

5. INSTRUCTIONS FOR COMPLETING OJEE-2016 APPLICATION FORM.

Three steps to complete the process- 1. Register selecting the correct form 2. Upload images 3. Pay the examination fee. After that you can take print of your confirmation page. Two working days are required after you pay the fee to print confirmation page.

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 3-5 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-2016.
 - Then he/she has to go to the link 'Online Student Registration System' and open

"Odisha Joint Entrance Examination-2016".
 - Once the candidate clicks 'Odisha Joint Entrance Examination-2016' Application Form for OJEE-2016',
 - 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.
- (a) Fill in the on-line application form and **note down** the registration number/application number after submission. **REGISTRATION NUMBER/APPLICATION 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 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 "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.

OR

e-Challan mode for payment is possible in State Bank of India. After on line application form filled up, e- challan form option will be visible. 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.**

5.1 Name of the Candidate

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

5.2 Father's Name

The candidate should enter his/her father's name. Wherever possible, it should be same as that mentioned in High School Certificate of Board/University of the candidate and has to produce the documentary proof at the time of document verification.

5.3 Mother's Name

The candidate should enter his/her mother's name as given in High School Certificate of Board/University.

5.4 **Date of Birth** : Select the date, month and year correctly.

5.5 **Gender**: Select Male or Female or Transgender

5.6: **Domicile**: Select among the options , State , zz- outside state of Odisha, NRI.
Refer section – 2 for details.

5.7: **Category**: Select the correct one you belong to, General, SC or ST

5.8: **Person with Disability or Physically Challenged**: yes or no please select the correct one. You should say "yes" if you are 40% or more level of disability.

5.9: **Sub category**: Select if you are Green card holder, or belong to Ex – serviceman or both. If you do not belong to any sub category, please select " not applicable".

5.10: **Income** : Select if your parents annual income is above six lakhs or below six lakhs

5.11: Nationality: Indian

Course Apply Details:

5.12: **Apply for**: Select the correct course for which you are interested to apply. You can select one choice from the dropdown menu.

Applying for the Course:

Please refer the tables as mentioned below.

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 & M Plan question selection..
6. Table - 7 for Integrated MBA(5years).

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. You can not opt both.

Similarly if the applicant having passed or going to appear in 2016 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. These combinations are only allowed.

5.13: Question selection:

This is mainly required for B Tech candidates, which question they want to appear for doing M Tech. Degree obtained, question appeared in entrance is mapped for M Tech specializations allowed to study. Refer Table-12.

5.14: Choice if Examination center: Select your preferences 1st, 2nd and 3rd. Refer Table-8.

5.15 Qualifying examination passed or appeared

The candidate should enter the appropriate qualifying examination, he / she passed or is appearing in 2016.

5.16 Year of passing/ appearing

- (i) For BHMS / BAMS / Integrated MBA(5years): 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 2016 should enter appearing 2016.
- (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 2016 should enter appearing 2016.
- (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 2016 should enter appearing 2016.

5.17 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.

5.18 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.

5.19 Address for communication, Locality, etc please write in appropriate boxes.

5.20 E-mail

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

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 Phone Number including STD/ISD Code: This is optional, if you have land line then provide or please keep it blank.

5.22 Photograph

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 01.1.2016 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	JPEG format	5KB to 99KB	3.5cm x 4.5cm
Signature of Candidate	JPEG format	5KB to 50KB	3.5cm x 1.5cm
Thumb impression of Candidate	JPEG format	5KB to 50KB	3.5cm x 1.5cm

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-2016 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.