# JOINT ENTRANCE EXAMINATION-2015, ODISHA
## WEB BASED COUNSELLING PROCESS
### FOR
### ADMISSION TO ENGINEERING / ARCHITECTURE /PLANNING/ PHARMACY/LE Tech. / LE PHARM /B.Sc. (LE)/MBA/ MCA/LE MCA /M. Tech/ M. Pharm/ M. Arch/ M. Plan / MAM

## STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING
(For further details, visit: www.ojee.nic.in, www.odishajee.com)

The OJEE-2015 qualified candidates can download their individual RANK CARDS from the OJEE 2015 website www.ojee.nic.in, www.odishajee.com

## Registration and Choice Filling by any computer with Internet facility

### STEP-1

i)      Use only Internet Explorer (IE) 6.0 or above to access the web counseling site.
ii)     Go to website www.ojee.nic.in and click at NEW REGISTRATION.
iii)    Read the Candidate's Agreement Page carefully and Click on the    "I Agree" Option to proceed further.
iv)     Register yourself by selecting the appropriate course and then enter Roll Number, Registration number and Date of Birth. The candidate is advised not to disclose all these information to anyone.
v)      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.
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 Hrudananda@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.
ii)     If any entry is found to be incorrect, click edit registration, edit the incorrect data and make it correct.
iii)    If found 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.

<u>STEP-4</u>

i)     After successful registration, the candidate has to click the Fill Choice button given in the MENU bar of the screen.
ii)    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.
iii)   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 as many as choices.
iv)    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.
v)     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. and B. Plan. 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 criterion.

vi)    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.
vii)   After completing the choice filling, click on save button to save and take a print out of Filled in Choice Slip for your reference.

Note:-The candidate is advised to follow the above step (vii) without fail.

## Document Verification and Locking of Choices at the Nodal Centre

<u>STEP-5</u>

<u>Important</u>: The following Fees are to be deposited at the Nodal Centre during document verification, in the form of separate Account Payee Bank Draft(s) in favour of, "OJEE-2015" drawn on any Scheduled Bank payable at Bhubaneswar. All the candidates have to write their Name and Roll No on the back side of the Draft.

1. Those who have appeared OJEE 2015 have to deposit a non-refundable amount of Rs.450/- towards counselling fee.
2. The non-OJEE 2015 candidates seeking admission under JEE(Main)/AIPMT/GATE/GPAT/CAT/XAT/CMAT/MAT/ATMA/NIMCET etc. have to deposit a non-refundable amount of Rs.950/- towards counseling fee.
3. All the candidates have to deposit a non-refundable amount of Rs.5,000/- only towards University Registration Fee.

i) Report at the assigned Nodal Centre 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 in the scheduled date and time.
ii) Deposit the drafts of above mentioned Fees at Nodal Centre before document verification.
iii) Submit a set of self-attested Photo copies of said documents and take back the relevant original documents after verification.
iv) The candidate can collect back the draft of Rs 5,000/- in case he /she fails to clear the document verification.
v) After successful document verification, report at the computer counter of scheduled Nodal Centre for CHOICE LOCKING and collect verification slip and choice locking slip signed by both the officer-in charge and the candidate.

Note:- Do not forget to lock the choice at the nodal centre, failing which the seat allotment shall not be considered.

# Temporary Seat Position

STEP-6

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

i) Temporary Seat Position will be available as per the scheduled date and time given in the OJEE web sites and newspapers.
ii) Temporary Seat Position will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2015 website after log-in.
iii) Candidate can see his/her temporary 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. (So, be careful while giving the choice. More preferred choice should be at upper level).
vi) In case the candidate desires to withdraw from the OJEE -2015 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 has to collect his/her draft amounting Rs.5,000/- (University Registration Fee) by filling up a withdrawal form at the Nodal centre.
vii) All the candidates except those who have withdrawn from counseling after the temporary allotment stage are considered as In Process Candidates and are eligible for Final seat allotment through auto-upgradation.

# Final Seat Allotment

<u>Step-7</u>

i)     Now at this stage, all candidates will get final allotment.

ii)    The final seat allotment can be seen in the OJEE-2015 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 can download the final allotment letter.

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

vi)   The deposited university registration fee of Rs.5, 000/- will be forfeited if the allotted candidate does not report to the finally allotted institute/college.

<u>Important</u>:-

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 temporary seat allotment.