

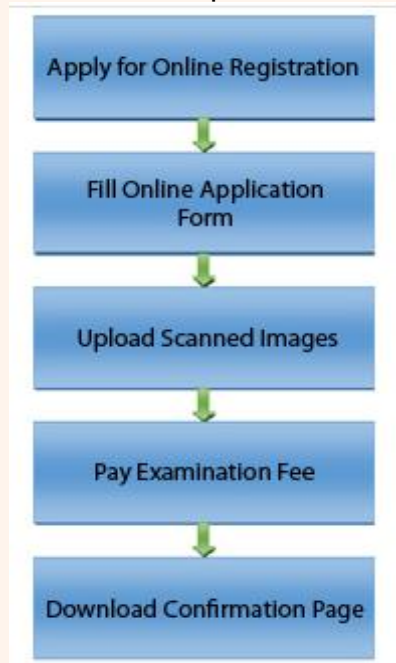
5. INSTRUCTIONS FOR COMPLETING OJEE-2019 APPLICATION FORM.

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

The photograph should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable. Candidates with unclear photograph are liable to be rejected.

Method of Submission of Application Form:

- The candidate has to visit website www.ojee.nic.in.
 - The candidate/parent has to read carefully the information brochure and instructions to fill the online Application Form for OJEE-2019.
 - Then he/she has to go to the link 'Online Student Registration System and open "Odisha Joint Entrance Examination-2019"'.
 - Once the candidate clicks "Odisha Joint Entrance Examination-2019" the process of filling up of Application Form for OJEE-2019, starts.
 - Choose the correct Application Form among the **five available options of A, B, C, D and E** . You are allowed to register in one application form only. Based on your qualification and what you are interested to study, choose the correct entrance test and for that choose the correct form. Table-2 page-4,
- (a) Online application process follows 5 steps as shown in figure below.



- (b) Fill in the on-line application form and **note down** the registration number after submission. **REGISTRATION NUMBER IS THE USER ID FOR ANY FUTURE LOGIN TO THE OJEE WEBSITE. Password should be created for future login.**
- (c) Once you have created your password and registration/application number is generated, you can login as many times for further process like filling of place of center of examination, educational qualifications, uploading images and fee payment. After filling the required data asked during online form fill-up, the candidate has to click the **Submit** button. At the bottom of the next page, two buttons "**Submit**" and "**reset**"

are given.

- (d) **Upload the images in the third step.** After that, go to payment button and pay the correct fees required based on the form chosen by you.
FOR FEE PAYMENT ALSO REGISTRATION NUMBER/APPLICATION NUMBER IS REQUIRED.
- (e) The application fee can be remitted in the following ways:
Make payment of fee through Debit/Credit Card (VISA / MASTER / Maestro cards/ net banking). The candidate has to follow the instructions and submit the fee through bank gateway. Two options are available. SBI and BILLDESK gateway. Please choose any one.

OR


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

- (f) 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 before 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.**

INSTRUCTIONS FOR COMPLETING OJEE-2019 APPLICATION FORM Table - 10

Name of the Candidate	Candidate should enter his/her name, as given in High School Certificate of Board/University
Father's Name	The candidate should enter his/her father's name.
Mother's Name	The candidate should enter his/her mother's name.
Date of Birth	Select the date, month and year correctly.
Gender	Select Male or Female or Transgender
Parent Domicile	Select among the options , 1.Odisha State (S) 2.Outside state of Odisha (ZZ) 3.NRI-Non Resident Indian Refer section – 2 for details.
Category	Select the correct one you belong to, General, SC or ST
Person with Disability or Physically Challenged	Yes/No
Sub category	Select if you are Green card holder(GC) or belong to Ex – Serviceman (ES) or both

Annual family Income	Select if your parents annual income is above eight lakhs or below eight lakhs
Nationality	Indian
Opting for Woman quota	Yes/No
Details of Applied Course	
Applying for the Course	Select the correct course for which you are interested to apply and the correct Application Form for that (A,B,C,D,E). You can select one choice from the dropdown menu.
Question paper you want to appear in entrance test	This is mainly required for candidates applying for M Tech. Which question they want to appear for doing M Tech based on their B Tech degree. Refer Table-14
Choice of Examination center	Select your preferences 1 st , 2 nd and 3 rd . Refer Table-12
Qualifying examination passed or appeared	The candidate should enter the appropriate qualifying examination, he / she has passed or is appearing in 2019.
Year of passing/ appearing	Mention the year in which you have passed/completed the course. For the candidates who are appearing, it is 2019.
Course or Stream	Qualifying examination
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.
Percentage of Marks in Qualifying Examination	In this box, the candidate has to fill in the actual percentage of aggregate marks obtained in the qualifying examination, if the results are available in any other format he/she has to fill as in percentage. The candidate should enter only the 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.
Roll number in qualifying examination	Write the Roll number in Qualifying examination.
Institute Name and Address	Write the Institute Name and Address
Address(communication detail)	Address for communication, Locality, etc please write in appropriate boxes.
E-mail	The candidate must give his/her active e-mail address where all the correspondence can be done.
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. One-time password will be sent as and when required in this given number.
Phone Number including STD/ISD Code	
Photograph	

<p>Photograph (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 practices and the candidate would accordingly be dealt with the rules of unfair means.)</p>	<p>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 01.1.2019 indicating clearly the name of candidate as shown below.</p> <div style="text-align: center;">  <p>Surya Rout</p> </div>		
<p>Full Signature (Black / Blue ballpoint pen only):</p>	<p>Scanned signature has to be up loaded.</p>		
<p>Left Hand Thumb Impression</p>	<p>Put your left hand thumb impression on paper and scan it to upload.</p>		
<p>To be uploaded during the submission of online application form</p>			
<p>File</p>	<p>Format</p>	<p>File Size</p>	<p>Dimension</p>
<p>Photograph of Candidate</p>	<p>JPEG/JPG format</p>	<p>5KB to 99KB</p>	<p>3.5cm x 4.5cm</p>
<p>Signature of Candidate</p>	<p>JPEG/JPG format</p>	<p>5KB to 50KB</p>	<p>3.5cm x 1.5cm</p>
<p>Thumb impression of Candidate</p>	<p>JPEG/JPG format</p>	<p>5KB to 50KB</p>	<p>3.5cm x 1.5cm</p>
<p>Declaration by the Candidate</p>	<p>The candidate must submit a declaration to the effect that the filled-in entries in the online application process of OJEE-2019 are true to his/her knowledge and belief.</p>		

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

ADMIT CARD

Admit cards will be uploaded at OJEE website (www.ojee.nic.in / www.odishajee.com) from 20th - 25th April, 2019. The candidate has to download two copies of the admit card from the OJEE website which must be endorsed by the Invigilator of the examination centre for allowing the candidate to appear the exam.

If an applicant fails to take print out of Admit Card from the OJEE-2019 website for the examination by April 25, 2019, then he/she must contact OJEE-2019 office immediately before 30th April, 2019.

If the candidate desires to change any information printed on the Admit card, he/she has to contact OJEE-2019 office immediately after taking the print out of the Admit Card before 30th April, 2019.

A photograph identical to the one pasted on the confirmation slip must be kept with the candidate during the Examination.

One copy of the admit card duly signed by the invigilator must be submitted at the examination hall and other should be retained by the candidate. However the submitted admit card may be examined at a later stage to validate the authenticity. The candidate has to carefully keep the Admit card duly signed by invigilator with him/her, until he/she takes final admission in the University /College/Institution. No complaints will be entertained for non-downloading of admit cards after Odisha Joint Entrance Examination - 2019 is over.