

JOINT ENTRANCE EXAMINATION-2013, ODISHA

WEB BASED COUNSELLING PROCESS

FOR ADMISSION TO ENGINEERING / TECHNOLOGY / MCA DUAL DEGREE / BHMS / BAMS / PHARMACY / LATERAL ENTRY (ENGINEERING) / LE (PHARM) / B.Sc. (LE) / LE MCA / MBA / PGDM / PGCM / PGDM(Ex.) / MCA / MCA SECOND YEAR DIRECT / PGAT / MAM

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

(Further details can be seen in website : www.ojee.nic.in, www.odishajee.com)

The OJEE-2013 qualified candidates can download their individual RANK CARDS from the OJEE 2013 website www.odishajee.com and www.odishajee2013.com

Registration and Choice Filling (From any computer with Internet facility)

STEP-1

- Use only **Internet Explorer (IE) 6.0 or above** to access the web counseling site.
- Go to website www.ojee.nic.in and click at **NEW REGISTRATION**.
- Read the Candidate's Agreement Page carefully and Click on the "I Agree" Option to proceed further.
- Register yourself by selecting the appropriate course and then enter **Roll Number**, **Registration number**, **Date of Birth**, **16-digit Barcode number** provided in the RANK card. The candidate is advised not to disclose all these information to anyone.
- Click on "Submit" button to proceed further.

STEP-2

- 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.
- Candidate has to enter the fields like address, mobile number for future communication and SMS etc.
- Now the candidate has to enter the **password** and again re-enter the **same password** in the confirm password box.
- 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 [!,@,#,\$,%,&,*].
- Remember the entered password and keep it confidential. This password shall be used in future for choice filling, viewing result details etc.

STEP-3

- Verify the registration details entered by you.
- If any entry is found to be incorrect, click edit registration, edit the incorrect data and correct it.
- If found correct, click confirm registration box to complete the registration process.
- In the next screen click the PRINT DETAILS button to get the printout of the **Registration Slip**. Keep it to produce at the Nodal Centre during document verification

STEP-4

- After successful registration, the candidate has to click the **Fill Choice button** given in the MENU bar of the screen.
- 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**.
- 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 candidates. 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.)
- 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.
- 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 screens. The TFW candidates have to fill in their choices from among the above list of combined (TFW and non-TFW) seat matrix mentioning their preferences as Choice 1, Choice 2 etc.

Note : The Tuition Fee Waiver (TFW) scheme is applicable to Bachelor Programs such as B.Tech, B.Pharm, B.Arch and Lateral Entry of these programs. Sons and daughters of parents whose annual income from all sources is less than Rs.4.5 lakhs are eligible under this scheme. The waiver is limited to Tuition Fee only. This scheme is applicable only to OJEE-2013 candidates who are permanent natives of Odisha (Appendix - I) and whose parents satisfy the above mentioned income criterion.

- Select as many choices of institutions/colleges 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.
- After completing the choice filling, save and take a **print out of Filled in Choice Slip** to produce at nodal centre during choice locking.

Note:- The candidate is advised to follow the above step (vii) without fail.

Document Verification and Locking of Choices (at the Nodal Centre)

STEP-5

Important : The following Fees are to be deposited at the Nodal Centre during document verification, in the form of separate Account Payee Bank Draft(s) in favour of, "OJEE-2013" drawn on any Scheduled Bank payable at Bhubaneswar. All the candidates have to write their Name and Roll No. on the back side of the Draft.

- Each candidate has to deposit a non-refundable amount of Rs.450/- towards counselling fee.
 - The non-OJEE 2013 candidates seeking admission under JEE(Main) /CAT/XAT/CMAT/MAT have to pay an additional non-refundable Fee of Rs.500/-.
 - All the candidates have to deposit a non-refundable amount of Rs.5,000/- only towards University Registration Fee.
- Report at the assigned Nodal Centre with original and photo copy of necessary documents as per list mentioned in Counselling Brochure (pages 6 & 7) along with registration slip and filled in choice slip for verification in scheduled date and time.
 - Deposit the above mentioned Fees at Nodal Centre before document verification.
 - Submit a set of self-attested photo copies of said documents and take back the relevant original documents such as qualifying examination certificates, mark-sheets etc.
 - The candidate can collect back the draft of Rs.5,000/- in case he /she fails to clear the document verification.
 - After successful document verification, report at the computer counter for **CHOICE LOCKING** and collect both **verification slip** and **choice locking slip** signed by both the officer-in charge and the candidate.

Note :- Do not forget to lock the choice at the nodal centre, failing which the seat allotment shall not be considered.

Provisional Seat Allotment

STEP-6

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

- Provisional allotment will be available as per the scheduled date and time given in the OJEE web sites and news papers. Allotment of seat will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2013 website after logging-in.
- Candidate can download his/her **provisional round seat allotment letter** from the website for his/her own record, **but he / she shall not go (report) to the above provisionally allotted institute at this stage, because there is a chance of auto-upgradation to get final allotment, may be with a better choice.**
- In case the candidate (with or without provisional allotment) desires to withdraw from the OJEE counselling process he /she can approach Nodal Centre where he/she had verified his/her documents within the specified duration. In the withdrawal process, he/she has to collect an account payee cheque amounting to Rs.4,000/- from his/her deposited University registration fee of Rs. 5,000/- after deduction of a processing fee of Rs.1000/- by filling up a withdrawal form at the nodal centre. All the candidates except those who have withdrawn from counselling after the provisional allotment stage are considered as **In-Process Candidates** and are eligible for Final seat allotment through auto-upgradation.

Final Seat Allotment

STEP-7

- The registered SC/ST candidates who are not allotted any seat can change (add/alter) their choices within the specified withdrawal period.
- Within the specified withdrawal period fresh registration of SC and ST candidates will be allowed only for those rank holders who have not at all registered.
- The registered SC/ST candidates who had not got their documents verified earlier are also allowed to participate in the counselling process during this withdrawal period.

STEP-8

The vacant seats, arising out of withdrawal by candidates after the provisional seat allotment stage, shall be **finally allotted** to the following category of candidates, for their better choice in order of priority through **auto upgradation process**.

- In-process candidates** as defined in step-6, part (iii).
- The freshly registered SC/ST candidates with successful document verification and choice locking.
 - All the finally allotted candidates can see their **final seat allotment** by logging in the OJEE-2013 website.
 - Allotment of seats will also be intimated through SMS to the candidate's mobile number (if filled up during registration).
- Next, all finally allotted candidates can download the **final allotment slip**.
- All the finally allotted candidates are then required to **report at their corresponding allotted colleges** with the downloaded **final allotment slip** and the **fee deposit slip** within **3 days** of the final allotment.
- The deposited university registration fee of Rs.5,000/- will be forfeited if the allotted candidate does not report to the finally allotted institute/college.

Important :-

Auto upgradation 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 provisional allotment. In no case, a candidate will be allowed to take admission against the provisionally allotted seat. Hence the candidate should be very careful in filling choices in order of priority.