

**ODISHA JOINT ENTRANCE EXAMINATION – 2018
(OJEE– 2018)**

**WEB BASED COUNSELLING-cum-ADMISSION
INSTRUCTIONS**

**For Admission to
FIRST YEAR BACHELORS DEGREE COURSES
IN
ENGINEERING / TECHNOLOGY /
ARCHITECTURE / PLANNING / PHARMACY/**

**INTEGRATED MBA / MASTERS DEGREE IN COMPUTER
APPLICATION (MCA)**

AND

**FIRST YEAR MASTERS DEGREE COURSES
IN
BUSINESS ADMINISTRATION (MBA) / M. TECH / M. ARCH /
EXE. M ARCH/ M. PLAN / M. PHARM**

AND

**SECOND YEAR COURSES [THIRD SEMESTER]
IN
ENGINEERING / PHARMACY / MASTERS DEGREE IN
COMPUTER APPLICATION (MCA) UNDER LATERAL
ENTRY**

AND

INTEGRATED MBA, INTEGRATED MSc.

IMPORTANT INFORMATION

- Rank card is available in website www.ojee.nic.in and www.odishajee.com. It should be downloaded and print out taken by the candidates for use in the OJEE 2018 counselling.
- A candidate, only with valid **OJEE-2018 rank card/JEE MAIN / CAT, MAT, XAT, ATMA, NIMCET, GATE, GPAT etc.**, is eligible for admission through counselling of OJEE-2018, Odisha. The counselling schedule will be available on OJEE-2018 website: www.ojee.nic.in and www.odishajee.com around second week of June, 2018 or as per schedule published. The counselling will be done through the website: www.ojee.nic.in.
- It is hereby informed to all rank holders that downloading the rank card does not **GUARANTEE** a seat, which is subject to availability on the basis of the candidate's rank and options exercised.
- **No change** in the category of candidates beyond what has been notified in the results shall be allowed under any circumstances.
- **Please note: S (Odisha State); ZZ (Outside State); OL (Outlying Odia speaking tracts); NRI (Non-Resident Indian); GE (General; Odisha State); SC (Scheduled Caste); ST (Scheduled Tribe); PC (Physically Challenged); ES (Ex-Serviceman); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver).**
- For claiming seats under any reserved category (ST /SC /ES /PC /GC / Women) candidate must be native of Odisha and must produce 'RESIDENT/NATIVITY CERTIFICATE' (Appendix – I) and relevant certificate justifying the category at the time of document verification during Counselling.
- For OL category, the candidate has to produce Appendix- V at the time of document verification during Counselling and has to appear Odia test at JEE Cell, Gandamunda on the notified date.
- For Ex-Serviceman (ES) category, the candidate has to apply at Rajya Sainik Board office Bhubaneswar, mentioning the roll number and other details. Rajya Sainik Board will produce the valid list of candidates to OJEE and those candidates will be considered to get ES quota seats where ever applicable. Appendix-IV will not be verified at nodal centres. Candidates who have received Appendix-IV, will produce it at the institute where they are taking admission under ES quota.
- For NRI category the candidate has to produce Indian passport and other relevant document(s) at the time of document verification during Counselling.
- For TFW scheme, the candidate must produce 'RESIDENT OF ODISHA CERTIFICATE' (Appendix-I) and 'INCOME CERTIFICATE' (Appendix-VII) of parents from local Tahasildar at the time of document verification during Counselling. Income should be less than 6 lakhs per annum.
- OJEE, JEE MAIN, NEET qualified candidates seeking admission under physically challenged (PC) category are required to report for the medical test at SCB Medical College Cuttack Odisha and the date will be notified in the website www.ojee.nic.in/ www.odishajee.com.

Note: "The general public / guardian / parents and students intended to take admission into different Professional and Technical Institutions of Odisha are hereby informed through this Counselling Brochure that if they have any complain regarding admission process / procedure, admission fees, they can file complaint in shape of affidavit with supporting authenticated documents to the Member Secretary PPB, (Policy Planning Body) for disposal under the provisions of Odisha Professional Educational Institutions (Regulation of Admission and Fixation of Fee), Act, 2007".

It has been impressed upon by the Hon'ble Supreme court of India that if any incident of ragging comes to the notice of the concerned authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel the concerned student from the Institution.

Preface

The contents of this Counselling Brochure will guide the candidates to understand about the Universities/Colleges offering the courses, procedure of the Web Counselling and precautions to be taken at various stages of the Web Counselling. Candidates as well as their parents are advised to go through the procedure of Web Counselling methods and Frequently Asked Questions (FAQs) while exercising the choice filling.

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ADDRESS FOR COMMUNICATION
Chairman,
Odisha Joint Entrance Examination-2018
JEE Cell, Gandamunda, Khandagiri, Dist- Khurda.
Bhubaneswar -751030
Website: www.ojee.nic.in, www.odishajee.com
CONTACT NUMBERS
0674- 2382101, 2382108
E-MAIL
odishaojee@gmail.com

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

(For further details, visit: www.ojee.nic.in/www.odishajee.com)

JEEMAIN rank holders can participate in the courses like BTECH, BPLAN, BPHARM and Int. MSC

1. REGISTRATION
2. COUNSELLING FEE OF Rs.450/- DEPOSIT. (ONLY THROUGH ONLINE)
3. CHOICE FILLING
4. MOCK RESULT
5. CHOICE LOCKING BY OTP (CARE SHOULD BE TAKEN BEFORE LOCKING THE CHOICES, ONCE LOCKED, NO ALTERATION IN CHOICE IS POSSIBLE UNDER ANY CIRCUMSTANCES)
6. 1ST ROUND ALLOTMENT
7. ALLOTTED STUDENTS HAVE TO DEPOSIT PART ADMISSION FEE RS.5000/- (FOR SC, ST AND PC CANDIDATES) AND RS.10,000/- (FOR GENERAL CANDIDATES). DEPOSIT CAN BE DONE ON-LINE OR CHALLAN PAYMENT ON ANY BRANCH OF STATE BANK OF INDIA OR AXIS BANK.
8. REPORT AT NODAL CENTER FOR DOCUMENT VERIFICATION IN SCHEDULE TIME.
9. WITHDRAWAL BY CANDIDATES NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS.
10. 2ND ROUND ALLOTMENT
11. NEWLY ALLOTTED STUDENTS HAVE TO FOLLOW NO.7 AND NO.8 (TO DEPOSIT PART ADMISSION FEE AS MENTIONED IN NO.7 AND DOCUMENT VERIFICATION)
12. NEWLY ALLOTTED STUDENTS TO REPORT AT NODAL CENTER FOR DOCUMENT VERIFICATION.
13. WITHDRAWAL BY CANDIDATES, NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS.
14. FINAL ALLOTMENT
15. NEWLY ALLOTTED CANDIDATES TO FOLLOW STEP-7 AND STEP-8.
16. STUDENTS TO DOWNLOAD FINAL ALLOTTMENT LETTER AND REPORT TO THE ALLOTTED INSTITUTES/COLLEGES.
17. FOLLOW NOTICE OF ALLOTTED INSTITUTE TO REPORT THERE FOR FINAL ADMISSION.

NOTE:- ALL THE CANDIDATES TO PAY DIFFERENCE AMOUNT OF THE APPROVED TUITION FEE AT THE COLLEGES. (EXCLUDING PARTADMISSION FEE DEPOSITED AT OJEE)

ADMISSION RULES FOR OJEE - 2018, ODISHA

1. A candidate can seek admission only against a valid OJEE rank card/ JEE MAIN/ NEET/ CAT/ MAT/ XAT/ ATMA / GATE/ GPAT / NIMCET etc. rank card.
2. **Eligibility Criteria:** The minimum eligibility criteria for admission into different courses (B.Tech/ B Plan/ B.Pharm/ B.Tech (Lateral Entry)/ B.Pharm (Lateral Entry)/ PGAT for M.Tech/ M.Tech (Part Time)/ M.Arch/ M Arch (Executive) and M.Pharm/ M Plam/ MCA/ MCA (Lateral Entry)/ MBA/ MBA(Integrated)) through OJEE are as mentioned in the information brochure 2018 and in the Counselling Brochure 2018. They must produce the pass certificate and mark-sheets in original during document verification at nodal centre.
 - i) **For MCA 2nd Year Direct course** the minimum eligibility criteria is pass in the Bachelor's Degree examination of minimum three years duration in BCA, B. Sc (IT/ Computer Science/ ITM / IST) from any University of Odisha or from a recognized University as defined by UGC and must have passed in Mathematics as a course at 10+2 level or at Graduate Level. Business Mathematics at +2 level are not permitted. The candidate should have obtained at least 50% (45% in case of candidate belonging to SC/ST category) at the qualifying Examination for MCA 2nd Year Direct course.
 - ii) **For B.Arch Course**, the minimum eligibility criteria is that the candidate must have passed +2 level examination with 50% marks in Physics, Chemistry and Mathematics and also 50% marks in aggregate at +2 level examination.
3. **Registration/ Choice filling and locking:** A candidate should first register in the web site and fill his/her details as per different fields provided, after which he/she can pay the registration fee and FILL CHOICES, which can be changed as per wish of the candidate. Finally selected choice should be locked with the help of OTP (One Time Password) received in the registered mobile. It is not possible to change the choices or order of choice after locking the filled choice. If the candidate does not lock his choice through OTP, then the last filled choice shall be automatically locked after the period of choice filling and locking is over. The detail step by step procedure for registration, choice filling, locking, registration and counselling fee payment, seat allotment, withdrawal and up-gradation is elaborated in the brochure later.
4. **Bank Payments:**

All candidates who are willing to participate in admission process has to pay a non-refundable Registration Fee of Rs.450/-. They can pay this online by selecting any Gateway: SBI or BILLDESK for Debit card, credit card, net banking payment options.

After choice filling, Mock result will be given then choice locking facility will be activated, after locking due date, 1st Round Allotment will be published in the schedule date. Allotted candidates then have to deposit part admission fee and report at the nodal centres for document verification. Candidates who have not been allotted should wait for further results of subsequent rounds.

Allotted candidates have to pay part admission fee of Rs.5,000/- (For SC, ST and PC Candidate) and Rs.10,000/- (For General Candidates).

Mode of payment: Two ways payment can be made. Please choose any one as per your convenience.

Online payment:

Online available through payment get-ways like billdesk or SBI Mops. This facility is available in the candidate's login portal. If a candidate wish to pay online (Net Banking, Debit Card, Credit Card) then he/she has to login to their account in www.ojee.nic.in and can go to fee payments interface.

Offline Payment:

(a) Print the bank challan from SBI payment gateway which is available in your own login in www.ojee.nic.in and deposit the money in any SBI branch.

(b) Axis Bank challan copy is available in www.ojee.nic.in notice board and also available in all branches of Axis bank in Odisha. Deposit the fee in any Axis bank branch and collect the money receipt from the bank.

6. Document Verification and Withdrawal:

Document Verification:

All the allotted candidates have to report at the assigned nodal centre in notified schedule for verification of their respective documents, as mentioned in the brochure. The candidate has to submit one copy of Rank card at nodal centre during document verification. Produce this money receipt during document verification for confirming your candidature for the admission. The original certificates will be verified and one set of photocopies (self-attested) is required to be submitted during document verification at the Nodal Centre. Please do not deposit any original document at the Nodal Centre. A candidate is liable to lose his allotted seat in the case of any, irregularity or unfulfillment of data and their supporting documents as per guidelines.

Withdrawal:

All the candidates shall get a chance for withdrawal after allotment at different rounds. There will be a last date upto which a candidate can withdraw. After that date any withdrawal is not allowed and the money deposited by candidate as part admission will be forfeited. Money deposited by candidate as part admission will be refunded by OJEE only, if the candidate withdraws within the schedule time mentioned for withdrawal following due withdrawal process. Hence, there will be no refund from OJEE if the candidate wants to get refund after due date of withdrawal is over.

Seat Allotments and Reporting at the allotted Institute:

All the allotted candidates, who do not participate in the process of document verification and admission fee payment, they will be listed out of the counselling process. His/her candidature will not be considered in any other rounds of allotment.

Also, all the candidates are advised not to report to the allotted college as per 1st and 2nd Round allotment under any circumstances. The candidates who exercise the option of withdrawal after the 1st and 2nd round allotment will be out of the counselling/allotment process and will not be considered for further process under any circumstances. The remaining candidates will be considered for auto up-gradation. A final allotment will be available on the website www.ojee.nic.in. Then the candidates

can download their respective individual allotment letters from the website after log-in. The candidate is required to report to the finally-allotted college/course for admission. The reported candidate to the finally-allotted college shall receive the registration card from the respective colleges/universities to which they are admitted to.

Candidates who have taken withdrawal after allotment at any round, will be out of the counselling/allotment process and will not be considered for further allotment/up-gradation under any circumstances. The remaining registered candidates (whether allotted a seat or not) will be considered for auto up-gradation.

1.0 WEB COUNSELLING PROCEDURE

The web counselling and admission process involves 09 steps as given in the next page: All candidates wish to take part in the counselling process for all the courses mentioned shall follow the steps given in following page as step by step process.

GO TO NEXT PAGE FOR STEP BY STEP PROCESS



REGISTRATION ON ANY COMPUTER WITH INTERNET FACILITY

(For further details, visit: www.ojee.nic.in, www.odishajee.com)

STEP-1

- i) **Before starting registration, candidates must thoroughly read the counselling brochure available in the website.**
- ii) Use only **Internet Explorer (IE) 6.0 or above** to access the web counseling site.
- iii) Go to website **www.ojee.nic.in** and click at **NEW REGISTRATION**.
- iv) All the streams (B.Tech/ B.Arch./ B. Plan / B.Pharm/ B.Tech (Lateral Entry) / B.Pharm (Lateral Entry) / PGAT for M.Tech / M.Tech (Part Time) /M.Arch /M Arch(Executive)/M Plan and M.Pharm/ MCA/ MCA(Lateral Entry) /MBA / INTEGRATED MBA) / Integrated Physics, Chemistry, Mathematics will appear on the computer screen; click on the desired stream.
- v) Read the Candidate's Agreement Page carefully and Click on the "I Agree" Option to proceed further.
- vi) Register yourself by selecting the appropriate course and then enter **Roll Number** and **Date of Birth**. The candidate is advised not to disclose all these information to anyone.
- vii) 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. Please give your authentic mobile number as OTP will be sent to that number. Important information will also be sent to you through that registered mobile number.
- 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 Hrudanand@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.
- vi) Next time the candidate can login directly with Roll Number as login ID and the generated password as Password. Candidates are advised to record/remember their password for all future Logins. Whenever the candidate performs LOG-IN operation, he/she has to LOG-OUT at the end of each session.
- vii) **Confidentiality of the password is the sole responsibility of the candidate and all care must be taken to protect its security. Candidates are advised not to disclose or share their password with anyone. OJEE-2018 is not responsible for violation or misuse of the password of the candidate.**

STEP-3

- i) The candidate can verify the details of registration. Specifically take care to give correct mobile number as you will get all information by SMS and also OTP for locking your choice.

- ii) If any entry is found to be incorrect, click edit registration, edit the incorrect data and make it correct. Must ensure to fill the category and sub-category fields correctly to avoid any cancellation of allotment under category or subcategory reservations.
- iii) If all the information entered found to be 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. In nodal center, you have to produce documents for verification and proof of registration (counselling) fee payment also (elaborated further).
- v) **It is the sole responsibility of the candidate to verify his/her personal data, including category, subcategory, state of eligibility and gender as per documentary evidence. By changing the category, sub category, state of eligibility and gender, the eligibility of the candidate may change. OJEE is not responsible for any omissions in the details and the consequences thereafter.**
- vi) **If the personal data verified and submitted by the candidate is found to be wrong at the time of verification of certificates at any stage, the allotment of seat/ admission is liable to be cancelled.**
- vii) Once this personal data is verified and submitted, the candidate will not be allowed to change the personal data under any circumstances.

STEP-4

- i) The following interface will be available after successfully logging in to the system:
 - a. Registration Details.
 - b. Edit Registration.
 - c. Available Choices.
 - d. Fill Choices
 - e. Display Filled Choices
 - f. Change Password
 - g. Fee Payment
- ii) A candidate has to deposit Rs.450/- counselling registration fee through online in payment portal after login to their account.
- iii) After successful registration and registration fee deposit, the candidate has to click the **Fill Choice button** given in the MENU bar of the screen.
- iv) 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**.
- v) 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 sufficient number of choices, he/she may give as many choices as he/she likes.
- vi) 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.
- vii) 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 screen.

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., LE BPharm, LE BSc. 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 criteria (to submit income certificate duly signed by competent authority and produce at nodal centre, Appendix-VII).

viii) 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. Always give best choice as first and follow in that sequence.

ix) In **mock result** candidates can know the allotment status of his/her on that date as per choice filled by them. **By seeing the mock result candidates can alter their choice as per their preference and choice, if required. If not getting allotment in mock result, a candidate can add more choices to ensure allotment as per his/her rank during 1st Round allotment**

x) 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. OTP will be sent by sms to your registered mobile number. Write the number in the space given and submit. Your choices given are locked. You may take a print of the locked choice, but don't carry this document to nodal centre. It is the responsibility of the candidate to lock the choice in due time using OTP.

NOTE: Locking is a onetime facility. Once you have locked, it cannot be unlocked again. Carefully do it only after you are sure of your choices exercised.

xi) 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.

xii) 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 to bring it to nodal centre.

Note:-The candidate is advised to follow the above step (iii and ix) without fail. If you are rank holder of two subjects and interested to participate in both counselling, you have to register and pay for both separately.

Important Note: 1. It should be clear to the candidate that the choice finally locked through OTP cannot be changed under any Circumstance. Therefore, candidates should take special care and be very sure before finally locking the choices. You can save choices many times in different times you are logging in, but locking is one time activity.

2. The OTP like the password is secret number that should not be shared with anyone.

1st Round Seat Allotment

STEP-5

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

- i) 1st Round Seat Allotment will be available as per the scheduled date and time given in the OJEE web sites and newspapers.
- ii) 1st Round Seat Allotment will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2018 website after log-in.
- iii) Candidate can see his/her 1st Round allotted seat position from the website for his/her own record.
- iv) **Candidates are advised not to report at allotted Institution based upon 1st round allotment as it is not the final one.**
- v) In auto up gradation system, this position will remain as such or he/she will be promoted to upper choice in next round of allotments. (So, be careful while giving the choice. Better preferred choice should be at upper level).
- vi) Candidates not allotted any seat in this round need not required to do anything. They have to wait for next round allotment for any upgraded allotment.

Admission Fee payment

STEP - 6

- i) All allotted candidates wish to continue in the counselling process have to pay Part Admission fee before they report at nodal centre for document verification. The Part Admission fee is Rs.5000/- (For SC, ST and PC Candidates) and Rs.10000/- (For General Candidates). This Fee can be paid by online or challan through on any SBI branch or Axis bank branch. Candidates who have not paid the admission fee will not be allowed for document verification and will be out of process. The allotted seat will be cancelled.
- ii) SBI challan can be printed from own login inside the www.ojee.nic.in . Payment of fee can be made at any SBI branch by producing that printed challan. Another option is to pay at any Axis Bank branch in Odisha. Challan is available in branch as well as in webpage notice board. After payment made at Axis bank or SBI, please receive the money receipt from the branch. Payment can also be made through online by net-banking, Debit cards, credit cards in the 'fee payment' interface available in the candidate's login.
- iii) ayment can be made through online payment gateway 'BILLDESK', 'SBIMOPS' or by challan, SBI challan can be printed from own login inside the www.ojee.nic.in. Payment of fee can be made at any SBI branch by producing that printed challan. Another option is to pay at any Axis Bank branch in Odisha. Challan is available in branch as well as in webpage notice board. After payment made at Axis bank, please receive the money receipt from the branch.
- iv) During document verification, please produce that receipt (either SBI or Axis Bank) as a proof of fee deposit.
- v) Any allotted candidate is allowed to withdraw if he/she is not satisfied with the allotment or taken admission elsewhere or due to some reason he/she is not interested to take admission in the allotted institution/college within the declared time. After that OJEE will not allow any withdrawal or any refund.

- vi) If a candidate wishes to withdraw, he/she have to report at nodal centre and follow the withdrawal process and will be eligible for refund of total admission fee deposited by him/her. Candidates have to provide the bank details to get back this amount.
- vii) **If a candidate has received an allotment in the counselling process, accepted the allotment by document verification and paid the admission fee and not withdrawing, 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 and concerned Institute. OJEE will not refund any admission money to any candidate who have not withdrawn at schedule time.**
- viii) Sufficient time will be allowed to the allotted candidates to withdraw, if they are not satisfied with the allotment or taken admission elsewhere or for any reason he/she is not interested to take admission in the allotted institution/college.

Document Verification at the Nodal Centre

STEP-7

- i) Report at the assigned **Nodal Centre in schedule date and time** 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. University registration Fee (Rs.5,000/-) payment proof also to be produced at nodal center.
- ii) Submit a set of self-attested Photo copies of said documents and take back the relevant original documents after verification.
- iii) The candidate can get back the Part Admission fee of Rs 5,000/- or Rs.10,000/- as deposited, in case he /she fails to clear the document verification. This amount he/she will get back after producing bank details in OJEE cell or in the account details given during registration. Candidate has to bring it to the notice of JEE office to get refund. The allotted seat to the candidate will be cancelled and will be considered as vacant seat for next round allotment.
- iv) After successful document verification, report at the computer counter of scheduled Nodal Centre to get print of the documents you have produced and successfully verified.
- v) Candidates allotted a seat and deposited admission fees, if not reported to nodal centre for document verification during his/her schedule time, his/her allotment will be cancelled and the seat allotted to him/her will be considered as vacant seat for next round allotment. The refund of fees can be claimed by the candidate after producing bank details in OJEE cell or in the account details given during registration.
- vi) Candidates allotted a seat and not deposited admission fees within schedule time will not be entertained further, his/her allotment will be cancelled and the seat allotted to him/her will be considered as vacant seat for next round allotment.
- vii) **No need to carry your locked choice document. Choice given by you is your own personal document. No need to share it at Nodal center or any other officials.**
- viii) Once an allotted candidate has successfully verified his/her document, in further rounds, no need to report at nodal centres. Only follow your upgradation.
- ix) In case the candidate desires to withdraw from the OJEE -2018 counselling 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 will be refunded Rs 5000/- or Rs.10,000/- (Part Admission fee as deposited) in the account detail filled up at the nodal centre while withdrawing. All the candidates except those who have withdrawn from counselling after the 1st round of allotment stage are considered as the **In Process Candidates** and are eligible for next all rounds of seat allotment through auto-upgradation.

2nd Round Seat Allotment

STEP-8

- i) 2nd Round allotment will be available as per the scheduled date and time given in the OJEE web sites and newspapers.
- ii) 2nd Round Seat Allotment will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2018 website after log-in.
- iii) In this round allotment, candidate can see his/her allotment status. May be upgraded to higher priority choice or same as previous allotment depending on the choice number, rank and availability of seat. Unallotted candidates of previous round allotment may get an allotment depending on his/her choice, rank and availability of seat.
- iv) This round **seat allotment** can be seen in the OJEE-2018 website after log-in for all the finally allotted candidates.
- v) **Candidates are advised not to report at allotted Institution based upon this allotment, as it is not the final allotment.**
- vi) Candidates not allotted any seat in this round need not required to do anything. They have to wait for the Final allotment for a chance of getting any allotment as per their choice.
- vii) All newly allotted candidates have to follow **step-6** and **step-7** to remain in the process and will be eligible for next round allotment. All the newly allotted candidates in the 2nd round who fail to follow step-6 and step-7 will not be considered for admission. They will not be considered in further rounds of allotment.
- viii) In case the candidate desires to withdraw from the OJEE -2018 counselling 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 will be refunded Rs.5000 (university registration fee) in the account detail filled up at the nodal center while withdrawing. All the candidates except those who have withdrawn from counselling after the 2nd Round allotment stage are considered as **In Process Candidates** and are eligible for the next Final seat allotment through auto-upgradation.

Final Seat Allotment

STEP-9

- i) Now at this stage, all candidates, those who have previously been allotted a seat, will get final allotment along with some newly allotted candidates.
- ii) The **final seat allotment** can be seen in the OJEE-2018 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 already completed **step-6 and 7** can download the **final allotment letter**.
- v) All the finally allotted candidates (except the 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 the newly Allotted candidates have to complete step-6 and step-7.** Then they will be able to download the final allotment letter and required to report to their corresponding allotted college with final allotment letter and the fee deposit slip.
- vii) The deposited Part Admission fee of Rs.5,000/- or Rs.10,000/- will be forfeited if the allotted candidate does not report to the finally allotted institute/college.

- viii) **No withdrawal will be allowed beyond the schedule date and time of withdrawal under any circumstances.**
- ix) **All the allotted candidates must ensure themselves to report to the colleges within schedule time and college authority must enter their names in the OJEE portal as reported candidates.**
Candidates should carefully follow all the instructions mentioned in the Final allotment letter.
- * 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 1st and 2nd round of seat allotment.**
- * Candidates are advised to enter correct category and subcategory (i.e SC, ST, GC, PC, ES, WO). They have to provide all the supporting documents as per their claim with respect to category and subcategory, if they fail to submit the required documents in support of their claimed category and subcategory, during document verification, then the allotment made under that category/subcategory will be cancelled and he/she shall be considered for allotment under the general category in the next rounds from the existing vacant seats.**
- * As TFW seats are limited (5% supernumerary of sanction intake) in numbers, the candidates who are opting for TFW seats must fill the TFW choices along with general category choice, to avoid being left unallotted in the TFW category. Also ensure to submit the income certificate issued from authorized persons as per the format given in the Counselling Brochure. If unable to produce income certificate, all TFW choices will be disabled and candidate will be allotted from remaining choices if given.**
- * Candidates shall require to produce all required documents mentioned in the counselling brochure. Hence candidates must take sufficient care to remain well prepared before going to nodal centres for document verification.**
- ## Candidates who have already been allotted in a round and participated in the process of document verification, need not come to nodal centre in subsequent rounds of result publication. They should follow the upgradation only and wait for the Final Allotment Letter.**

From the total part admission fee, Rs.5000/- will be sent to BPUT as registration fee and the balance amount will be sent to the College/Institute after submission of reporting status at OJEE by the Colleges. Hence, for all SC, ST and PC candidates the part admission fee deposited (Rs.5000/-) will be sent to BPUT as registration fee. For General candidates out of total part admission fee deposited (Rs,10,000) Rs.5000/- will be sent to BPUT as registration fee and rest Rs.5000/- will be sent to the Colleges, which will be adjusted in the tuition fee to be deposited by the candidates at the colleges. For the students allotted in any University or Colleges other than BPUT system the total amount deposited as part admission fee will sent to the concerned University.

LIST OF DOCUMENTS TO BE SUBMITTED AT NODAL CENTRE

1. Downloaded rank card (OJEE/JEE (Main)/ or Score card (CAT/XAT/CMAT/MAT/ATMA/GATE/GPAT/NIMCET etc.)
 2. Online registration slip
 3. HSC or any other relevant certificate showing the date of birth
 4. 10 + 2 Mark Sheet [For Engineering, Pharmacy, Integrated MBA], Final Diploma Mark Sheet (for Lateral Entry to B Tech) or BCA, B.Sc./+3 Sc (IT/CSE) Mark Sheet and +2 Mark sheet for MCA, MCA Lateral Entry) or +3 Mark sheet (For MBA) or +3 Mark sheet and +2 Mark sheet (for +3 Sc. / B.Sc. Lateral Entry) or B. Tech/ B. Arch/B. Pharm. final mark sheet for PGAT
 5. 10 + 2 Pass certificate [For Engineering, Architecture, Pharmacy, Integrated MBA or Final Diploma Pass Certificate (for Lateral Entry) or BCA, B.Sc./+3 Sc [IT/CSE] certificate for MCA Lateral Entry & MCA 2nd Year Direct) or +3 pass certificate (For MCA, MBA, &+3 Sc. / B.Sc. Lateral Entry and) or B. Tech/B. Arch/B. Pharm pass certificate for PGAT
 6. Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar
 7. Original SC/ST certificate by birth state of Odisha (Appendix-III)
 8. Income Certificate for TFW candidates (Appendix – VII) for the year 2018
 10. Green Card issued by Family Welfare Department of Govt. Of Odisha
 11. Ex-Serviceman candidates to apply at Rajya Sainik Board and verify whether their name is recommended or not.
 12. Original Certificate in support of Outlying Odia Speaking Tract (OL) category (Appendix – V)
 13. Certificate in support of NRI
 14. PC Candidates have to appear before PC Board, at SCB Medical College on declared date. This date will be published during counselling period.
 15. Certificate of Employment of candidate's Parent / Spouse (Appendix- II). Employer : Govt. of Odisha / Govt. of India / Govt. of India undertakings / Govt. of Odisha undertakings located in Odisha at the time of application
 16. Qualifying Examination Pass Certificate from Odisha
 17. Checklist signed by the candidate at the bottom (Annexure – I)
 18. Full time work experience certificate of minimum two years in a registered firm / Company / Industry / Educational and / Government, Autonomous Organisation in the relevant field in which admission is sought for admission to M.Tech (Part-Time). The candidate has to submit a No Objection Certificate from the present employer for admission to the course at the time of document verification.
- **The candidates are required to get prepared with the aforesaid required documents as per their course/category/subcategory etc. before the document verification at the nodal centre.**
 - **The Women candidates have to submit the Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar failing which she can't claim Women quota.**
 - **For MBBS/BDS, BAMS/BHMS admission it is mandatory to produce the Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar failing which his seat shall be forfeited.**

2.0 SEAT ALLOTMENT PROCEDURE, RESERVATION OF SEATS AND ELIGIBILITY FOR DIFFERENT COURSES :

For allotment of a seat, the Rank, eligibility, reservation criteria etc. of a candidate will be checked. The admissions shall be subjected to the verification of credential and documents in the nodal centre. Based on the options exercised by the candidates (as recorded in the server after locking by the candidates at the nodal centre) allotment of seats will be taken up. While allotting the seats, the Rank and Category shall be considered as per the declaration by the candidate. The allotment process takes into account all the options/choices exercised by a candidate in order of preference at each stage. The number of options to be exercised is not limited, but the candidate is advised to give maximum numbers of choices.

For any course, before the allotment starts, the following three steps are required to be completed.

Step-1: The candidate registers successfully against the desired stream(s) and fills up and locks the choices before going for document verification.

Step-2: If a candidate has to appear for more than one stream, then he/she has to register separately for all the streams. Counselling fee is to be deposited for every registration.

Step-3: To pay Admission fees Rs.5000/- in the prescribed mode of payment. To verify their documents in the schedule date time at the assigned Nodal Centre. Withdrawal facility is available at nodal centre only. Candidate should physically go to withdraw and fill a form to initiate the process of withdraw. A candidate is advised to judiciously fill the choices and lock it through OTP as desirable. There is no maximum limit for the choice filling.

Candidates who have successfully executed all these three steps above are considered for the seat allotment.

2.1. Reservation of Seats to Various Categories:

Acronyms of various categories are as follow:

S – Odisha state candidates, ZZ – Outside state candidates, OL – Odia belonging to outlying Odia speaking tracts, NRI – Non-resident Indians, GE – General (Un reserved), SC – Scheduled Caste, ST – Scheduled Tribe, PC – Physically challenged (same as PwD or PH), WO – Women, GC – Green card, ES – Child of Ex- Service man.

To claim the State (S) Domicile Category a candidates, should have any one of the followings 3 mandatory documents.

- a. Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar
- b. Certificate of Employment of candidate's Parent / Spouse (Appendix- II). Employer : Govt. of Odisha / Govt. of India / Govt. of India undertakings / Govt. of Odisha undertakings located in Odisha at the time of application in original
- c. Qualifying Examination Pass Certificate from Odisha in original and self-attested Photocopy

Number of Seats and Reservation

Exact number of seats and branches will be available at OJEE-2018 web site www.ojee.nic.in and www.odishajee.com.

- i. Only natives of Odisha state will be eligible to avail all reservation for seats under clause 2.1 of Information brochure -2018.
- ii. Seats available under General Category in any course are those “available after deducting the number of seats pertaining to all the Reserved Categories from the total number of seats available for that particular course after taking into account the All India Quota JEE MAIN, NEET-2018, CAT, XAT, CMAT, MAT, ATMA, GPAT, GATE, NIMCET etc. and NRI quota in that course”.

In state of Odisha there is no “OBC” quota for Admission. Therefore, the OBC all India qualified candidate will be treated as General Candidate (GE) and has to secure GE candidate qualified Mark or Score.

(I) For Bachelors Degree Courses in Engineering / Architecture the reservation is as given below:

- i. For Government Engineering Stream, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, 2.1.5, 2.1.6 and 2.1.7 of information brochure can also compete under general category provided they satisfy all conditions of eligibility for the same.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	5% in each category
Ex-Servicemen	3%
Oriya(Odia) belonging to outlying Oriya (Odia) speaking tracts (OL)	3%
Women	30% in each category except ‘OL’ and
Tuition Fee Waiver	Upto 5% (Supernumerary) (Except OL)

For the Bachelors Degree Courses in Engineering / Architecture / Planning in Govt. Institutions, the reservation is as given below.

‘NRI-quota’ is not applicable in Government Colleges.

- ii. For Private Engineering Stream the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, 2.1.5, 2.1.6 and 2.1.7 of information brochure can also compete under general category provided they satisfy all conditions of eligibility for the same.

For the Bachelors Degree Courses in Engineering/Architecture in Private Institutions the reservation is as given below.

- 5% seats are reserved for NRI and another 15% is reserved for JEE (MAIN)-2018.
- If candidates are less than 5% in NRI, the balance seat will be transferred to the general seat and allotment will be done as per general merit.
- If candidates are less than 15% in JEE (MAIN)-2018, the balance seat will be transferred to the general seat and allotment will be done as per general merit.

Therefore, for allotment of the seats to the candidates, the reservations applicable are as given below for the balance seats after deducting JEE (MAIN)-2018 and NRI seats from the total intake.

'OL' is not applicable here for private institution.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	5%
Ex-Servicemen	3%
Tuition Fee Waiver	5% (Supernumerary)
Women	30% in each category (SC, ST, GC, PC, Ex-Service)

There is no reservation category for Engineering Lateral Entry both for Diploma Holders as well as for +3 Sc. / B.Sc. degree holders.

(II) For MBA, the reservation is as given below:

i. For MBA in Private Colleges, the reservations are:
5% seats are reserved for NRI and another 15% is reserved for CAT, XAT, CMAT, MAT, and ATMA (3.0% each) in Private Professional Colleges.

- If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat will be transferred to the general seat and allotment will be done as per general merit.

- All India quota seats to the tune of 15% for MBA programs shall be filled up from the merit list of CAT, XAT, CMAT, MAT and ATMA. Vacant seats, if any, in these categories shall be interchanged in the first instance and then converted to general category and allotment will be done as per general merit.

For MBA stream, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4 and 2.1.6 can also compete under general category provided they satisfy all conditions of eligibility for the same. Therefore, for allotment of the seats to the candidates, the reservations applicable are as given below for the balance seats after deducting CAT, XAT, CMAT, MAT, ATMA and NRI seats from the total intake.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	5%
Women	30% in each category (SC, ST, GC, PC)

i. For MBA in Government Institutions, the reservations are same as in Private institutions mentioned above. CAT, XAT, CMAT, MAT, ATMA and NRI are not applicable in Government Institutions.

ii. For the MBA(Integrated) Courses, the reservations are same for Private Institutions and Government Institutions.

(III) For MCA, the reservation is as given below:

i. For MCA in Private Colleges, the reservations are:

5% seats are reserved for NRI in Private Professional Colleges.

- If candidates are less than 5% in NRI, the balance seat will be transferred to the general seat and allotment will be done as per general merit.
- All India quota seats to the tune of 15% for MCA programs shall be filled up from the merit list of NIMCET. Vacant seats, if any, in these categories shall be interchanged in the first instance and then converted to general category and allotment will be done as per general merit.

For MCA streams, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4 and 2.1.6 can also compete under general category provided they satisfy all conditions of eligibility for the same. Therefore, for allotment of the seats to the candidates, the reservations applicable are as given below for the balance seats after deducting NRI seats.

ii. For MCA in Government Institutions, the reservations are same as in Private

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	5%
Women	30% in each category (SC, ST, GC, PC)

institutions mentioned above. NIMCET and NRI are not applicable in Government Institutions.

For Lateral Entry in MCA there is no reservation

(IV) For Pharmacy the reservation is as given below:

i. For B. Pharm in Private Colleges, the reservations are:

For Pharmacy streams, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, and 2.1.7 can also compete under general category provided they satisfy all conditions of eligibility for the same.

For the Bachelor's Degree Courses in Private Pharmacy Institutions the reservation is as given below.

5% seats are reserved for NRI in Private Professional Colleges.

If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat will be transferred to the general seat and allotment will be done as per general merit.

All India quota seats to the tune of 15% for Pharmacy program shall be filled up from the merit list of JEE MAIN-2018 and NEET-2018. Vacant seats, if any, in these categories shall be interchanged in the first instance and then converted to general category and allotment will be done as per general merit.

Therefore, for allotment of the seats to the candidates, the reservations applicable are as given below for the balance seats after deducting NRI seats.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	5%

Tuition Fee Waiver	5% (Supernumerary)
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For Lateral Entry in Pharmacy there is no reservation except for 5% TFW seats

ii. For B.Pharm in Government Institutions, the reservations are same as in Private institutions mentioned above. JEE Main, NEET and NRI quota is not applicable in Government Institutions.

(V) Post Graduate Admission Test for Engineering/Technology, Pharmacy, Planning and Architecture (PGAT):

For M.Tech, M.Arch, M Plan and M.Pharm the reservation is as given below:

5% seats are reserved for NRI in Private Professional Colleges. No NRI seats are reserved for Government Colleges offering M.Tech, M.Arch, M Plan and M.Pharm.

If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat will be transferred to the general seat and allotment will be done as per general merit.

After deducting the NRI seats 50% of the remaining seats will be allocated to All India Post Graduate Aptitude Tests (GATE & GPAT) and remaining 50% to PGAT candidates.

If candidates are less than 50% in GATE/GPAT score, the balance seat will be transferred to the PGAT and allotment will be done as per general merit.

All the candidates claiming seat under GATE/GPAT should produce Valid(Qualified) GATE/GPAT score card in original during counselling process.

For M.Tech, M.Pharm, M Plan and M.Arch streams, the candidates belonging to categories 2.1.1 can also compete under general category provided they satisfy all conditions of eligibility for the same.

In state of Odisha there is no “OBC” quota for Admission. Therefore, the OBC all India qualified candidate will be treated as General Candidate (GE) and has to secure GE candidate qualified Mark or Score.

Scheduled Caste	8%
Scheduled Tribe	12%
Physically Challenged	5%

Quota system may change from time to time as per Government order. Any change will be applicable as desired by the Government.

2.2 Transfer of vacant Reserved Category seats:

Transfer of vacant seats from one category to another is applicable only when there are vacant seats in that category. For example, if some SC seats are vacant after all allotment, then those seats will be transferred to General seats. Similarly, if ST reserved category are not filled up due to non-availability of candidates belonging to ST category, then vacant seats may be filled up by candidates belonging to General Category.

Seats reserved under all other category like PC, GC, Ex-Servicemen etc. will be filled up by general category candidates in case the same are not filled up from the reserved category except TFW category.

In case of any change in the percentage of reservation of seats/reservation criteria mentioned in the clauses above on the basis of guidelines from PCI / MHRD / AICTE / Government of Odisha, it will also be published in OJEE-2018 website.

2.3 Certificates for Claiming Reservation :

i. A candidate seeking admission on reserved seat shall be required to produce a Certificate to that effect.

ii. No certificate for reserved category shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Odisha.

iii. If a candidate fails to submit the certificates as required under sub-rule (ii) during certificate verification, her/his candidature shall be considered for admission under general category.

iv. In case the above certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has been already granted admission, such admission shall be cancelled.

v. Reservation for Physically Challenged Candidates: OJEE 2018 qualified candidates seeking admission under Physically Challenged category are required to report at the medical board at SCB Medical College, Cuttack. The exact schedule will be notified in the website www.ojee.nic.in and www.odishajee.com. The decision of the medical board is final and binding.

vi. Reservation for the Child of Ex-Servicemen: A candidate claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Authority in the format provided in the brochure as Appendix-IV.

vii. The seats remaining vacant against all the reserved categories will be filled up from the rank list of unreserved category.

viii. Reservation under TFW Scheme:

Eligibility criteria for TFW:

- TFW scheme will be applicable to all approved Technical Institutions offering B. Tech, B. Pharm program and lateral entry provisions of these programs.
- Sons and daughters of parents whose annual income is less than Rs. 6 lakhs (Rupees six lakh only) from all sources are eligible for seats under this scheme. The candidates who will be interested in taking admission under this scheme have to produce income certificate issued by local Tahasildar (Appendix - VII) during document verification. This certificate should be of current year.
- The waiver is limited to the tuition fee as approved by the Government of Odisha Fee Committee for self-financing Institutions and by the Government for the Government Institutions. All other fees except tuition fee will have to be paid by the beneficiary.

- The candidate should be a native of Odisha and has to produce Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar during document verification.
- TFW scheme is applicable to all AICTE approved technical institution offering B. Tech,

2.4. Minimum Eligibility Criteria:

1. For admission into 1st year Degree courses in Engineering/Technology, Architecture

1.1. Engineering and Technology:

Passed 10+2 examination of CHSE, Odisha or equivalent with Physics and Mathematics as compulsory subjects along with one of the subjects from Chemistry / Biology / Biotechnology / Technical Vocational Subject / Electronics / Computer science / Information Technology / Geology / Statistics. The candidate should have passed individual subject and must have obtained at least 45% marks (40% in case of candidates belonging to SC/ST category) in the above subjects taken together.

1.2. Architecture:

Passed 10+2 examination of CHSE, Odisha or equivalent with 50% marks in Physics, Chemistry and Mathematics, and also 50% in aggregated in 10+2 level examination.

1.3. Minimum Eligibility Criteria of other courses:

Please refer Clause 3 minimum eligibility criteria of the Information Brochure (OJEE-2018) for other courses. Refer ANNEXURE-II for minimum eligibility marks in the qualifying exams for different courses.

2. For admission into 4 year Degree courses in Marine Engineering.

Minimum Academic Qualification	Maximum Age limit
Pass in (10+2) or equivalent examination with Physics, Chemistry, Mathematics and English as separate subjects with PCM average of not less than 60%	20 years as on the date of the commencement of the course.
Candidate can join 2nd year of 4-year Marine Engineering Degree Course who have passed 3 years Diploma Course in Mechanical /Marine /Electrical /Electrical and Electronics from the colleges approved by AICTE or State Board of Technical Education with minimum 55% of aggregate marks in the last year of Diploma Course.	22 years as on the date of commencement of the 2nd year course,

The candidates should have obtained with minimum 50% marks in English language at 10th or 12th Std or in the Diploma course conducted by recognized Board or any University.

ODISHA JOINT ENTRANCE EXAMINATION – 2018
OJEE – 2018 ADMISSIONS
Manual Choice Entry Form

Note:-

1. Download the list of college, course and seat matrix from website <<http://www.ojee.nic.in>>.
2. Give maximum number of choices to avoid disappointment of not securing a seat.
3. Use the filled in manual choice form while entering choices on computer screen.
4. Use similar form (Photocopies of this form), if this is insufficient by giving continuous preference numbers.

Preference No.	Name of the University / College	Name of the Branch
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Preference No.	Name of the University / College	Name of the Branch
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FREQUENTLY ASKED QUESTIONS

1. Who are eligible for Admission?

Ans: Candidates should refer to the Information Brochure 2018 available in the OJEE 2018 web-site.

2. Who belongs to S-Category?

Ans: The candidates satisfying any one of the following three conditions (a, b, c) will be treated as S- category for taking admission into OJEE 2018

a) The candidate must have passed 10+2 examination from any of the recognized institution in the State of Odisha.

b) Parents of the candidate must be natives of Odisha. To claim benefit under this category, a candidate shall furnish at the time of Counselling, a nativity certificate, in prescribed form (Appendix-I) from a Revenue Officer not below the rank of Tahasildar of the area where his/her parents have nativity.

c) Sons / daughters / spouse of the permanent employees of Government of Odisha / Govt. of India/Govt. of Odisha undertakings/Govt. of India undertakings, serving in the State of Odisha at the time of application. To claim the benefits under this category, candidate has to submit a certificate from the employer of his/her parents/spouse in the prescribed form (Appendix-II) at the time of counselling.

3. My father is working in Jindal steel, Angul, Chhendipada Road for last five years, but my father's native place is in the state of Chhattisgarh. I have passed +2 Science from CHSE, Odisha and I am a women candidate. Can I claim reservation under women category?

Ans: No, all candidates under reservations such as SC (Scheduled Caste); ST (Scheduled Tribe); PC (Physically Challenged); ES (Ex-Serviceman); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver) seeking admission through OJEE 2018 must be natives of Odisha and must produce Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar. However, as you have passed +2 Science from Odisha state you will be considered as a state category candidate. For further details please refer the Information Brochure of OJEE – 2018 available in the OJEE 2018 web-site.

4. I have not received my final 10+2 results. Am I eligible for Certificate Verification?

Ans: No, candidates who have passed 10+2 on the day of Certificate verification are only eligible and they have to produce proof of passing the qualifying examination.

18. I have wrongly filled OL category in the application form, actually I belong to Odisha state category, what will be my position?

Ans: Your choices will be processed according to general rank. You have to produce the documents mentioned for S category. However, the candidate will not get any reserved category status under any circumstances.

6. I have wrongly filled OL category in the application form, actually I belong to outside state category, what will be my position?

Ans: Your choices will be processed according to general rank for ZZ category.

7. I belong to OL category, if I do not get a seat in Government College, can I give option for private college?

Ans: Yes, the candidate can give option for both Government and Private College according to his/her preference. But allotment in private college is strictly based on the ZZ category rank.

8. I belong to Outside state (ZZ) category, what is the % of seats reserved in Government as well as in Private college?

Ans: There will be no seats for Outside state (ZZ) category in Government Colleges. But seats are available in Private Colleges. The number of seats derived for allotment to the outside state

candidates (ZZ) by taking into account the proportionate quantum of candidature / applications received in the concerned programme subject to maximum of 25 % of the general seats i.e., after deduction of all the reserved category. No other reservation under this category is applicable.

9. I am outside candidate and belong to SC category, can I claim for SC seat in any college?

Ans: No, all reservation such as SC (Scheduled Caste); ST (Scheduled Tribe); PC (Physically Challenged); ES (Ex-Servicemen); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver) including women seeking admission through OJEE 2018 must be natives of Odisha state and must produce 'Nativity/Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar.

10. I am appearing for Supplementary Examinations. Am I eligible for Certificate Verification?

Ans: No. One should produce proof of passing the qualifying examination.

11. Marks sheets have not been received. Am I eligible for any one of the following?

Ans: A candidate must produce proof of passing the qualifying examination and qualifying mark sheet during verification.

12. Will an acknowledgement be issued for having received the Original Certificates?

Ans: OJEE 2018 will verify the photocopies of the required documents with originals. Hence OJEE 2018 will not keep any original certificates / mark sheets / documents except Original Appendices. Print out of the verified document will be given to the candidate after successful verification of all the documents.

13. At the time of filling the application for OJEE 2018, I have wrongly filled my category. Accordingly, my Category has been printed in my admit card. I too did not notice it and report the same to the Verification Officer at the time of Certificate Verification. Can I change it now?

Ans: No. It is the responsibility of the candidate to verify for the correctness of the data immediately after getting the admit card.

14. Is it possible to change Caste/ Sex/Special category Status etc. during Certificate Verification when not mentioned correctly at the time of filling the application for OJEE 2018 Examination?

Ans: No, after uploading of admit card in the websites, OJEE 2018 has corrected all complaints made by the candidates regarding caste, sex, category etc. before declaration of the entrance result. Therefore, OJEE 2018 at this stage cannot do anything for change of any category.

15. How do I know the correct status of my Certificate Verification?

Ans: Before leaving the Certificate Verification counter in the nodal center please check up the Receipt of Certificates given to you and verify whether all the details are printed correctly or not. If any mistakes are there, ask the Verification Officer for their correction immediately and ask for revised receipt of Certificates duly signed by him.

16. How can I get Institute profile?

Ans: In website, by clicking on "Institute profile".

17. Is it compulsory for all candidates in OL category to attend the Certificate Verification at Bhubaneswar only?

Ans: Yes, OL category candidates should attend for Certificates Verification at JEE Cell, Gandamunda, Bhubaneswar only. All the OL candidates have to appear for Odia Test conducted by OJEE-2018. The candidate has to pass the Odia Test in M.E. (VII standard) with minimum 40% marks to be conducted by OJEE 2018 committee at the time of counselling process.

18. What are PC Board?

Ans: All the PC candidates have to report for the Medical Board to be conducted at SCB Medical College, Cuttack on the scheduled date and time mentioned in the website / newspaper. Those candidates who do not qualify the test conducted by Medical board, will be considered for allotment under any other category to which he/she belongs based on General Ranking.

19. I am seriously ill and not in a position to attend the Certificate Verification. Then what I have to do?
Ans: The candidates must attend personally the Certificate Verification; otherwise the candidate has to forfeit his/her seat.
20. I lost all my Original Certificates during traveling. I have Xerox copies only with me; can I attend the Certificate Verification?
Ans: Yes, only when the candidate produces FIR lodged against the loss of Certificates/documents and photocopies of all the lost documents. After getting the required original certificates from respective Board/University he/she must report at the designated nodal centre for verification before the end of document verification period otherwise he/she has to forfeit his/her seat.
21. I have not received my Caste Certificate. Am I eligible under Caste Category?
Ans: No.
22. In my application I have wrongly filled my Caste category. Can I correct it at the time of verification of Caste?
Ans: No.
23. Please list out the Original Certificates to be produced by me for verification at the nodal center.
Ans: Please see Annexure – I.
24. What is a Choice?
Ans: The selection of the “college and course” you wish to join and arrange them in the order of preference.
25. Where from I can exercise my options?
Ans: You can exercise filling of choices from home or anywhere using computer with internet facility.
26. How many choices I can exercise?
Ans: You can exercise any number of options you like, and there is no Minimum & Maximum limit. It is advised to give judicious number of choices to avoid disappointment of not securing a seat.
27. Can I select all branches in a college?
Ans: Yes. You can select but arrange (write) them in order of priority.
28. Can I change my choices?
Ans: You can change the choices any number of times within the stipulated time allotted to you.
29. Which options will be considered for allotment of seats?
Ans: The Options entered by you in the final locking at nodal center will be considered for allotment.
30. If I do not report at my allotted college, can I get the refund of the University Registration fee paid at the nodal centre?
Ans: No.
31. What is the Income limit for granting tuition fee exemption?
Ans: The annual Income of the parents from all sources should not exceed more than 6 lakh Rupees under the TFW scheme.
32. I am a native of a place Chhendipada, Angul District. But I have an income certificate issued by Tahasildar of Cuttack district. Will this certificate be admissible during certificate verification?
Ans: No, you have to produce the Income Certificate issued by Tahasildar of your place of nativity only.
33. I do not have income certificate right now, my parents' annual income is below 6 lakh Rupees. Shall I be granted tuition fee exemption?

Ans: No, in the absence of relevant income certificate, candidate will not be allowed to take admission under TFW scheme. He/she must register before claiming seat under TFW scheme.

34. I got a seat in one college in 1st Round and auto-upgraded to another college in 2nd Round, can I continue in first college?

Ans: No. Candidates have to automatically move along with the auto-upgradation procedure of allotment as per the final choices locked by them.

35. Can I get information regarding range of rank admitted in previous year to a particular college?

Ans: Yes, the detailed rank-wise data for 2017 and older data are given in websites: **www.ojee.nic.in and www.odishajee.com**

36. How can I obtain the Seat Matrix ?

Ans: The seat Matrix will be available in OJEE websites: www.ojee.nic.in and www.odishajee.com before Counselling.

37. I have passed +2sc from outside Odisha. My father is working in private sector in Odisha. Can I get seat in Govt Engg college?

Ans: If you are permanent native of Odisha, you can get a seat in Govt Engg college as per your rank. If you are outside state candidate you are not eligible for Govt Engg colleges. You can get Private college seat under ZZ or JEE(Main) quota seats

38. I am from outside Odisha and passed diploma from outside state. Can I get lateral entry admission?

Ans: Yes, after 1st round of counselling, if there is vacant seats in Private Engg college, you will get Lateral Entry admission.

39. If I could not lock my choice using OTP?

Ans: Your choice will be locked automatically when time of Choice filling and Locking closes. So just take care to save your choices while working. Saved choices are auto locked and preserved in server.

40. What is difference between saving and locking?

Ans: While exercising your preferred choices, please save it repeatedly in short time span. Saving you can do several times. But locking by using OTP is one time facility. Once data is locked using OTP cannot be changed due to any reason. So lock only when you are sure of your choices done correctly and completed in all manners.

41. I have completed my education outside the state of Odisha but I am a permanent resident/native of Odisha, can I have a claim for my admission to Govt. Institutions in Odisha?

Ans: Yes, if you are a permanent resident of Odisha and can produce a Resident/Nativity certificate 'Nativity/Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahsildar of your native village/town/tahasil then you are eligible for seats under Govt. Institutions of Odisha.

**APPENDIX-I
(See Rule 3)**

Office of the Miscellaneous Certificate Case No..... of 2018

RESIDENT / NATIVITY CERTIFICATE OF ODISHA

This is to certify that Shri / Smt./ Missson/ daughter /
wife of Shri
is a native of the District of.....in the State of Orissa and he / his family
ordinarily reside in Village / TownP.S.....Tahasil
..... in the District of

This certificate is being granted only for the purpose of higher study.

Signature of the applicant

Signature of Revenue Officer
Date:

Round Seal of the Office

Designation (with seal of office)

Note:

1. Revenue Officer means the Chief Officer in charge of Revenue Administrative in the District, Sub-Division of Tahasil and includes an Additional District Magistrate and Additional Tahasildar.
2. No part of the form should be mutilated in any manner. In case of mutilation the certificate is liable to be rejected.

APPENDIX – II

CERTIFICATE OF EMPLOYMENT OF CANDIDATE'S PARENT / SPOUSE

Employer - Government of Odisha / Government of India / Government of India Undertakings and Government of Odisha Undertakings located in Odisha at the time of application (Strike off whichever is not applicable). This shall not be considered as a proof of permanent resident certificate for candidates opting for admission under any reserved category.

1. Name and Address of Organisation /

Office in which employed

2. Name and Designation of the certifying authority

(Employer / Head of Office / Organisation)

3. a) Name in full and designation of employee to whom certificate is being issued.

b) Whether in permanent employment

c) Present Place and State of posting

d) Permanent address as per service records

4. Name of the candidate in full

5. Relationship of the employee with the candidate: Father / Mother / Husband / Wife

(Strike out whichever is not applicable)

6. Details of the Institution from which the candidate has passed / appeared at 10+2 /+3, any other Examination

7. Particulars of employment of the employee

Place..... Date of Joining..... Period of Service.....

Full Signature of Employee

Date.....

**Signature of the Employer /
Head of Office / Organisation**

Date:

Round Seal of the Office

Designation with Seal of Office

Note: In case the employee is on deputation either from Government of Odisha or India, the above certificate should be signed by the original employer.

APPENDIX – III
‘SC/ST CERTIFICATE BY BIRTH’
(See Rule-8 (I))

This is to certify that Sri / Smt / Miss
Son / daughter of Shri of Village
/ Town P.S Tahasil in the
district of of the State of Odisha belongs to the
Caste / Tribe which is recognized as Scheduled Caste / Tribe under Constitution (Scheduled Castes) Order 1950 /
the Constitution (Scheduled Tribes) Order, 1950 as amended by the Scheduled Castes and Scheduled Tribes
(Amendment) Orders Act 1976.
The Place of birth of Sri / Smt / Miss is
Village / town P.S Tahasil
in the district of of the State of Odisha.

Full Signature of the Applicant

Round Seal of Office

Signature of Revenue Officer

Designation with seal of the office

Date

ODISHA JOINT ENTRANCE EXAMINATION (OJEE -2018)
APPENDIX – IV
Certificate of Ex -Servicemen

1. Name of the Candidate
2. Full name of employee / person
3. Permanent address as per service records
4. Rank in Defence Service
5. Full name of the Candidate
6. Relationship of the employee / person with the Candidate
7. Last place of posting including details of unit
8. Awards received if any

Signature of Secretary Rajya Sainik Board
Designation with Seal of Office

Full Signature of

Candidate's Parent

Date

- **Candidate should ensure that they have submitted all relevant documents at Rajya Sainik Board and their name is recommended for ES quota seat. This certificate will not to be verified at nodal centre. Candidate should submit it at the institute while joining.**
- **Names recommended by Rajya Sainik Board will only be considered during allotment.**

APPEND IX – V

**CERTIFICATE OF AUTHENTICITY OF ORIYAS(ODIAS) BELONGING TO
OUTLYING ORIYA
SPEAKING TRACT [OL CATEGORY]**

This is to certify that Sri / Smt / Miss.....Son/
Daughter / Spouse of Sri / Smt
/Miss.....of Village / Town
.....P.STahasil
.....

in the district ofof the State
.....belongs to an outlying Oriya (Odia) speaking tract as defined in
resolution No-13411-Gen. Dated 8th August,1969, of Government of Odisha erstwhile
political & services Department (Now: G.A Department) as specified below.

Full Signature of the Applicant

**Signature of the officer not below the
Rank of Tahasildar (Outside Odisha)
Date**

Designation with Seal of Office

Round Seal of Office

APPENDIX – VII
INCOME CERTIFICATE
(See Rule – 3)

Office of the.....Miscellaneous Certificate Case No.of 2018.

This is to certify that, Sri/ Smt/Miss Son/
Wife/Daughter of Shri
.....Village.....P.O.....P.S....
.....Tahasil..... in the District of
.....In the state of Odisha has an annual income
Rs.....(Rupees.....
.....) only from the sources specified below.

SOURCE	ANNUAL INCOME
---------------	----------------------

Agriculture Land-----	Rs.
-----------------------	-----

Salaries -----	Rs.
----------------	-----

Business-----	Rs.
---------------	-----

Any other sources to be specified-----	Rs.
---	-----

Total Rs. _____

Total Rs.

This Certificate is being granted only for purpose of
.....

Full Signature of the Applicant

Signature of Revenue Officer

Date:

Round Seal of the Office

Designation (with Seal of Office)

Note:

1. Revenue Officer means the Chief Officer in charge of Revenue Administrative in the District, Sub-Division of Tahasil and includes an Additional District Magistrate and Additional Tahasildar.

2. No part of the form should be mutilated in any manner. In case of mutilation the certificate is liable to be rejected.

APPENDIX – VIII
(To be deposited at the Institution/University Level)
DECLARATION

Name of the candidateOJEE
2018/ JEE MAIN Roll No..... Rank.
Category..... Stream

1. This is to undertake that I have taken admission in the College/Institutein.....
.... out of my own accord. This allotment is based on the choice exercised by me during counselling process.

2. I have surrendered my Rank Card. I also understand that the Rank card is no more valid and against the same, I cannot take admission in other discipline in the same college or in another college in any discipline.

3. I understand that no change of branch or choice of college is permitted in the first year. Subject to regulation of the University and performance in first year branch change may be permitted in second year only.

4. I understand that Rs. 5000/- paid by me towards University and Insurance Fees.

5. We understand that, we will not claim any refund of Rs.....(in full or Part) deposited at the time of counselling process, even in the case of not joining/withdrawal from the allotted college/course.

6. I also understand that the fee that I am paying during admission is provisional. I have to pay the balance if the actual fee is more or will be refunded if the fee is less.

7. I understand that I shall report to the college within the dates mentioned in the allotment letter of OJEE-2018.

8. We declared that, we have read and understood the above provisions completely and will also abide by them.

Further, this is to certify that, I have downloaded the correct allotment letter for admission.

Date:

Signature of the Guardian

Signature of the Candidate

Annexure – I
CHECK LIST

ODISHA JOINT ENTRANCE EXAMINATION (OJEE – 2018)
LIST OF DOCUMENTS REQUIRED FOR VERIFICATION

(Please come to the nodal centre arranging the documents in the order mentioned below)

Sl.	Check	Documents	Remarks
1		Original Rank Card	
2		Original on line registration slip	
3		H.S.C. or any other relevant certificate showing the date of birth	
4		10 + 2 Pass certificate (For Engineering, Architecture, BHMS, BAMS, Int-MBA & Pharmacy) or Final Diploma Pass Certificate (for Lateral Entry) or +3 pass certificate (For MCA, MBA, MCA-Lateral Entry, MCA 2nd year Direct & B.Sc. Lateral Entry) or B. Tech/B Plan/B. Arch/B. Pharm pass certificate for PGAT.	
5		10 + 2 Mark Sheet (For Engineering, Architecture, BHMS&BAMS, MCA-Dual Degree, Int-MBA & Pharmacy) or Diploma Mark Sheet (for Lateral Entry) or +3 Mark sheet and +2 Mark sheet (For MCA, MBA, MCA-Lateral Entry, MCA 2 nd year direct & B.Sc. Lateral Entry) or B. Tech / B. Arch / B. Pharm final mark sheet for PGAT.	
6		School Leaving / College Leaving Certificate	
7		Original 'Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar.	
8		Original Certificate of Employment of Candidate's parent / Spouse (Appendix – II) Employer: Govt. of Odisha / Govt. of India / Govt. of India	
9		Original SC / ST certificate by birth (Appendix – III).	
10		Original Certificate of Ex-serviceman (Appendix – IV).	
11		Original Green Card issued by Family Welfare Department of Odisha.	
12		Original Certificate in support of Outlying Odia Speaking Tract (OL) (Appendix – V)	
13		Original Certificate in support of NRI	
14		Income certificate for TFW candidates (Appendix – VII)	
15		Other document(s) if any	

Signature of the verifying Officer

Signature of the candidate

Importance of Password/OTP:

- Password is very important and should be held confidentially. All care must be taken to protect its security. The candidate should not reveal the password to anybody as it might lead to modification/tempering of his and her data.
- Password is essential for Login, Change of options, locking of options and for viewing & printing of allotment letter.
- The candidate can change her/his password only if she/he knows the previous password. If the candidate forgets password, he/she needs to approach the OJEE-2018 officials at JEE Cell, Gandamunda, Bhubaneswar, Odisha or any other nodal officer in the nodal centers with his / her identification proof and Rank Card for generation of New password.
- The length of the password must be of 8-13 characters with at least one special character, one upper case character, one lower case character & one numeric value, e.g., Rajupadhi@12. The password will be case sensitive.
- Candidates are advised to record/remember their password for all future Logins.
- Confidentiality of password is the sole responsibility of the candidates.
- Candidates are advised not to disclose or share their password with anybody.
- OJEE-2018 is not responsible for any misuse of the password by the Candidate or by others.

MARK CRITERIA FOR ADMISSION TO DIFFERENT COURSES
ANNEXURE-II

SL NO	STREAM	GENERAL	SC, ST	SUBJECT
1	B TECH	45%	40%	PHYSICS, MATHEMATICS, ANY ONE OF (CHEMISTRY, BIOLOGY, BIOTECH, TECHNICAL VOCATIONAL SUB, ELECTRONICS, C.S, IT, STATISTICS, GEOLOGY)
2	B ARCH	50 %	50 %	50% INDIVIDUALLY IN PHYSICS, CHEMISTRY, MATHEMATICS AT 10 +2 LEVEL AND ALSO 50% IN AGGREGATE OF ALL SUBJECTS TAKEN TOGETHER
3	B PLAN	45%	40%	SAME AS B TECH
4	B PHARM	45%	40%	1.PHYSICS, CHEMISTRY, ANY ONE OF (MATHEMATICS, BIOLOGY, BIOTECH, TECHNICAL VOCATIONAL SUB, ELECTRONICS, C.S, IT, STATISTICS, GEOLOGY)
5	LE TECH	45%	40%	DIPLOMA
6	LE PHARM	45%	40%	DIPLOMA IN PHARMACY
7	MBA	50%	45%	GRADUATION LEVEL
8	MCA	50%	45%	BACHELOR DEGREE IN ANY STREAM 3 YEARS DURATION MUST HAVE PASSED MATHEMATICS AT 12 TH LEVEL OR AT GRADUATION LEVEL BUSINESS MATHEMATICS IS NOT ALLOWED
9	LE MCA	50%	45%	BACHELOR DEGREE of 3 YEARS DURATION in BCA, BSc (IT/CS/IST/ITM), MUST HAVE PASSED MATHEMATICS AT 12 TH LEVEL OR AT GRADUATION LEVEL BUSINESS MATHEMATICS IS NOT ALLOWED
10	INT-MBA	45%	40%	10 +2 LEVEL
11	M TECH/ M ARCH/ M PLAN/ M PHARM	50%	45%	As per Table-12 of Information Brochure (OJEE-2018) LEVEL
12	B SC LE	45%	40%	PCM OR PCB AT GRADUATION LEVEL

RESERVATION FOR DIFFERENT STREAMS IN DIFFERENT CATEGORY

ANNEXURE-III

	COURSES	All Values in Percentage							
		SC	ST	GC	PC	ES	TFW	WOMEN	OL
1	B. TECH / B. PLAN	8	12	5	5	3	5	30	3 (Govt. Institute only)
2	B. ARCH	8	12	5	5	3	0	30	3 (Govt. Institute only)
3	PGAT	8	12	0	5	0	0	0	0
4	B PHARMA	8	12	5	5	0	5	0	0
5	MCA	8	12	5	5	0	0	30	0
6	MBA / Int-MBA	8	12	5	5	0	0	30	0
7	LE TECH / LE PHARM	0	0	0	0	0	5	0	0
8	LE MCA	0	0	0	0	0	0	0	0
9	INTEGRATED MSC	8	12	0	0	0	0	0	0