

## 5. INSTRUCTIONS FOR COMPLETING OJEE-2017 APPLICATION FORM.

Before filling up the application form the candidate should have scanned images of his/her **coloured 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 without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable. Candidates with unclear photograph are liable to be rejected.

### **Method of Submission of Application Form:**

- The candidate has to visit website [www.ojee.nic.in](http://www.ojee.nic.in).
  
  - The candidate/parent has to read carefully the information brochure and instructions to fill the online Application Form for OJEE-2017.
  - Then he/she has to go to the link 'Online Student Registration System 'and open "Odisha Joint Entrance Examination-2017".
  - Once the candidate clicks 'Odisha Joint Entrance Examination-2017"Application Form for OJEE-2017',
  - Choose the correct Application Form among- A, B, C, D, E AND F. You are allowed to register in one application form only. Based on your qualification and what you are interested to study, choose correct entrance test and for that choose the correct form. Table-II page-4,
- (a) Fill in the on-line application form and **note down** the registration number after submission. **REGISTRATION NUMBER IS THE USER ID FOR FURTHER LOGIN. Password you are creating while filling up the form.**
- (b) Once you have created your password and registration/application number is generated, you can login as many times for uploading images and fee payment.  
After filling 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 "submit" and "reset" are given.
- (c) **FOR FEE PAYMENT ALSO REGISTRATION NUMBER/APPLICATION NUMBER IS REQUIRED.**

Upload the images in the second step.

After that, go to payment button and pay the correct fees required based on the form chosen by you.


- (d) 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. Two options are available. SBI and BILLDESK gateway. Please choose any one.

**OR**

e-Challan mode for payment is possible only in State Bank of India payment gateway. After on line application form filled up, e- challan form option will be visible (Only available in SBI gateway). Candidate should print the challan. Then move to any branch of State Bank of India branch and pay the fee.

- (e) 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.**

<b>INSTRUCTIONS FOR COMPLETING OJEE-2017 APPLICATION FORM Table - 10</b>	
<b>Name of the Candidate</b>	Candidate should enter his/her name, as given in High School Certificate of Board/University
<b>Father's Name</b>	The candidate should enter his/her father's name.
<b>Mother's Name</b>	The candidate should enter his/her mother's name.
<b>Date of Birth</b>	Select the date, month and year correctly.
<b>Gender</b>	Select Male or Female or Transgender
<b>Parent Domicile</b>	Select among the options , 1. Odisha State ( <b>S</b> ) 2. Outside state of Odisha (zz) 3. <b>NRI-Non Resident Indian</b> <b>Refer section – 2 for details.</b>
<b>Category</b>	Select the correct one you belong to, General, SC or ST
<b>Person with Disability or Physically Challenged</b>	Yes or No please select correct one.
<b>Sub category</b>	Select if you are Green card holder(GC) or belong to Ex – Serviceman (ES) or both
<b>Annual family Income</b>	Select if your parents annual income is above six lakhs or below six lakhs
<b>Nationality</b>	Indian
<b>Opting for Woman quota</b>	Yes/No
<b>Course Apply Details</b>	
<b>Apply for(Applying for the Course)</b>	Select the correct course for which you are interested to apply and the correct Application Form for that (A,B,C,D,E,F). You can select one choice from the dropdown menu.
<b>Question paper you want to appear in entrance test</b>	This is mainly required for candidates applying for M Tech. Which question they want to appear for doing M Tech based on their B Tech degree. Refer Table-14
<b>Choice of Examination center</b>	Select your preferences 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> . Refer Table-8
<b>Qualifying examination passed or appeared</b>	The candidate should enter the appropriate qualifying examination, he / she passed or is appearing in 2017.
<b>Year of passing/ appearing</b>	Mention the year who have completed. For appearing candidates, it is 2017.
<b>Course or Stream</b>	Qualifying examination
<b>Board/University of Qualifying Examination</b>	(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.
<b>Year of passing or Appearing</b>	2017 – appearing Others – passing
<b>Percentage of Marks in Qualifying Examination</b>	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.
<b>Roll number in qualifying examination</b>	
<b>Institute Name and Address</b>	
<b>Address(communication detail)</b>	Address for communication, Locality, etc please write in appropriate boxes.
<b>E-mail</b>	The candidate must give his/her active e-mail address where all the correspondence can be done.
<b>Mobile phone Number (Without 0 &amp; +91)</b>	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. One time password will be sent as and when required in this given number.
<b>Phone Number including</b>	CODE+ NUMBER
<b>Photograph</b>	
<b>Photograph</b> (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.)	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 01.1.2017 indicating clearly the name of candidate as shown below.  

<b>Full Signature (Black / Blue ballpoint pen only):</b>	Scanned signature has to be up loaded.		
<b>Left Hand Thumb Impression</b>	Put your thumb impression on paper and scan it to upload.		
<b>To be uploaded during the submission of online application form</b>			
<b>File</b>	<b>Format</b>	<b>File Size</b>	<b>Dimension</b>
<b>Photograph of Candidate</b>	<b>JPEG/JPG format</b>	<b>5KB to 99KB</b>	<b>3.5cm x 4.5cm</b>
<b>Signature of Candidate</b>	<b>JPEG/JPG format</b>	<b>5KB to 50KB</b>	<b>3.5cm x 1.5cm</b>
<b>Thumb impression of Candidate</b>	<b>JPEG/JPG format</b>	<b>5KB to 50KB</b>	<b>3.5cm x 1.5cm</b>
<b>Declaration by the Candidate</b>	The candidate must submit a declaration to the effect that the filled-in entries in the online application process of OJEE-2017 are true to his/her knowledge and belief.		

Note: 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.