

JOINT ENTRANCE EXAMINATION-2016, ODISHA
WEB BASED COUNSELLING PROCESS
FOR
**ADMISSION TO ENGINEERING/ ARCHITECTURE /PLANNING/
PHARMACY/LE Tech. / LE PHARM /B.Sc. (LE)/MBA/ MCA/LE MCA /M.
Tech/ M. Pharm/ M. Arch/ M. Plan / INT. MBA/INT.MSc.**

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

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

The OJEE-2016 qualified candidates can download their individual RANK CARDS from the OJEE 2016 website: www.ojee.nic.in.

1. REGISTRATION
2. CHOICE FILLING
3. CHOICE LOCKING BY OTP(LOCKING WILL BE OVER BEFORE YOU REPORT AT NODAL CENTER)
4. PAY YOUR COUNSELLING and UNIVERSITY REGISTRATION FEE (BEFORE REPORTING AT NODAL CENTER FOR DOCUMENT VERIFICATION)
5. REPORT AT NODAL CENTER FOR DOCUMENT VERIFICATION
6. CHECK TEMPORARY ALLOTMENT
7. WITHDRAW IF YOU WANT TO WITHDRAW FROM ADMISSION PROCESS
8. FINAL ALLOTMENT
9. FOLLOW NOTICE OF ALLOTTED INSTITUTE TO REPORT THERE FOR FINAL ADMISSION

Registration and Choice Filling by any computer with Internet facility

STEP-1

- i) Use only Internet Explorer (IE) 6.0 or above to access the web counseling site.
- ii) Go to website www.ojee.nic.in and click at NEW REGISTRATION.
- iii) Read the Candidate's Agreement Page carefully and Click on the "I Agree" Option to proceed further.
- iv) 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.
- v) 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.

STEP-3

- i) The candidate can verify the details of registration. Specifically take care to give correct mobile number as you will get all informations 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.
- iii) If found 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) After successful registration, the candidate has to click the Fill Choice button given in the MENU bar of the screen.
- ii) 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.
- iii) 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.
- iv) 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.
- v) 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 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. 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 criterion(to submit income certificate duly signed by competent authority and produce at nodal center, Appendix-VII).

- vi) 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.
- vii) 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 can take a print of the locked choice. Donot carry this

document to nodal center. 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.

- viii) 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.
- ix) 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 candidate is advised to follow the above step (vi and vii) 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.

Counselling Fee payment

Step - 5

All registered candidates have to pay counselling fee before they report at nodal center. A fee of Rs5450.00 to be paid (Rs 5000 as university registration fee and Rs 450 as counselling fee) by all candidates in the process. Fee can be paid by Debit card/credit card, online banking or by challan paid in any SBI branch. Candidates who have not paid counseling fee will not be allowed for document verification and will be out of process, No seat will be allotted to them. Counseling fee is non refundable. If you withdraw or you are not allotted any seat, you will be refunded university registration fee. Please provide your bank details to get back this amount. If you are allotted in the counseling process, not withdrawn then even if you are not reporting at the concerned institute, university fee is non refundable.

You will get the "Make Payment" menu button on the page after you log in with your user id and password. Two choices are given.

- On line payment: if you select this, options for debit card, credit card and net banking payment will be displayed. You make payment based on the facility available with you. You can print the page showing payment details.
- State Bank Branch Payment (by challan)- If you opt for this mode of payment, you will be directed to a new page. Enter your roll number. Your challan page will open. Print this page and pay in State Bank branch. Please carry the original copy to the nodal center as proof of your fee payment. After you register, this challan will be activated after two working days. This page is not available to you immediately along with registration.

Document Verification at the Nodal Centre

STEP-6

- i) Report at the assigned Nodal Centre 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. Fee of Rs5450/- 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 university registration of Rs 5,000/- 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.
- 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) 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.

Temporary Seat Position

STEP-7

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

- i) Temporary Seat Position will be available as per the scheduled date and time given in the OJEE web sites and newspapers.
- ii) Temporary Seat Position will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2016 website after log-in.
- iii) Candidate can see his/her temporary allotted seat position from the website for his/her own record.
- iv) Candidates are advised not to report at allotted Institution based upon this allotment as it is not final one.
- v) In auto up gradation system, this position will remain as such or he/she will be promoted to upper choice. (So, be careful while giving the choice. Better preferred choice should be at upper level).
- vi) In case the candidate desires to withdraw from the OJEE -2016 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 (university registration 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 and are eligible for Final seat allotment through auto-upgradation.

Final Seat Allotment

Step-8

- i) Now at this stage, all candidates will get final allotment.
- ii) The final seat allotment can be seen in the OJEE-2016 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 can download the final allotment letter.
- v) All the finally allotted candidates are then required to report at their corresponding allotted colleges with the final allotment letter and the fee deposit slip.
- vi) 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.

*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 of temporary seat allotment.