

# Help File For School Education Recognition & Affiliation Portal

## ❖ New Registration

## Government of Jammu & Kashmir

School Education Department / JKBOSE  
Recognition & Affiliation of Schools


[Go back to home](#)

Enter Below Details To Receive OTP

Fields marked with \* are mandatory

School Email Address \*

School Mobile No \*

**H38APD** 

Enter Code As Above \*

Website designed & developed by National Informatics Center.

- a) Enter email address and mobile no. to get **OTP** on email Address.  
*(Note: Email address should be active to receive **OTP**)*
- b) *Email Address & Mobile No.* should be unique for every **Registration**.

## ❖ Verify OTP

## Government of Jammu & Kashmir

School Education Department / JKBOSE  
Recognition & Affiliation of Schools

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Verify OTP

Fields marked with \* are mandatory

OTP sent to

Enter OTP below having Reference Code as W46CSL

Enter 6 Digit OTP \*

**P6XTHQ** 

Enter Code As Above \*

Website designed & developed by National Informatics Center.

a) Enter **OTP** as received on your registered Email Address.

## ❖ Set Password

# Government of Jammu & Kashmir

School Education Department / JKBOSE  
Recognition & Affiliation of Schools

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❑ Set Your Password[Go back to home](#)

*Fields marked with \* are mandatory*

School Name \*


School Sponsor Name \*

School Email Address \*

School Mobile No \*

Create Password \*

Confirm Password \*



Enter Code As Above \*

a) Enter details and set your password.

## ❖ Login

# Government of Jammu & Kashmir

School Education Department / JKBOSE  
Recognition & Affiliation of Schools


[Go back to home](#)

[Login With Your Valid Credentials](#)

Fields marked with \* are mandatory

Username \*

Password \*



Enter Code As Above \*

**▲ Registered before 8-May-2020 or Forgot password? [Click here to reset password](#)**

Website designed & developed by National Informatics Center.

a) Login with your valid credentials *registered email address & password*.

# Government of Jammu & Kashmir

School Education Department / JKBOSE  
Recognition & Affiliation of Schools

[Sign Out](#)

[User Panel](#)

| School of Rahu |

Applying For: \*  New Registration  Renewal/Upgradation

b) Type of Registration: New Registration, Renewal/Upgradation. If your school is not Recognized & and Affiliated with JKBOSE, select **New Registration**.

## New Registration

The screenshot shows the 'New Registration' page for the Government of Jammu & Kashmir. The header includes the department name and 'Recognition & Affiliation of Schools'. A 'Sign Out' link is visible in the top right. Below the header, there is a 'User Panel' section with a redacted name and 'School of Rahu'. The main content area features a form with the label 'Affiliation With \*' and two radio button options: 'JKBOSE' and 'CBSE/ICSE/Other'. A 'Submit' button is located below the form. At the bottom of the page, a footer states 'Website designed & developed by National Informatics Center.'

- c) Select with whom your school wants to get affiliated, JKBOSE or CBSE etc

Basic School Details   Infrastructure   Room Dimensions   Facilities   Staff   Fee Details   Document Upload   Final Submission

- d) After above step you will be able to see **8 tabs** as in the above figure.  
e) Data in all tabs is required to be filled before **Final Submission**.  
f) Without **Final Submission**, your application is incomplete and is not shown in the officer window for further processing.

## Renewal/Upgradation

- a) This option is applicable for those schools who are already recognized and have Recognition No.  
b) Under this option Recognition No, Recognition Date & Recognition Document is mandatory to upload.  
c) If your school has already attained affiliated, then you can upload Affiliation No, Affiliation Date & Affiliation Document. (Note: By default it is **optional**)  
d) Under this section you have to fill all the corresponding details under **8 tabs** (as figure provided above) before **Final Submission** of an application.

e) Without **Final Submission** your application won't be considered as completed application and is not shown in the officer window for further processing.

## Apply for Affiliation

Sign Out

☑ Affiliation

School For Smilies

Govt. Recognition No. RECO000003/1212121212	Recognition Date 29-Jul-2021	School Registered Upto XI
School District Jammu	School Zone Jammu	School Falls In Summer Zone
Type of School Boys	Streams Available Science(Medical/Non-Medical), Commerce, Home Science, Arts	

Apply For Affiliation Classroom Details Staff Details Upload Documents Upload Photograph Final Submission

Are you already affiliated with JKBOSE?

Yes/Existing  No/New

Submit

a) **Affiliation** window will appear only after the completion of recognition process.

Apply For Affiliation Classroom Details Staff Details Upload Documents Upload Photograph Final Submission

b) Before **Final Submission** 6 tabs (as shown above) are required to be completed.

c) Without **Final Submission**, application is *incomplete and shall not be available in the officer window for further processing*.

d) **Affiliation** process would be done at **JKBOSE Level**.