JOINT ENTRANCE EXAMINATION-2018, ODISHA
WEB BASED COUNSELLING PROCESS
FOR
ADMISSION TO BTECH/ BARCH / BPLAN/ BPHARM/ LE TO BTECH. / LE TO BPHARM / B.Sc. (LE) FOR BTECH/ MBA/ MCA/ LE TO MCA / M. Tech/ M. Pharm/ M. Arch/ M.Arch(Executive)/ M. Plan / INT. MBA/ INT.MSc.

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING
(**For further details, visit: www.ojee.nic.in/www.odishajee.com**)
JEEMAIN rank holders can participate in the courses like BTECH, BPLAN, BPHARM and Int. MSC

The OJEE-2018 qualified candidates can download their individual RANK CARDS from the OJEE 2018 website: www.ojee.nic.in.

1. REGISTRATION

2. COUNSELLING FEE OF Rs.450/- DEPOSIT. (ONLY THROUGH ONLINE) (Non-Refundable)

3. CHOICE FILLING

4. MOCK RESULT

5. CHOICE LOCKING BY OTP (CARE SHOULD BE TAKEN BEFORE LOCKING THE CHOICES, ONCE LOCKED, NO ALTERATION IN CHOICE IS POSSIBLE UNDER ANY CIRCUMSTANCES)

6. 1ST ROUND SEAT ALLOTMENT

7. ALLOTTED STUDENTS HAVE TO DEPOSIT PART ADMISSION FEE OF Rs.5000/- (FOR SC, ST AND PC CANDIDATES), Rs.10,000/- (FOR GENERAL CANDIDATES). DEPOSIT CAN BE DONE ON-LINE OR CHALLAN PAYMENT ON ANY BRANCH OF STATE BANK OF INDIA OR AXIS BANK.

8. REPORT AT NODAL CENTER FOR DOCUMENT VERIFICTION IN SCHEDULE TIME.

9. WITHDRAWAL BY CANDIDATES NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS.

10. 2ND ROUND SEAT ALLOTMENT

11. NEWLY ALLOTTED STUDENTS HAVE TO FOLLOW NO.7 and NO.8 (PART ADMISSION FEE DEPOSIT AND DOCUMENT VARIFICATION)

13, WITHDRAWAL BY CANDIDATES, NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS.

14. FINAL ALLOTMENT.

15. NEWLY ALLOTTED CANDIDATES TO FOLLOW STEP-7 AND STEP-8.

16. STUDENTS TO DOWNLOAD FINAL ALLOTTMENT LETTER AND REPORT TO THE ALLOTTED INSTITUTES/ COLLEGES.

17. FOLLOW NOTICE OF ALLOTTED INSTITUTE TO REPORT THERE FOR FINAL ADMISSION.

NOTE:- ALL THE CANDIDATES TO PAY DIFFERENCE AMOUNT OF THE APPROVED TUITION FEE AT THE COLLEGES. (EXCLUDING PARTADMISSION FEE DEPOSITED AT OJEE)

Registration on any computer with Internet facility

STEP-1

i) **Before starting registration, candidates must thoroughly read the counselling brochure available in the website.**

ii) Use only **Internet Explorer (IE) 6.0 or above** to access the web counseling site.

iii) Go to website **www.ojee.nic.in** and click at **NEW REGISTRATION**.

iv) Read the Candidate's Agreement Page carefully and Click on the "I Agree" Option to proceed further.

v) Register yourself by selecting the appropriate course and then enter **Roll Number** and **Date of Birth**. The candidate is advised not to disclose all these information to anyone.

vi) Click on "Submit" button to proceed further.

STEP-2

i) In this screen all the data provided by the candidate during submission of application will be displayed and some new fields will be asked to be filled in by the candidate.

ii) Candidate has to enter the fields like address, mobile number, bank details etc. for future communication etc. Please give your authentic mobile number as OTP will be sent to that number. Important information will also be sent to you through that registered mobile number.

iii) Now the candidate has to enter the **password** and again re-enter the **same password** in the confirm password box.

iv) The **password** must be of 8-13 characters length and must contain at least one capital letter [A-Z], one small letter [a-z], one Numeric Character [0-9] and one special character [!,@,#,$,%,^,&,*]. For Example Hrudanand@123

v) Remember the entered password and keep it confidential. This password shall be used in future for choice filling and viewing result details etc.

STEP-3

i) The candidate can verify the details of registration. Specifically take care to give correct mobile number as you will get all information by SMS and also OTP for locking your choice.

ii) If any entry is found to be incorrect, click edit registration, edit the incorrect data and make it correct. Must ensure to fill the category and sub-category fields correctly to avoid any cancellation of allotment under category or subcategory reservations.

iii) If all the information entered found to be correct, click confirm registration box to complete the registration process.

iv) In the next screen, click the **PRINT DETAILS** button to get the printout of the **Registration Slip** and keep it to produce at the Nodal Centre during document verification. In nodal center, you have to produce documents for verification and proof of registration (counseling) fee payment also (elaborated further).

STEP-4

i) A candidate has to deposit Rs.450/- counselling registration fee through online in payment portal after login to their account.

ii) After successful registration and registration fee deposit, the candidate has to click the **Fill Choice button** given in the MENU bar of the screen.

iii) Next screen will come with some instructions. Candidates are advised to read the instructions carefully and then proceed to the next screen for **choice filling**.

iv) This screen contains **two blocks**. The **Left block** contains list of all colleges and branches in alphabetical manner. In this block the colleges can be listed according to Government/ Private or All. The **Right block** will contain the choices filled in by the

candidate. Candidate can **ADD** his/her **choices** of colleges and branches from the left block by two methods. (Multiple addition using ADD MULTIPLE BUTTON or Addition of one by one using ADD button.) The candidates are advised to give sufficient number of choices, he/she may give as many choices as he/she may like.

v) Candidates should arrange the filled in choices in order of their preferences of college/ branch. One college with one branch is treated as one choice. For example, College of Engineering & Technology (CET), Mechanical branch should be treated as one choice. Similarly, College of Engineering & Technology (CET), Electrical branch should be treated as another choice and so on. He/ She may use the **SWAP** and **MOVE** options to change the priority of already filled in choices.

vi) For Tuition Fee Waiver (**TFW)** candidates, the Choices of colleges and branches for both the TFW seats (for example, CET, Mechanical Engg – TFW) and the non-TFW seats (for example, CET, Mechanical Engg) will be offered in the choice filling screens. The TFW candidates can fill in their choices from among the above list of TFW and non-TFW seat matrix mentioning their preferences.

Note: The Tuition Fee Waiver (TFW) scheme is applicable to Bachelor Programs of Four Years duration such as B.Tech., B.Pharm., B.Plan and LE B.Tech. Son/daughter of parents whose annual income from all sources is less than Rs.6 lakhs is eligible under this scheme. The waiver is limited to Tuition Fee only. This scheme is applicable only to the candidates who are native of Odisha (Appendix - I) and whose parents satisfy the above mentioned income criteria (to submit income certificate duly signed by competent authority and produce at nodal center, Appendix-VII).

vii) Select as many choices of Institutions and branches as possible on priority basis to have better option for allotment of a seat in the process. During choice filling process, save the choices in regular intervals using **SAVE & CONTINUE** button. Always give best choice as first and follow in that sequence.

viii) In **mock result** candidates can know the allotment status of his/her on that date as per choice filled by them. **By seeing the mock result candidates can alter their choice as per their preference and choice, if required**. **If not getting allotment in mock result, a candidate can add more choices to ensure allotment as per his/her rank during 1ˢᵗ Round allotment**

ix) Then choice locking facility will be activated. Once locking system is activated, you first check whether you have made correct choices as per your requirement. If you are satisfied click "lock" button. OTP will be sent by sms to your registered mobile number. Write the number in the space given and submit. Your choices given are locked. You can take a print of the locked choice. Don't carry this document to nodal center. It is the responsibility of the candidate to lock the choice in due time using OTP.
NOTE: **Locking is a onetime facility. Once you have locked, it cannot be unlocked again under any circumstances. Carefully do it only after you are sure of your choices exercised.**

x) If you could not lock your choice due to some reason, your last exercised choice will be locked automatically in the server when the given time expires.

xi) After completing the choice filling and locking, click on "**print locked choice"** button to take a **print out of *Filled in Choice Slip*** for your reference. This printed document is your personal document, No need to share it with others or to bring it to nodal center.

Note:-The candidate is advised to follow the above step (iii and ix) without fail. If you are rank holder of two subjects and interested to participate in both counselling, you have to register and pay for both separately.

1st Round Seat Allotment

STEP-5

Important: The allotment of seat will be based on best fitment of the rank, choice and category/reservation of the candidate.

i) 1st Round Seat Allotment will be available as per the scheduled date and time given in the OJEE web sites and newspapers.

ii) 1st Round Seat Allotment will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2018 website after log-in.

iii) Candidate can see his/her 1st Round allotted seat position from the website for his/her own record.

iv) **Candidates are advised not to report at allotted Institution based upon this allotment as it is not final one.**

v) In auto up gradation system, this position will remain as such or he/she will be promoted to upper choice in next round of allotments. (So, be careful while giving the choice. Better preferred choice should be at upper level).

vi) Candidates not allotted any seat in this round need not required to do anything. They have to wait for next round allotment for any upgraded allotment.

Admission Fee payment

Step - 6

i) All allotted candidates who wish to continue in the counselling process have to pay Part Admission fees of Rs.5000/- (For SC, ST or PC Candidates) or Rs.10,000/- (For General Candidates) before they report at nodal center for document verification. This Fee can be paid by online or challan through on any SBI branch or Axis bank branch. Candidates who have not paid the Part admission fee will not be allowed for document verification and will be out of the process. The allotted seat will be cancelled. (All the Candidates to pay the rest amount of the approved tuition fees at the college/Institution.)

ii) Payment can be made through online payment gateway 'BILLDESK', 'SBIMOPS' or by challan, SBI challan can be printed from own login inside the www.ojee.nic.in. Payment of fee can be made at any SBI branch by producing that printed challan. Another option is to pay at any Axis Bank branch in Odisha. Challan is available in branch as well as in webpage notice board. After payment made at Axis bank, please receive the money receipt from the branch.

iii) During document verification, please produce that receipt (either SBI or Axis Bank) as a proof of fee deposit.

iv) Any allotted candidate is allowed to withdraw, if they are not satisfied with the allotment or taken admission elsewhere or of any reason he/she not interested to take admission in the allotted institution/college within the declared time. After that OJEE will not allow any withdrawal or any refund.

v) If a candidate wishes to withdraw, he/she has to report at nodal center and follow the withdrawal process and will be eligible for refund of total admission fee deposited by him/her. Candidates have to provide the bank details to get back this amount.

vi) **If a candidate has allotment in the counselling process, accepted the allotment by document verification and paid the admission fee and not withdrawing, then even if he/she is not reporting, no claim by the candidate for refund will be entertained as the money deposited by him/her as admission fee will be**

transferred to University and concerned Institute. OJEE will not refund any admission money to any candidate who have not withdrawn at schedule time.

Document Verification at the Nodal Centre

STEP-7

i)   Report at the assigned **Nodal Centre in schedule date and time** with one set original and another set self attested photo copy of necessary documents as per list mentioned in Counselling brochure/ website www.ojee.nic.in along with registration slip for **verification** on scheduled date and time. Part Admission fee (Rs.5,000/- or Rs.10,000/- as applicable) payment proof also needs to be produced at the nodal center.

ii)   Submit a set of self-attested Photo copies of the said documents and take back the relevant original documents after verification.

iii)   The candidate can get back the Part Admission fee of Rs 5,000/- or Rs.10,000/- as deposited, in case he /she fails to clear the document verification. This amount he/she will get back after producing bank details in OJEE cell or in the account details given during registration. A candidate has to bring it to the notice of JEE office to get refund. The allotted seat to the candidate will be cancelled and will be considered as vacant seat for next round allotment.

iv)   After successful document verification, report at the computer counter of scheduled Nodal Centre to get print of the documents you have produced and successfully verified.

v)   Candidates allotted a seat and deposited admission fees, if not reported to nodal center for document verification within his/her schedule time, his/her allotment will be cancelled and the seat allotted to him/her will be considered as vacant seat for next round allotment. The refund of fees can be claimed by the candidate after producing bank details in OJEE cell or in the account details given during registration.

vi)   Candidates allotted a seat and not deposited admission fees within schedule time will not be entertained further, his/her allotment will be cancelled and the seat allotted to him/her will be considered as vacant seat for next round allotment.

vii)   **No need to carry your locked choice document. Choice given by you is your own personal document. No need to share it at Nodal center or any other officials.**

viii)   Once an allotted candidate has successfully verified his/her document, in further rounds, no need to report at nodal centers. Only follow your upgradation.

v)   In case the candidate desires to withdraw from the OJEE -2018 counseling process, he /she should proceed to Nodal Centre where he/she had verified his/her documents within the specified date. In the withdrawal process. He/she will be refunded Rs 5000 or Rs.10,000/ as deposited (Part Admission Fee) in the account detail filled up at the nodal center while withdrawing. All the candidates except those who have withdrawn from counseling after the 2nd Round Seat Allotment stage are considered as **In Process Candidates** and are eligible for next Final seat allotment through auto-upgradation.

2nd Round Seat Allotment

Step-8

i)   2nd Round Seat Allotment will be available as per the scheduled date and time given in the OJEE web sites and newspapers.

ii)   2nd Round Seat Allotment will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2018 website after log-in.

iii)   In the 2nd Round Seat Allotment, candidate can see his/her allotment status. May be upgraded to higher priority choice or remain same as previous allotment depending on

the choice number, rank and availability of seat. Unallotted candidates of the previous 1st round allotment may get an allotment depending on his/her choice, rank and availability of seat.

iv)   2nd Round Seat Allotment can be seen in the OJEE-2018 website after log-in for all the allotted candidates.

v)   **Candidates are advised not to report at allotted Institution based upon this allotment, as it is not final one.**

vi)   Candidates not allotted any seat in this round are not required to do anything. They have to wait for 3rd round allotment (Final allotment) for any allotment.

vii)   All newly allotted candidates have to follow **step-6** and **step-7** to remain in the process and will be eligible for next round allotment. Newly allotted candidates not followed step-6 and step-7 will not be considered for admission. They will not be considered in further rounds of allotment.

viii)   At this stage, if the candidate desires to withdraw from the OJEE -2018 counseling process, he /she should proceed to Nodal Centre where he/she had verified his/her documents within the specified date. In the withdrawal process. He/she will be refunded Rs.5000/- or Rs.10,000/- as deposited (Part Admission fee) in the account detail filled up at the nodal center while withdrawing. All the candidates except those who have withdrawn from counseling after the 2nd Round allotment stage are considered as **In Process Candidates** and are eligible for next Final seat allotment through auto-upgradation.

(Final Seat Allotment)

i)   Now at this stage, all candidates, those who have previously allotted will get final allotment with some newly allotted candidates.

ii)   The **final seat allotment** can be seen in the OJEE-2018 website after log-in for all the finally allotted candidates.

iii)   Allotment of seats will also be intimated through SMS to the candidate's mobile number (if filled up during registration).

iv)   Next, all finally allotted candidates already completed **step-6 and 7** can download the **final allotment letter**.

v)   All the finally allotted candidates (except newly allotted candidates) are then required to **report at their corresponding allotted colleges** with the **final allotment letter** and the **fee deposit slip**.

vi)   **Newly Allotted candidates have to complete step-6 and step-7.** Then they will be able to download the final allotment letter and required to report to their corresponding allotted college with final allotment letter and the fee deposit slip.

vii)   The Part Admission fee deposited of Rs.5,000/- or Rs.10,000/- will be forfeited, if the allotted candidate does not report to the finally allotted institute/college.

viii)   **No withdrawal will be allowed beyond the schedule date and time of withdrawal under any circumstances.**

ix)   **All the allotted candidates must ensure themselves to report to the colleges within schedule time and college authority must enter their names in the OJEE portal as reported candidates. Candidates are required to follow the instructions mentioned in the Final allotment letter.**

*Auto up gradation means the candidates will be automatically upgraded to the higher choice exercised by them, in order of priority in the final allotment against any vacancy arising after the withdrawal process of 1st and 2nd rounds of seat allotment.

*Candidates are advised to enter correct category and subcategory (i.e SC, ST, GC, PC, ES, WO). They have to provide supporting documents as per their claim with respect to category and subcategory. During document verification, if they fail to submit the required documents in support of their claimed category and subcategory, then the

allotment made under category, subcategory will be cancelled and he/she may be considered for general allotment in the next round from the existing vacant seats.

*Candidates who are opting for TFW seats must fill general category choices along with TFW choices to avoid being remained unallotted, as TFW seats are limited (5% supernumerary of sanction intake) in numbers. Also ensure to submit the income certificate issued from authorized persons as per format given in Counselling Brochure. If unable to produce income certificate, all TFW choices will be disabled and candidate will be allotted from remaining general category choices if given.

*Candidates are required to produce all the required documents mentioned in the counselling brochure. Hence, they have to be make themselves ready before going to nodal centers for document verification.

Part Admission fee is a part of the total approved fee for a college to be deposited by the candidate during final admission. All the candidates have to deposit the difference amount (after deducting the part admission fee deposited at OJEE) at the college during final admission.

From the total part admission fee, Rs.5000/- will be sent to BPUT as registration fee and the balance amount will be sent to the College/Institute after submission of reporting status at OJEE by the Colleges. Hence, for all SC, ST and PC candidates the part admission fee deposited (Rs.5000/-) will be sent to BPUT as registration fee. For General candidates out of total part admission fee deposited (Rs,10,000) Rs.5000/- will be sent to BPUT as registration fee and rest Rs.5000/- will be sent to the Colleges, which will be adjusted in the tuition fee to be deposited by the candidates at the colleges. For the students allotted in any University or Colleges other then BPUT system the total amount deposited as part admission fee will sent to the concerned University.