

**JOINT ENTRANCE EXAMINATION-2019, ODISHA
WEB BASED COUNSELLING PROCESS
FOR
ADMISSION TO B.TECH/ B.ARCH /B.PLAN/ B.PHARM/LE TO B.TECH (Dip)
/ LE TO B.TECH. (B.Sc.) / LE TO B.PHARM /MBA/ MCA/LE TO MCA /M.
TECH/ M. PHARM/ M. ARCH/ M. PLAN / INT. MBA/INT.MSc.**

STEP – BY - STEP PROCEDURE FOR WEB BASEDCOUNSELLING

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

**JEE (MAIN) rank holders can participate in the courses like
B.TECH, B.PLAN, B.ARCH, B.PHARM and Int. M.Sc**

**The OJEE-2019 qualified candidates can download their individual RANK CARDS
from the OJEE 2019 website:(www.ojee.nic.in)**

IMPORTANT STEPS TO FOLLOW IN WEB COUNSELLING

1. REGISTRATION
2. PAYMENT OF COUNSELLING FEE OF Rs.450/- (ONLY BY ONLINE PAYMENT)
3. CHOICE FILLING
4. MOCK ALLOTMENT
5. CHOICE LOCKING BY OTP(CARE SHOULD BE TAKEN BEFORE LOCKING THE CHOICES. ONCE LOCKED, NO ALTERATION IN CHOICE IS POSSIBLE UNDER ANY CIRCUMSTANCES)
6. TEMPORARY ALLOTMENT-I
7. ALLOTTED STUDENTS HAVE TO DEPOSIT UNIVERSITY REGISTRATION FEE OF Rs.10,000 or 5000/- (Rs.10,000/- FOR GENERAL CANDIDATES AND Rs.5000/- FOR SC/ST/PC CANDIDATES).PAYMENT CAN ONLY BE DONE ON ONLINE PORTAL OR ANY BRANCH OF STATE BANK OF INDIA OR AXIS BANK BY CHALLAN OR SYNDICATE BANK.
8. REPORT AT NODAL CENTER FOR DOCUMENT VERIFICATION AT SCHEDULE TIME.
9. EXERCISE THE OPTION TO EITHER FREEZE THE ALLOTMENT OR TO BE IN THE UPGRADATION PROCESS.
10. WITHDRAWAL BY CANDIDATES NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS.
11. TEMPORARY ALLOTMENT-II
12. NEWLY ALLOTTED STUDENTS HAVE TO FOLLOW NO.7 (PART ADMISSION FEE DEPOSIT)
13. NEWLY ALLOTTED STUDENTS TO REPORT AT NODAL CENTER FOR DOCUMENT VERIFICATION AND TO FOLLOW STEP-9.
14. WITHDRAWAL BY CANDIDATES NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS.
15. ALLOTMENT-III (FINAL ALLOTMENT)

16. STUDENTS TO DOWNLOAD FINAL ALLOTTMENT LETTER AND REPORT TO THE ALLOTTED INSTITUTES/COLLEGES FOR FINAL ADMISSION.

NEWLY ALLOTTED STUDENTS IN THIS ROUND HAVE TO FOLLOW TWO STEPS :

- i) TO FOLLOW NO.7(PART ADMISSION FEE DEPOSIT)
- ii) REPORT AT THE NODAL CENTER FOR DOCUMENT VERIFICATION.

AFTER FOLLOWING THE TWO STEPS, FINAL ALLOTTMENT LETTERS CAN BE DOWNLOADED AND CANDIDATES THEN HAVE TO REPORT TO THE INSTITUTES/COLLEGES FOR FINAL ADMISSION AS PER THE INSTRUCTIONS OF THE RESPECTIVE INSTITUTES..

Registration on any computer with Internet facility

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) Read the Candidate's Agreement Page carefully and Click on the "I Agree" Option to proceed further.
- v) Register yourself by selecting the appropriate course and then enter **Application number** for JEE MAIN Candidates/**Roll Number for others** and **Date of Birth**.
- vi) 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, e-mail id, bank details etc. for future communication etc. Please give your authentic mobile number/e-mail id as OTP will be sent to that number or mail-id. Important information will also be sent to you through that registered mobile number and e-mail id.
- 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
- vii) **Remember the entered password and keep it confidential. This password shall be used in future for choice filling and viewing result details etc.**
The candidate is advised not to disclose all these information to anyone.

STEP-3

- i) The candidate should carefully verify the details of registration. Specifically take care to give correct mobile number/e-mail id as you will get all information by SMS/mail 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 is 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(counseling)fee payment also(elaborated further).

STEP-4

- i) The candidate has to deposit Rs.450/- as counselling registration fee through online in payment portal after logging to his/her account.
- ii) After successful registration and registration fee deposit, the candidate has to click the **Fill Choice button** given in the MENU bar of the screen.
- iii) 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**.
- iv) This screen contains **two blocks**. The **Left block** contains list of all colleges and branches in alphabetical manner. In this block the colleges can be listed according to Government/Private or All. The **Right block** will contain the choices filled in by the candidate. Candidate can **ADD** his/her **choices** of colleges and branches from the left block by two methods. (Multiple addition using ADD MULTIPLE BUTTON or Addition of one by one using ADD button.) The candidates are advised to give as many as choices.
- v) 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 will be treated as one choice. Similarly, College of Engineering & Technology (CET), Electrical branch will 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.
- vi) For Tuition Fee Waiver (**TFW**) candidates, the Choices of colleges and branches for both the TFW seats (for example, CET, MechanicalEngg – TFW) and the non-TFW seats (for example, CET, MechanicalEngg) will be offered in the choice filling screens. The TFW candidates can fill in their choices from among the above list of TFW and non-TFW seat matrix in order of their preferences.

Note: The Tuition Fee Waiver (TFW) scheme is applicable to Bachelor Programs of Four Years duration such as B.Tech.,B.Pharm.,B.Plan and LE B.Tech.Son/daughter of parents whose annual income from all sources is less than Rs.8.00 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 center,Appendix-VII).

- vii) 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 at regular intervals using **SAVE& CONTINUE** button. Always give best choice as first and follow in that sequence.
- viii) In **mock result**, candidates can know his/her tentative allotment status 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.**
- ix) 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. It is the responsibility of the candidate to lock the choice within 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.
- x) 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.

- xi) 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 Center.

Note:-The candidates are advised to follow the above step (iii and ix) without fail.

Temporary Allotment-I

STEP-5

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

- i) Temporary Seat Allotment-I will be available as per the scheduled date and time given in the OJEE web sites and newspapers.
- ii) Temporary Seat Allotment-I will be intimated through SMS to the candidate's mobile number (if filled up during registration)
- iii) Candidate can see his/her temporary allotted seat position from the OJEE-2019 website after log-in.
- iv) **Candidates are advised not to report at allotted Institution based upon this allotment at this stage.**
- v) The process is option-based upgradation system. This allotment position will remain as such or he/she will be promoted to upper choice in next round of allotments, based on the option exercised by the candidate. (So, be careful while giving the choice and exercise option for up-gradation. Better preferred choice should be at upper level). **Candidates once exercised option for freeze or for up gradation cannot be changed further under any circumstances.**
- vi) Candidates not allotted any seat in this round are not required to do anything. They have to wait for temporary allotment-II/III for any allotment.
- vii) In case the candidate desires to withdraw from the OJEE -2019 counseling 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.5000/10,000 (Admission fee as deposited) in the account detail filled up at the nodal center while withdrawing. All the candidates except those who have withdrawn from counseling after the temporary allotment stage or freeze their allotment after 1st round allotment are considered as **In Process Candidates** and are eligible for next round temporary allotment-II through upgradation process.

Admission Fee payment

Step - 6

- i) All allotted candidates who wish to continue in the counselling process have to pay Part Admission fees before they report at nodal center for document verification. The Part Admission fees is Rs.10000 or 5000/- based on the category of the candidate. Rs.10,000/- for General category and Rs.5000/- for SC/ST/PC category). Fee can be paid by online mode in the payment portal or challan only on any SBI branch or Axis bank branch. Candidates who have not paid the part admission fee will not be allowed for document verification and will be out of process. The allotted seat will be cancelled.
- ii) Payments can be made online through BILLDESK gateway by Netbanking/Debit cards/Credit cards etc. Through off-line mode 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.

- iii) During document verification, please produce that receipt (either SBI or Axis Bank or Syndicate Bank) as a proof of fee deposit.
- iv) Any allotted candidate is allowed to withdraw, if he/she is not satisfied with the allotment or has taken admission elsewhere or for any reason he/she is not interested to take admission in the allotted institution/college within the declared time. After this, OJEE will not allow any withdrawal or any refund.
- v) If a candidate wishes to withdraw, he/she has to report at nodal center 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.
- vi) If a candidate has allotment in the counselling process, has accepted the allotment by document verification and has paid the admission fee and has not withdrawn within schedule time, 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.

Document Verification at the Nodal Centre

STEP-7

- i) Report at the assigned **Nodal Centre on scheduled date and time** with one set original and another set of 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** on the scheduled date and time. Part Admission Fee (Rs.10,000 or 5,000/-) payment proof is 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 University registration fee of Rs 10000 or 5000- in case he /she fails to clear the document verification. He/she will get back this amount 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 may freeze the current allotment or to be in the up-gradation process.
- vi) If a candidate is allotted a seat and has deposited admission fees, but does not report to nodal center for document verification during his/her schedule time, then 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.
- vii) If a candidate who is allotted a seat but has not deposited admission fees within schedule time, then his/her case 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.
- viii) **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.**
- ix) Once an allotted candidate has successfully verified his/her document, there is no need to report at nodal center in further rounds. Only follow your up-gradation, if you have exercised option to be in the up-gradation system otherwise, wait till the reporting time to the allotted Institution/College.

Temporary Allotment-II

Step-8

- i) Temporary Seat Allotment-II will be available as per the scheduled date and time given in the OJEE web sites and newspapers.
- ii) Temporary Seat Allotment-II will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2019 website after log-in.
- iii) In this round allotment, candidate can see his/her allotment status which may be upgraded to higher priority choice or remain same as previous allotment depending on the choice number, rank and availability of seat. Unallotted candidates of previous round temporary allotment may get an allotment depending on his/her choice, rank and availability of seat.
- iv) **Candidates are advised not to report at this stage to allotted Institution based upon this allotment.**
- v) Candidates not allotted any seat in this round are not required to do anything. They have to wait for temporary allotment-III (Final allotment) for any allotment.
- vi) In case the candidate desires to withdraw from the OJEE -2019 counseling 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 10000/5000 (part admission fee) in the account detail filled up at the nodal center while withdrawing. All the candidates except those who have withdrawn from counseling after the temporary allotment stage are considered as **In Process Candidates (Candidates do not freeze their option at Nodal Centre of both Allotment-I and Allotment-II)** and are eligible for next Final seat allotment through upgradation process.
- vii) All newly allotted candidates have to follow **step-6 and step-7** to remain in the process and will be eligible for final round of seat allotment. Newly allotted candidates who do not follow step-6 and step-7 will not be considered for next round or final allotment. Their allotted seats will be treated as vacant seats for final round of allotment.

Allotment-III (Final Allotment)

Step-9

- i) Now at this stage, all candidates in the up-gradation process, those who have previously got allotment, will get final allotment along with some newly allotted candidates.
- ii) The **final seat allotment** can be seen in the OJEE-2019 website after log-in for all the finally allotted candidates. All the candidates those who are not in the up-gradation process and candidates in the up-gradation process, now will be able to download the final allotment letter.
- 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 can download the **final allotment letter**.
- v) All the finally allotted candidates (except newly allotted candidates) are then required to **report at their corresponding allotted colleges** with the **final allotment letter** and the **fee deposit slip**.

- vi) **Newly Allotted candidates have to complete step-6 and step-7.** Then they will be able to download the final allotment letter and then will report to their corresponding allotted college with final allotment letter and the fee deposit slip.
- vii) **The deposited University registration fee of Rs.10,000/5,000/- as per their category will be forfeited if the allotted candidates do not report to the finally allotted institute/college.**
- viii) **No Refund will be entertained for candidates as mentioned in (vii)**
- ix) **No withdrawal will be allowed beyond the schedule date and time of withdrawal under any circumstances.**
- x) **All the allotted candidates must ensure to report themselves to the colleges within schedule time and college authority must enter their names in the OJEE portal as reported candidates.**

***Candidates giving choice for marine engineering must ensure themselves regarding proper eligibility and age. Otherwise their allotment will be canceled.**

***Candidates are advised to enter correct category and subcategory (i.e SC, ST, GC, PC, ES, WO). They have to provide supporting documents as per their claim with respect to category and subcategory. If they fail to submit the required documents in support of their claimed category and subcategory during document verification, then the allotment made under category, subcategory will be cancelled and they may be considered for allotment only in general category in the next round from the existing vacant seats.**

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

***Candidates are required to produce all required documents mentioned in the Counselling Brochure. Hence they have to be make themselves ready before going to nodal centers for document verification.**