

5. INSTRUCTIONS FOR COMPLETING OJEE-2015 APPLICATION FORM.

Before filling up the application form the candidate should have scanned images of his/her **photograph, full signature and left thumb impression** (left hand thumb for boys and girls). These scanned images are to be uploaded during the submission of application form.

The photograph should be colour. It should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable. Candidates with unclear photograph are liable to be rejected. Candidates may keep 6-8 identical photographs in reserve for use at the time of entrance examination, Counselling and Admission.

Method of Submission of Application Form:

- The candidate has to visit website www.ojee.nic.in / www.odishajee.com
- The candidate/parent has to read carefully the information brochure and instructions to fill the online Application Form for OJEE-2015.
- Then he/she has to go to the link 'Application Form for OJEE-2015' and open the same.
- Once the candidate clicks 'Application Form for OJEE-2015', six links will appear as Form "A, B, C ,D, E and F"
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A. For BAMS AND BHMS / PHARMACY / PHARMACY AND BAMS & BHMS

B. For LE (Engg, Pharma & Arch) & B. Sc.(LE)

C. For M.C.A. / M.B.A / LE-MCA.

D For PGAT (M. Tech /M. Tech (PT) /M. Arch /M. Pharm).

E. For Combination

1. MBA and MCA
2. MBA and LE-MCA
3. MBA and PGAT

F. For MAM

- (a) Fill in the on-line application form (5.1 – 5.25) and note down the registration number after submission.

After submission of the required data asked during online form fill-up, the candidate has to click, submit button. At the bottom of the next page, two buttons "Next" and "Back" are given. After opening "Next", information submitted can be checked and if information is correct, go for "Final Submit" otherwise go for "Back".

- (b) The application fee can be remitted in the following ways:

Make payment of fee through Debit/Credit Card (VISA / MASTER / Maestro cards/ net banking). The candidate has to follow the instructions and submit the fee through bank gateway.

OR

e-Challan mode for payment is possible in Bank of Baroda /Canara Bank. After on line application form filled up, e- challan form option will be visible. Candidate should print the challan of his/her preferred bank. Then move to any branch of that bank and pay the fee.

- (c) After successful submission of fee, the candidate can take print out of **Confirmation Page**.
- **Please note that the applicant's name, parents name(s), and date of birth should exactly be the same as mentioned in the High School or his/her first Board/ Pre-University examination certificate. Any deviations, whenever discovered, may lead to cancellation of the applicant's candidature.**
 - **The candidate's application form must be complete in all aspects while submitting the on-line application form. Incomplete application will summarily be rejected without any notice.**
 - **Options filled by the candidate in the application form cannot be changed at a later stage under any circumstances.**

5.1 Name of the Applicant

Candidate should enter his/her name, as given in High School Certificate of Board/University.

5.2 Mother's Name

The candidate should enter his/her mother's name. Wherever possible, it should be same as that mentioned in High School Certificate of Board/University of the candidate.

5.3 Father's Name

The candidate should enter his/her father's name as given in High School Certificate of Board/University and has to produce the documentary proof at the time of document verification.

5.4 Applying for the Course: [Do not fill multiple codes in this item]

The candidate should enter the appropriate code from the drop down menu in the corresponding field against the course code / qualifying code given in:

1. Table -2 for Pharmacy / BAMS/BHMS.
2. Table -3 (A) for MCA, MBA & MCA-Lateral Entry.
Table 3(B) Combination MBA with MCA, LE MCA, PGAT
Table 3(C) for MBA with PGAT(select correct question code).
3. Table - 4 (for admission to second year B Tech programme) showing the diploma stream, the candidate has studied.
4. Table - 5 for admission to second year programme ENGG/ TECH. for +3 Sc / B.Sc. with mathematics as subject at XII standard.
5. Table- 6 for M.Tech, M.Arch & M.Pharm question selection..
6. Table - 7 for Masters degree in Applied Management (MAM).
that he/she wants to appear.

Examination time-table will not permit other combinations of courses. If the applicant having passed or going to appear +3 Sc / B.Sc. wants to appear for both Lateral Entry (2nd year Engineering/Technology) and MBA, then she/he has to apply one application form and pay the right fees.

Similarly if the applicant having passed or going to appear in 2015 Bachelor's Degree of examination in the relevant field from any University of Odisha or recognized University as defined by UGC/AICTE wants to appear for both PGAT and MBA, then he/she has to apply one application form with its course code and payment. Refer Table 3(B, C) for these codes.

5.4.1 For Admission to First Year Programme BAMS AND BHMS / PHARMACY / PHARMACY AND BAMS & BHMS: Code (01 to 03) Refer- Table- 2

5.4.2. For Admission to First year MBA / MCA Programme: Code (04,05,06) Refer- Table-3(A), code,10,11, for combination Refer table 3(B). Table 3(C) for combination of M Tech and MBA code(32 to 45).

5.4.3 For Admission to Second Year Programme (Under Lateral Entry) : Code (51 to 76) Refer- Table-4

5.4.4 For Admission to Second Year Programme Under Lateral Entry for +3 Sc / B.Sc. with mathematics as subject at XII standard Scheme: Code (50) Refer- Table-5

5.4.5 For Admission to First Year M. Tech / M. Pharm / M. Arch: question codes (16-29) Ref Table-6

5.4.6 For Admission to First year Masters degree in Applied Management (MAM) Programme: Code (31) Refer Table-7

5.5 Qualifying examination passed or appeared

The candidate should enter the appropriate qualifying examination, He / she passed or is appearing in 2015.

5.6 Year of passing/ appearing

- (i) For BHMS / BAMS / MAM: Those who have already passed 10+2 or an equivalent qualifying examination should indicate the year of passing. Those who are appearing for their qualifying examination in 2015 should enter appearing 2015.
- (ii) MCA / MBA / M. Tech /M. Pharma / M. Arch / MCA – Lateral entry: Those who have already passed Bachelor's Degree in qualifying examination should enter the year of passing in the online application form. Those who are appearing for their qualifying examination in 2015 should enter appearing 2015.
- (iii) Lateral Entry: Those who have already passed Diploma or B.Sc. or +3 Sc. or BCA examination should indicate the year of passing. Those who are appearing for their qualifying examination in 2015 should enter appearing 2015.

5.7 Board/University of Qualifying Examination

- (i) +2/Equivalent
- (ii) Diploma/Equivalent as approved by UGC/AICTE/SCTE&VT
- (iii) + 3 Science/Bachelor Degree/Equivalent as approved by UGC / AICTE.
- (iv) B.Tech/B.Arch/B.Pharm/Equivalent as approved by UGC / AICTE.

5.8 Percentage of Marks in Qualifying Examination

The candidate has to fill in the actual percentage of aggregate marks obtained in the qualifying examination in this box if the results are available otherwise he/she has to leave it blank. The candidate has to enter only integer part of the percentage of marks and ignore the decimal point. For example, 76.15, 76.56 or 76.99 should be taken as 76 only.

5.9 Domicile

Refer Clause No. 2 of this brochure for ascertaining the category to which the candidate belongs. (S-Odisha State, ZZ-Outside State, OL- [Oriyas (Odias) belonging to outlying Oriya (Odia) speaking tracts], NRI-Non-Resident Indians.

Candidate should fill his/her category as per Clause No. 2.

5.10 Category:

Category	Code
General	GE
Scheduled Caste	SC
Scheduled Tribe	ST

5.11 Sub Category:

Sub Reservation	Code
Ex-Servicemen	ES
Children of Green Card Holder	GC
Physically Challenged	PC

Candidates belonging to S-Category (eligible to claim reservation as per Clause 2.1) and seeking admission under reservation in any of the above sub reservation categories are required to enter the exact sub reservation category. **(Multiple choices may be given if he/she belongs to more than one sub reservation category).**

5.12 Nationality

The candidate has to enter the nationality he/she belongs to

5.13 Mother Tongue: Refer Table 9

5.14 Date of Birth

The candidate should enter the exact date, month and year of birth as per English calendar and as recorded in the School/Board/Pre-University examination Certificate in format dd/mm/yyyy.

5.15 Gender

The candidate has to enter the appropriate field he/she belongs to.

5.16 Parent's total Annual Income

The candidate should enter the appropriate range of income. The parental income should include all sources of income of the parents.

5.17 Choice of Examination Centers

Table – 8 gives a list of the places where probable centers for the OJEE-2015 will be located. The candidate should select three different places in order of his/her preference. The candidate should enter the appropriate codes. An OJEE-2015 center may be cancelled owing to poor response, operational difficulties or any other reason. Candidates may not necessarily be allotted a particular place as OJEE-2015 center from their filled in choices. **Candidates who are opting for form 'D' or 'E' or 'F', there will be default examination center choice, that is, Bhubaneswar.**

5.18 E-mail

The candidate must give his/her active e-mail address where all the correspondence can be done.

5.19 Phone Number including STD/ISD Code

5.20 Mobile phone Number (Without 0 & +91)

The candidate should mention his/her mobile number in the space provided, on which he/she can be contacted or a message can be sent to him/her.

5.21 Address for communication

5.22 Photograph

Candidates are advised to take 8-10 passport size photographs with white background. Passport size photographs are to be used for fixing the photograph at the space provided on Computer Generated Confirmation Page. It is expected that the candidate will have the same appearance at the time of examination and counselling as in the UPLOADED photograph. The photographs must be taken on or after 01.1.2015 indicating clearly the name of candidate as shown below. Photograph should not have cap or goggles.



Spectacles are allowed if being used regularly. POLAROID and COMPUTER generated photos are not acceptable. Applications not complying with these instructions or with unclear photographs are liable to be rejected. Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means practices and the candidate would accordingly be dealt with the rules of unfair means.

5.23 Full Signature (Black / Blue ballpoint pen only): Scanned signature has to be up loaded.

5.24 Left Hand Thumb Impression: Put your thumb impression on paper and scan it to upload.

To be uploaded during the submission of online application form

File	Format	File Size
Dimension		
Photograph of Candidate 3.5cm x 4.5cm	JPEG format	5KB to 99KB
Signature of Candidate 3.5cm x 1.5cm	JPEG format	5KB to 50KB
Thumb impression of Candidate 3.5cm x 1.5cm	JPEG format	5KB to 50KB

5.25. Declaration by the Candidate:

The candidate must submit a declaration to the effect that the filled-in entries in the online application process of OJEE-2015 are true to his/her knowledge and belief.

Note: 1) Facility of submission of application form, payment of fee and printing of the Computer Generated Confirmation Page would be ceased at 05.00 p.m. on the last day of online-application form fill-up. Hence, candidates are required to complete the process within the prescribed duration.