# ODISHA JOINT ENTRANCE EXAMINATION - 2020

## WEB BASED COUNSELLING PROCESS
## FOR

### ADMISSION TO B.TECH/ B.ARCH / B.PLAN/ B.PHARM/ LE TO B.TECH (Dip) / LE TO B.TECH. (B.Sc.) / LE TO B.PHARM / MBA/ MCA/ LE TO MCA / M. TECH/ M. PHARM/ M. ARCH/ M. PLAN / INT. MBA / INT.MSc.

## STEP – BY STEP – PROCEDURE FOR WEB BASED COUNSELLING

### JEE (MAIN) rank holders can participate in the courses like B.TECH, B.ARCH, B.PHARM and Int. MSc.

**The OJEE-2020 qualified candidates can download their individual RANK CARDS from the OJEE 2020 website: (www.ojee.nic.in)**

BEFORE PARTICIPATING IN THE REGISTRATION PROCESS,
ALL THE CANDIDATES MUST THOROUGHLY READ THE **COUNSELLING BROCHURE**.

## IMPORTANT STEPS TO FOLLOW IN WEB COUNSELLING :

1. REGISTRATION
2. PAYMENT OF COUNSELLING FEE OF Rs.450/- (ONLY BY ONLINE PAYMENT)
3. CHOICE FILLING
4. MOCK ALLOTMENT
5. CHOICE LOCKING USING OWN PASSWORD (CARE SHOULD BE TAKEN BEFORE LOCKING THE CHOICES, ONCE LOCKED; NO ALTERATION IN CHOICE IS POSSIBLE UNDER ANY CIRCUMSTANCES).
6. TEMPORARY ALLOTMENT-I
7. VIEW SEAT ALLOTMENT, CHOOSE FREEZE / FLOAT OPTION FOR SEAT UPGRADATION, UPLOAD REQUIRED DOCUMENTS (DOCUMENTS TO BE UPLOADED: DEPENDS ON THE N CANDIDATE PROFILE), PAY THE PART ADMISSION FEE TOWARDS UNIVERSITY REGN FEE.
8. ALLOTTED STUDENTS HAVE TO DEPOSIT UNIVERSITY REGN FEE OF Rs.10,000 or 5000/- BASED ON THE CATEGORY (Rs.10,000/- FOR GENERAL CANDIDATES AND Rs.5000/- FOR SC/ST/PC CANDIDATES. DEPOSIT CAN ONLY BE DONE ON ONLINE PORTAL THROUGH BILLDESK / SBI / HDFC PAYMENT GATEWAY.
9. UPLOADED DOCUMENTS WILL BE VERIFIED BY DOCUMENT VERIFYING OFFICER WHO MAY POST QUERIES (IN CASE OF ANY DISCREPANCY). CANDIDATES WILL BE NOTIFIED THROUGH EMAIL AND SMS REGARDING ISSUES, IF ANY. CANDIDATES HAVE TO RESOLVE QUERIES (IF ANY) RAISED BY DOCUMENT VERIFYING OFFICER BY SPECIFIED LAST DATE.

10. IF THE CANDIDATE FAILS TO ATTEND THE QUERY RAISED BY DOCUMENT VERIFYING OFFICER WITHIN SPECIFIED TIME, THEN DOCUMENT VERIFICATION OF THE CONCERNED WILL BE CANCELLED AND SEAT ALLOTTED WILL BE WITHDRAWN.

11. CANDIDATES, NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS, MAY WITHDRAW WITHIN STIPULATED TIME (IT WILL BE MADE AVAILABLE AS PER THE COUNSELLING SCHEDULE) .

12. TEMPORARY ALLOTMENT-II

11. NEWLY ALLOTTED STUDENTS HAVE TO FOLLOW STEP 7 THROUGH 10

12. WITHDRAWAL BY CANDIDATES AS IN (11) ABOVE.

14. TEMPORARY ALLOTMENT-III

15. NEWLY ALLOTTED STUDENTS HAVE TO FOLLOW STEP 7 THROUGH 10

16. WITHDRAWAL BY CANDIDATES AS IN (11) ABOVE.

17. FINAL ALLOTMENT

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

    ANY NEWLY ALLOTTED STUDENTS IN THIS ROUND HAVE TO FOLLOW STEP 7 THROUGH 10 TO GET THE FINAL ALLOTMENT LETTER.

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

## Registration on any computer with Internet facility

## STEP-1

i) **Before starting registration, candidates must thoroughly read the Counseling Brochure available in the website.**
ii) Go to website **www.ojee.nic.in** and click at **NEW REGISTRATION**.
iii) Read the Candidate's Consent Page carefully and Click on the "I Agree" Option to proceed further.
iv) Register yourself by selecting the appropriate course and then enter **Application number** for JEE MAIN Candidates (**Roll Number for others), Date of Birth, Gender, Name of the candidate (as mentioned in JEE Main / other application form)**. 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 candidate has to provide Mobile number, email address, password, and security question to complete the registration process.
ii) Candidate has to enter the **password** and again re-enter the **same password** in the "confirm password" box.
iii) 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
iv) Remember the entered password and keep it confidential. This password shall be used in future for choice filling and viewing result details etc.
v) On completion of registration, SMS alert will be sent confirming the completion of registration.

## STEP-3

i) Click on the "Application Form" displayed at the bottom of the screen to fill candidate profile like domicile, social category, special/sub-category like Green Card, Physically Challenged, Ex-Servicemen, Tuition Fee Waiver (TFW) scheme, and state of domicile, qualifying examination passed from an institute located in Odisha, parents working in Odisha. Carefully fill the above data, as these will define each candidate's profile and eligibility for reservation used in seat allotment.

ii) Click "Save & Next" and proceed to next screen.

## STEP-4

i) Candidate has to select the qualifying examination (if multiple qualifications are eligible for the course, one has to be chosen).

ii) After selecting the qualifying examination, enter all relevant data asked in the interface like Board, Roll number, Institute, year of passing, marks secured, full marks, subject wise marks secured etc as applicable.

iii) Click "Save & Next" to proceed to next screen.

## STEP-5

i) Candidate has to fill contact information like permanent and communication address.

ii) Click "Save" to complete registration process.

## STEP-6

i) Candidate has to pay registration fee Rs 450/- through online mode.

ii) Click "Save" to proceed to next screen.

## STEP-7

i) After successful registration and completion of registration fee deposit, the candidate has to click the **Choice Filling & Locking** option given in the MENU 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 choices, as he/she desires.

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., B.Plan and LE B.Tech. Son/daughter of parents whose annual income from all sources is less than Rs.8*

*Lakhs is eligible under this scheme. The waiver is limited to Tuition Fee only. This scheme is applicable only to the candidates who are natives of Odisha (Appendix - I) and whose parents satisfy the above mentioned income criteria (For this category, submission of income certificate duly signed by competent authority at nodal center (Appendix-VII) is mandatory).*

vi)    Select as many choices of Institutions and branches as possible on priority basis to have better option for allotment of a seat during the allotment 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.

vii)    In **mock allotment results,** candidates can know his/her allotment status of on that date as per choice filled by them. **By seeing the mock results, candidates can alter their choice as per their preference and choice, if required**.

viii)    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 and lock the choice using the password. After locking the choices, candidate can take a print of the locked choice. It is the responsibility of the candidate to lock the choice in due time using OTP/By Password.
**NOTE**: **Locking is a onetime facility. Once you have locked, it cannot be unlocked again under any circumstance. Do it carefully only after you are sure of your choices exercised**.

ix)    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.

x)    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 send it to nodal center.

*Note:-The candidate is advised to follow the above steps (i and ix) without fail.*

## Temporary Allotment-I

### STEP-8

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

i)    Temporary Seat Allotment-I will be available as per the scheduled date and time given in the OJEE web sites and newspapers.

ii)    Temporary Seat Allotment-I will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2020 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 at this stage.**

v)    The process is option-based up-gradation system. This allotment position will remain as such or he/she will be promoted to upper choice in next round of allotments, based on the option exercised by the candidate. So, be careful while giving the choice and exercising option for up gradation. Better preferred choice should be at upper level. **Once a** candidates exercises the option for freeze or for up-gradation, it cannot be changed under any circumstances.

vi)    **After seat allotment, candidates have to complete 3 steps i.e.**
        **(a) exercise the option of Freeze/Float**
        **(b) upload required documents in pdf format**
        **(c) pay part admission fees.**
    (a) **Exercise the option of Freeze/Float** – Candidate has to opt for Freeze/Float option in his own login id.

(b) **Upload documents** – As per the candidate's profile (filled during registration), he/she will be asked to upload required documents. All the documents will be uploaded in pdf format only. The size of pdf files will be mentioned against each document. (The documents to be uploaded must be clearly readable and the file name should not contain any special character)

**(c)   Pay admission fees** – Admission fees will be paid online. allotted students have to deposit university regn fee of rs.10,000 or 5000/- based on the category (rs.10,000/- for general candidates and rs.5000/- for sc/st/pc candidates. deposit can only be done on online portal through billdesk / sbi / hdfc payment gateway by Net banking/ Debit cards/Credit cards etc.
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vii)   **Candidates not allotted any seat in this round are not required to do anything**. They have to wait for temporary allotment-II/III for any allotment.

viii)   In case the candidate desires to withdraw from the OJEE -2020 counseling process, he /she should login to the counseling page using his/her password and exercise withdraw option within the specified date. In the withdrawal process, he/she will be refunded Rs.5,000/- or Rs.10,000/- (Admission fee as deposited) in the account details filled or it will be refunded to the account from which the amount has been deducted during online payment. All the candidates except those who have withdrawn from counseling after the temporary allotment stage or have frozen their allotment after 1st round allotment, will be considered as **In Process Candidates** and are eligible for next round temporary allotment-II through up-gradation process.

i)   All allotted candidates who wish to continue in the counseling process have to complete the payment process, as mentioned in the previous section above ((vi) c). Candidate, who will not complete payment process, will not be considered further and he/she will be out of the up-gradation process. The allotted seat will be cancelled.

ii)   If an allotted candidate is not satisfied with the allotment or has taken admission elsewhere or for any reason, not interested to take admission in the allotted institution/college, he/she is allowed to withdraw, but within the declared time. After due date of withdrawal, OJEE will not allow any withdrawal and no refund will be permissible.

iii)   If a candidate wishes to withdraw, he/she has to login to the counseling page using his/her credentials and follow the withdrawal process and will be eligible for refund of total admission fee deposited by him/her. The refund will be initiated only after counseling process is over.

iv)   If a candidate has got allotment in the counselling process, has accepted the allotment by document verification and payment of the admission fee and has not withdrawn, 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 / concerned Institute. **OJEE will not refund any admission money to any candidates who has not withdrawn within schedule time.**

## Document Upload and Verification

i)   Candidates are not required to travel to OJEE office or any nodal centre for document verification. The officials will verify documents of candidates through online mode only. So care must be taken while uploading relevant documents. Candidates can check,  from the Counseling Brochure, the details of required documents to be uploaded.

ii)   During verification of documents, the Verifying Officer may raise querries to resolve issues if any. In this case, alert message will be sent to candidate's mobile and through email.

Candidate has to reply to the query / act according to the instruction of the Officer to resolve the query. Therefore, candidates must regularly check his/her id for status of document verification.

iii) If the query is not attended, document verification of the candidate will not be completed and seat allotted will be cancelled.

## Temporary Allotment - II

### Step-9

i) Temporary Seat Allotment-II will be notified as per the scheduled date and time given in the OJEE web sites.

ii) Temporary Seat Allotment-II will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2020 website after log-in.

iii) In this round of allotment, candidate can see his/her allotment status, which may have been upgraded to higher priority choice or may remain the same as previous allotment depending on the choice number, rank and availability of seat. Un-allotted candidates of previous round allotment may get an allotment depending on his/her choice, rank and availability of seat.

iv) **Candidates are advised not to report at this stage to allotted Institution based upon this allotment.**

v) Candidates not allotted any seat in this round need not do anything. They have to wait for temporary allotment-III (Final allotment) for any allotment.

vi) In case the candidate desires to withdraw, he/she has to follow the withdrawal process as mentioned above.

vii) All newly allotted candidates have to follow **iii to vii of step-8** to remain in the process and will be eligible for final round of seat allotment. Newly allotted candidates, who do not follow **iii to vii of step-8,** will not be considered for next round or final allotment, their allotted seats being treated as vacant seats for final round of allotment.

## Temporary Allotment-III

### Step-10

i) Temporary Seat Allotment-III will be notified as per the scheduled date and time given in the OJEE web sites.

ii) Temporary Seat Allotment-III will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2020 website after log-in.

iii) In this round of allotment, candidate can see his/her allotment status, which may have been upgraded to higher priority choice or may remain the same as previous allotment depending on the choice number, rank and availability of seat. Un-allotted candidates of previous round allotment may get an allotment depending on his/her choice, rank and availability of seat.

iv) **Candidates are advised not to report at this stage to allotted Institution based upon this allotment.**

v) Candidates not allotted any seat in this round need not do anything. They have to wait for temporary allotment-III (Final allotment) for any allotment.

vi) In case the candidate desires to withdraw, he/she has to follow the withdrawal process as mentioned above.

vii) All newly allotted candidates have to follow **iii to vii of step-8** to remain in the process and will be eligible for final round of seat allotment. Newly allotted candidates, who do

not follow **iii to vii of step-8,** will not be considered for next round or final allotment, their allotted seats being treated as vacant seats for final round of allotment.

## Final Allotment

### Step-11

i)    Now at this stage, all candidates, who have previously been allotted seats and are in the up-gradation process, will get final allotment along with some new candidates who may get allotment.

ii)   The **final seat allotment** can be seen in the OJEE-2020 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)   All the finally allotted candidates, those who are not in the up gradation process as well as the candidates in the up gradation process, now 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)   All newly allotted candidates have to complete the document upload and payment process for generation of final allotment letter.

➢    **All the allotted candidates must report to the colleges within schedule time and the college authority must enter their names in the OJEE portal as reported candidates.**

➢    **No withdrawal will be allowed at this stage under any circumstances.**

➢    **If the allotted candidate does not report to the finally allotted institute/college, the deposited part admission fee of Rs.10,000/- or 5,000/- as per category, will be forfeited and No Refund will be entertained for such candidates.**

**\*Candidates giving choice for Marine Engineering must themselves ensure regarding proper eligibility and age, otherwise their allotment will be cancelled.**

**\*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. If they fail to upload the required documents, in support of their claimed category and subcategory, during document verification, then the allotment made under category, subcategory will be cancelled and they may be considered for general allotment in the next round from the existing vacant seats.**

**\* Candidates, who are opting for TFW seats, <u>must fill TFW choices along with general choices to avoid a situation of remaining totally unallotted</u>, as TFW seats are limited (5% supernumerary of sanctioned intake). Also, ensure to submit the income certificate issued from authorized persons as per format given in Counselling Brochure. If a candidate is unable to produce income certificate, all TFW choices will be disabled and the candidate will be allotted from remaining choices, if given.**

**\*Candidates are required to upload all required documents mentioned in the Counselling Brochure as per his/her profile. Hence they have to be make themselves ready with all necessary documents.**