

Procedure for applying for photocopy/verification/re-evaluation

1. The applicant shall download appropriate form from **gbshse.gov.in** or **gbshse.info**.
2. He shall fill the form in detail and submit it to his/her institute along with prescribed fees as per **circular no. 16**

Steps to be followed by Institute

1. The concerned institute shall login into the the online portal **www.gbshse.net**
2. After login they shall click on re-evaluation button
3. Click on Add new button
4. Enter seat no and click proceed
5. A form will appear for selection of subjects for
 - a. Verified Photocopy of Answerbook
 - b. Re-evaluation of Answerbook
 - c. Verification of Marks in Absentia
6. After making appropriate selection an amount to be collected from student is shown. Click “Save “ Button to save the application.
7. An entry of successfully saved applicant is shown in the grid with payment as pending.
8. The institute shall collect the money from the candidates and do the bulk payment by selecting the students from list shown in the grid.
9. The “**Pay Now**” button will be active on 2nd July 2020. This button will guide you to the payment gateway