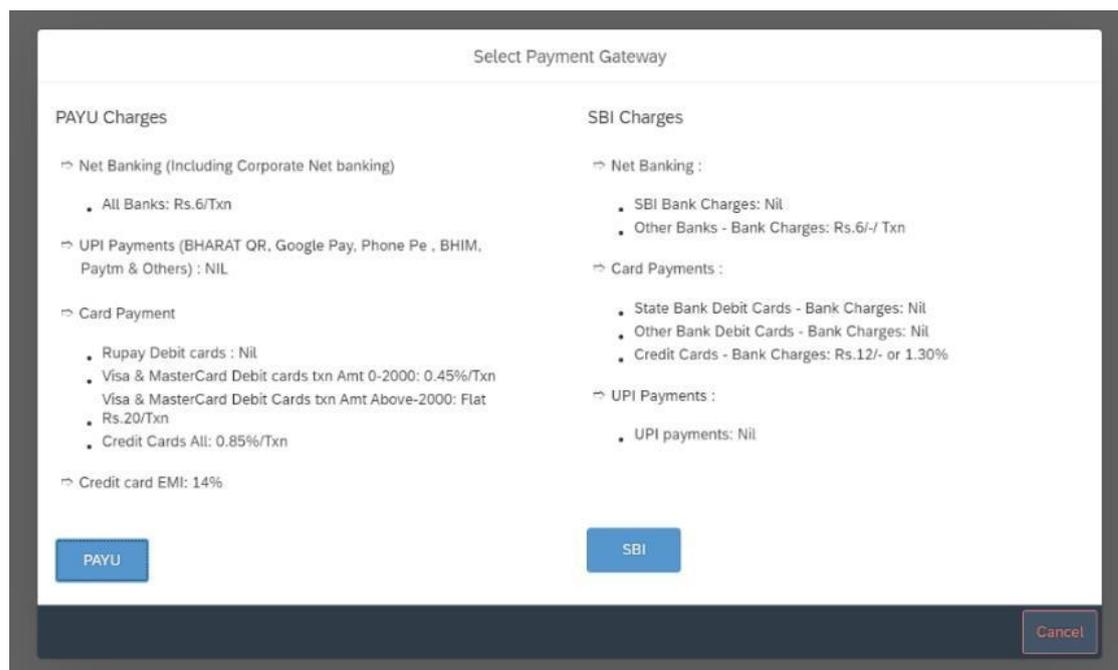
7. The Mobile Number and Email ID of the Student or Parent has to be mandatorily entered into the Online Application.
8. The list of subjects in which the student has appeared in the examinations is displayed. The HM shall click on the “Reverification” or “Recounting” checkbox as per the requirement of the candidate.
9. If a candidate wishes to apply for “Reverification”, he/she does not need to apply for “Recounting” for that particular subject. Once the Reverification checkbox is selected, the Recounting checkbox will be disabled automatically. Double-click on any Checkbox to select or deselect the option.
10. Upon ticking all the required checkboxes, the total Application Fee applicable to the candidate will be displayed on the screen. The HM shall collect the required fee from the candidate. Excess fees shall not be collected from the candidates under any circumstances. If any

complaints are received by the O/o DGE, A.P., regarding the collection of excess fees, necessary action will be taken against the HM upon enquiry.

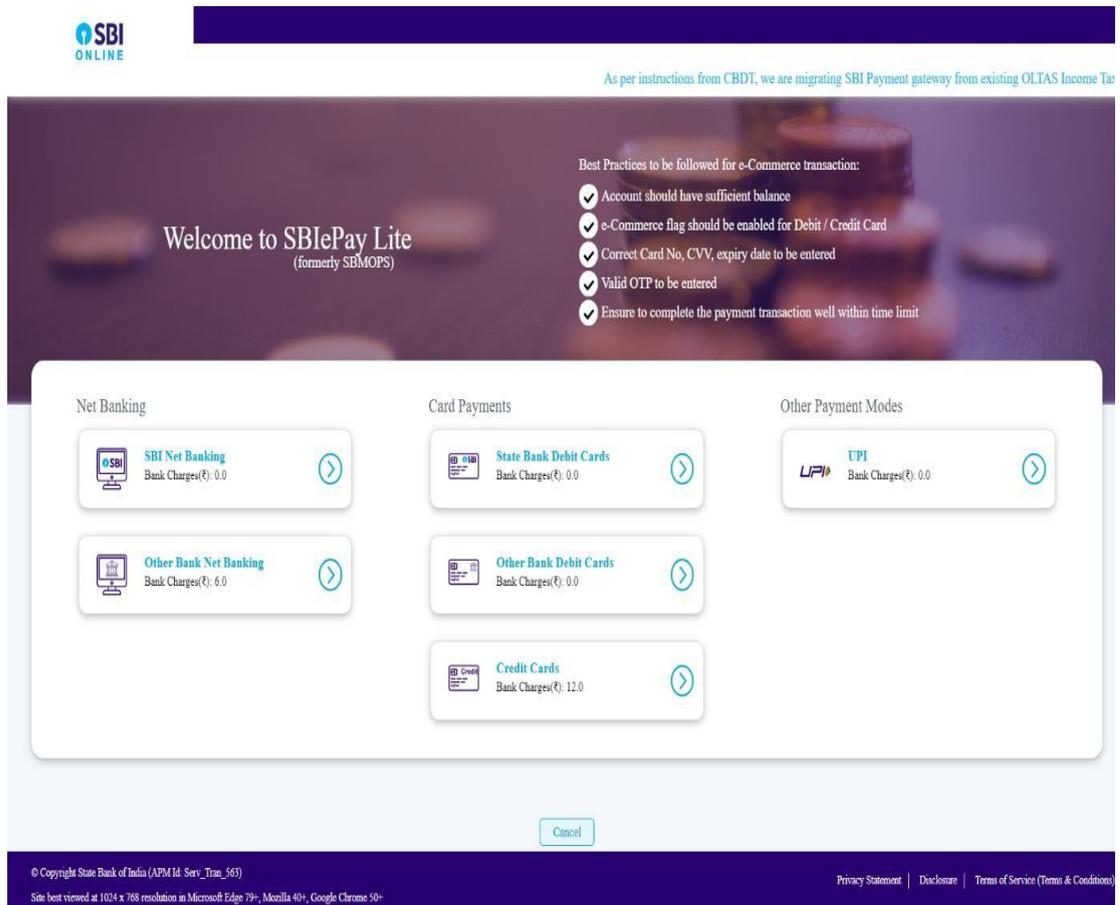
11. The “Applied Subjects List RV/RC” field will initially show as “NA” however upon payment of the required fee, the field will show the list of subjects for which the candidate has applied for RC/RV.
12. Click on the “Proceed to Payment” button after entering the Mobile Number and Email ID and selecting the subjects. The following screen will appear upon clicking the “Proceed to Payment” button:



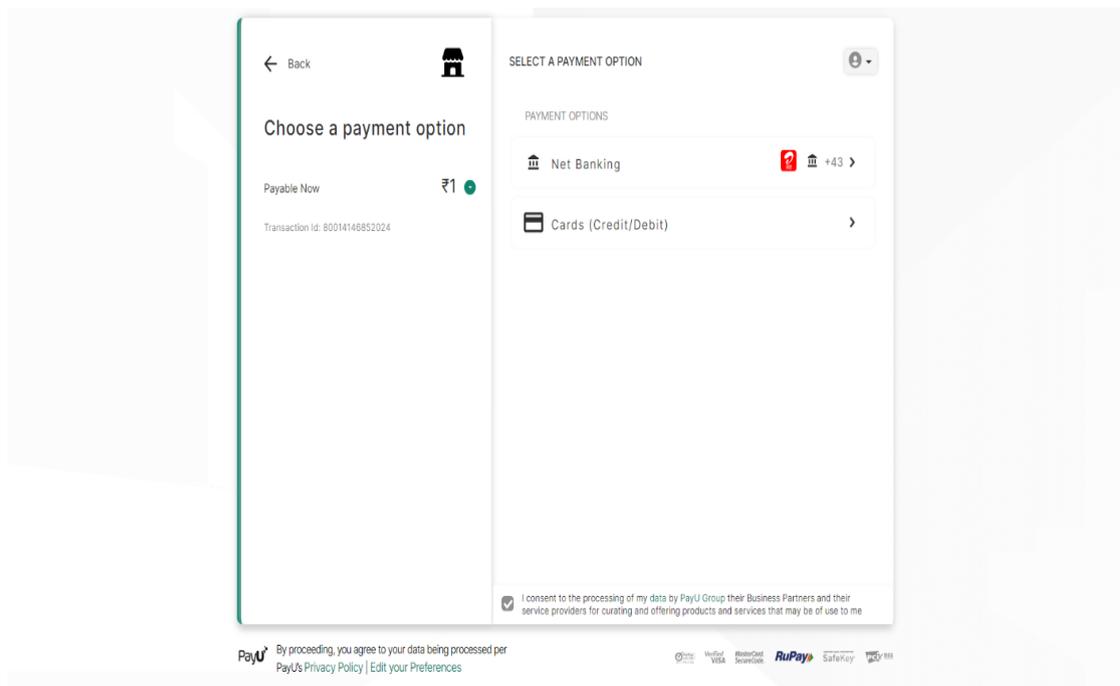
13. Click on “Online Payment” button to proceed to payment or Click on “Cancel” to return to the application. Upon clicking the “Online Payment” button, the HM shall choose any one of the following two Payment Gateways as per the choice. Click on “PAYU” or “SBI” as per your choice of payment.



14. Enter the details of your Debit Card/ Credit Card/ Internet Banking or UPI as per the requirement and proceed to payment.

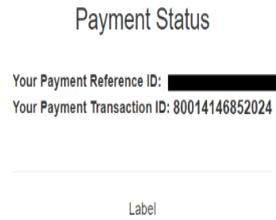


SBI PAYMENT GATEWAY



PAYU PAYMENT GATEWAY

15. After successful payment, the following Payment Status Screen will be displayed:



Note: Please Note the Payment Reference ID and Transaction ID or take a screenshot for future reference.

16. Upon Successful payment, please note the Payment Reference ID and Transaction ID or take a screenshot for future reference.
17. In case of a payment failure (or) delay in the payments (or) non-confirmation of payments after the money is deducted from your bank account, it is advised to wait for 12 to 24 hours and check the status again. Please do not make multiple payments. Deducted money will not be refunded in the case of multiple payments under any circumstances.
18. After successful payment, proceed to the application to apply for other candidates in the same manner.
19. After successful payments for all the candidates, proceed to the home page of the application and click on the “Reverification Paid Candidates List” button (or) “Recounting Paid Candidates List” button on the left side of the page to verify the list of candidates who paid the Reverification Fee or Recounting Fee respectively, as shown below:

Z P HIGH SCHOOL - [REDACTED]
Head Master Login

List of Candidates in School - Apply for Reverification / Recounting

Reverification Paid Candidates List

Recounting Paid Candidates List

School DashBoard

Log Out

List of Candidates Who paid the Reverification Fee

Home

List of Candidates Who paid the Reverification Fee

Show 10 entries Search:

ROLLNO	Candidate Name	Subject	Paper Code	Reverification	RV Application ID	Payment Status	Transaction ID	Application Fee
[REDACTED]	[REDACTED]	Telugu	01T	Yes	SSCRVRC100045	Paid	80001248952024	1
[REDACTED]	[REDACTED]	English	13E	Yes	SSCRVRC100045	Paid	80001248952024	1
[REDACTED]	[REDACTED]	General Science	19T-20T	Yes	SSCRVRC100045	Paid	80001248952024	1

Showing 1 to 3 of 3 entries

Previous 1 Next

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ROLLNO	Candidate Name	Subject	Paper Code	Recounting	RC Application ID	Payment Status	Transaction ID	Application Fee
[REDACTED]	METIKOTI KEERTHANA	Hindi	09H	Yes	SSCRVRC100045	Paid	80001248952024	1
[REDACTED]	METIKOTI KEERTHANA	Mathematics	15T	Yes	SSCRVRC100045	Paid	80001248952024	1
[REDACTED]	METIKOTI KEERTHANA	Social Studies	21T	Yes	SSCRVRC100045	Paid	80001248952024	1

20. The HM is advised to verify the applied list of candidates as shown in the screen above.
21. Click on the “School Dashboard” option in the Login Homepage to view the “Total No.Of Candidates In School (All Streams)”, “Reverification (Applications Count)” and “Recounting (Applications Count)” from the concerned school, as shown below:

TOTAL NO.OF CANDIDATES IN SCHOOL (ALL STREAMS)	31
REVERIFICATION (APPLICATIONS COUNT)	1
RECOUNTING (APPLICATIONS COUNT)	1

22. In case of further queries or technical assistance, please send an email to “dir_govexams@yahoo.com” with all relevant details and screenshots.

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