

JOINT ENTRANCE EXAMINATION-2011, ORISSA (OJEE-2011)

WEB BASED COUNSELLING PROCESS FOR ADMISSION TO ENGINEERING/TECHNOLOGY/ PHARMACY/LATERAL ENTRY (ENGINEERING)/ MBA/MCA STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

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

After receipt of RANK card the candidate has to follow the following steps for web based counseling for admission to different courses as mentioned above.

* Any candidate who has not received or has lost his/her RANK card can collect a duplicate RANK card from JEE Cell Gandamunda, Bhubaneswar by paying a fee of Rs.200/-(Rupees Two hundred Only) in the form of Demand Draft in favour of "OJEE-2011", drawn on any scheduled Bank and payable at Bhubaneswar. For Collecting the duplicate Rank card a candidate must bring the admit card of OJEE-2011 or any proof of his/her identity.

Registration and Choice Filling (From any computer with Internet)

STEP-1

- Go to website www.ojee.nic.in and click at NEW REGISTRATION.
- Register yourself by selecting the appropriate course and then enter Application number, Roll Number, Date of Birth, 16-digit Barcode number provided in the RANK card. After entering the data next step will be followed with a new screen.

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 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.
- Remember and keep the entered password which is confidential and shall be used for future use like choice filling, viewing mock counseling result, viewing result details etc.

STEP-3

- Verify the registration details entered by you.
- If found to be incorrect, click edit registration, edit the incorrect data and make it correct.
- If found correct, click confirm registration box.
- Next you will see the sure box, click ok button and this completes 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 Govt./Pvt./District or All. The **Right block** will contain the choices of 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.)
- Select as many as choices of Institutions and branches on priority basis to have better option for allotment of a seat in the process. During choice filling process save the choices in regular interval using SAVE 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. After choice locking a print out will be given to the candidates with signature of nodal officer and the candidate.

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

STEP-5

Important: Each candidate has to deposit an amount of Rs.450/- towards counselling fee in shape of DD drawn on any scheduled bank in favour of OJEE-2011 and payable at Bhubaneswar at assigned nodal centre.

- Report at the assigned **Nodal Centre** with original and photo copy of necessary documents as per list mentioned in Counselling brochure along with registration slip and filled in choice slip for **verification** in scheduled date and time.
- Submit a set of self attested Photo copies of said documents and take back all original documents after verification and collect the **verification slip**.
- Report at the computer counter for **CHOICE LOCKING** and collect **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 (First Round 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 first round allotment will be available as per the scheduled date and time given in the OJEE website and newspapers.
- Allotment of seat will be intimated through SMS to the candidate's mobile number (if filled up during registration).
- Candidate can download his/her **provisional seat allotment letter** from the website. While downloading the provisional seat allotment letter, a **fee deposit slip** will be generated and the candidate has to take the print out of the slip and will submit the filled in slip along with requisite **part admission fee** (Bank Draft of Rs.16000/- for allotment in Govt. Colleges and Rs.30,000/- for allotment in Private Colleges drawn on any scheduled bank in favour of OJEE-2011, payable at Bhubaneswar) at the nodal centre within the stipulated period as per the Web Counseling Schedule in the OJEE website and the newspapers.
- The candidates, who deposit the part admission fee at the designated nodal centres after the provisional allotment will be considered as **Reporting Candidates** and will be processed in the Second Round for final seat allotment.
- For Tuition Fee Waiver (TFW) candidates, two seats will be provisionally allotted, one from TFW seats and the other from non-TFW seats. The candidate has to opt for only one among the two seats. After giving the option, a provisional seat allotment letter will be generated and the candidate can follow the above step (iii).

Note: The Tuition Fee Waiver (TFW) scheme is applicable to Bachelor Programs of Four Years duration such as B.Tech and B.Pharm. Sons and daughters of parents whose annual income from all sources is less than Rs.2.5 lakhs are eligible under this scheme. The waiver is limited to tuition fee only.

- If any candidate fails to deposit the requisite bank draft at the assigned nodal centre in due time, his /her provisional seat allotment will be automatically cancelled and he/she will not be considered for the upgradation process in the Second Round and final seat allotment as he/she is considered to be out of the system. (Such candidates will be considered as **Non-reporting Candidates**).

Note: The candidates are advised to think judiciously before filling the choices. The candidate may accept or not accept the allotted seat by paying or not paying the requisite fee at the nodal centres in due time.

Final Seat Allotment (Second Round Allotment)

STEP-7

- The registered SC/ST candidates who are not allotted any seat can change (add/alter) their choices.
- Fresh registration of SC and ST candidates will be allowed only for those rank holders who have not at all registered.

STEP-8

- The vacant seats arising due to non-reporting by candidates after the first round provisional seat allotment, shall be finally allotted to the following category of candidates:
 - Reporting candidates (who have deposited the Bank Draft towards the part admission fee after the first round) for their better choice in order of priority through **auto upgradation process**.
 - The candidates who have **not been provisionally declared allotted any seat** in the **first round** as per the merit rank in consideration of their filled in choices.
- After the second round, the **final seat allotment** will be published in the OJEE website for all the finally allotted candidates.
- 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**. The candidates who had not deposited the part admission fee (because of non allotment in the first round) can now download the **bank slip** and deposit the requisite part admission fee as mentioned above in the nodal centre within the stipulated period (**Please note that the part admission fee will be deposited at this stage by only the newly allotted candidates**).
- All the finally allotted candidates are then required to **report at their corresponding allotted colleges** with the **allotment letter** and the **fee deposit slip** (meant for college copy) within 7 days of the final allotment.

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 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.

List of Nodal centres:-

1. Veer Surendra Sai University of Technology, Burla, Sambalpur, 2. Indira Gandhi Institute of Technology Sarang, (Parjang), Dhenkanal, 3. College of Engineering & Technology, Techno Campus, Ghatikia, Kalinga Nagar, Bhubaneswar, 4. Centre For IT Education, Plot No.-4, Mancheswar Industrial Estate, Bhubaneswar, 5. International Institute of Information Technology, Gothapatna, Malipada, Bhubaneswar, 6. Central Institute of Plastic Engineering and Technology, B-25, CNI Complex, Patia, Bhubaneswar - 751024, 7. Orissa University of Agriculture & Technology, Bhubaneswar, 8. BJB Junior College, Bhubaneswar, 9. Madhusudan Industrial Training Institute, Cuttack, 10. Institute of Textile Technology, Choudwar, Cuttack, 11. North Orissa University, Sri Ram Chandra Vihar, Baripada, 12. Fakir Mohan University, Balasore, 13. Govt Autonomous College, Rourkela, 14. Govt. ITI, Rourkela, 15. Berhampur University, Bhanja Bihar, Berhampur, 16. Khallikote Autonomous College, Berhampur 17. Govt. ITI, Bhawanipatna. 18. Vikram Dev (Autonomous) College, Jeypore, Koraput.

CENTRALIZED COUNSELLING PROCESS FOR ADMISSION TO MEDICAL/LE PHARM./ARCHITECTURE/ MBA through CAT,MAT,XAT/PGDM/PGCM/PGDM(Ex.)

STEP BY STEP PROCEDURE

The OJEE 2011 counseling for Medical (MBBS and BDS), Lateral Entry - Pharmacy (LE-Pharm), Architecture, MBA through CAT/MAT/XAT and PGDM/PGCM/PGDM(Executive) will be held centrally in Bhubaneswar, for which the venue and the schedule is notified separately. After receipt of RANK card the candidate has to follow the following steps for central counseling for admission to different courses as mentioned above.

STEPS

- Along with the rank card as well as original and photocopy of necessary documents specified in the counselling brochure, the candidate has to go to the specified central counseling venue on the scheduled date and time.
- At the counseling venue, the candidate has to report and register in the reporting counter.
- At the verification counter the candidate has to submit a set of self attested photo copies of the necessary documents. All original Documents will be returned back after verification at the verification counter.
- At the bank counter, the candidate has to deposit the counseling fee of Rs.450/- (non-refundable) in the form of Bank Draft drawn on any scheduled bank in favour of OJEE-2011, payable at Bhubaneswar.
- After this the candidate has to go to the choice filling-cum-allotment counter.
- The available seat matrix for different colleges and streams will be displayed on the screen. Based on this, the candidate has to fill up his/her choices on a pre-printed form at the choice filling-cum-allotment counter.
- At the choice filling-cum-allotment counter, the candidate will be allotted as per his/her choice list against the available seats as per rank.
- After allotment, the candidate has to deposit in the bank counter, part admission fee of Rs.16000/- (for Govt. institution) and Rs.30000/- (for Private institution) in the form of Bank Draft drawn on any scheduled bank in favour of OJEE-2011, payable at Bhubaneswar.
- Along with the signed allotment print out and the payment confirmation slip, the candidate has to report to the allotted college for admission.

**Sd/-
CHAIRMAN, OJEE-2011, Orissa**