

# JOINT ENTRANCE EXAMINATION-2012, ODISHA(OJEE-2012)

## WEB BASED COUNSELLING PROCESS FOR ADMISSION TO ENGINEERING/ TECHNOLOGY/ MEDICAL/ PHARMACY/ LATERAL ENTRY (ENGINEERING)/ LE (PHARM)/ B.Sc. (LE)/ MBA/ PGDM/PGCM/ PGDM(Ex.)/ MCA/ PGAT

### STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

(Further details can be seen in website : [www.ojee.nic.in](http://www.ojee.nic.in), [www.odishajee.com](http://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-2012", drawn on any scheduled Bank and payable at Bhubaneswar. For Collecting the duplicate Rank card a candidate must come personally along with the admit card of OJEE-2012 or any proof of his/her identity.

### 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](http://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, Application 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 and keep the entered password which is confidential and shall be used for future use like 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 make it correct.
- 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 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.4.5 lakhs are eligible under this scheme. The waiver is limited to Tuition Fee only. This scheme is applicable only to OJEE-2012 candidates who are permanent native of Odisha (Appendix - I) and whose parents satisfy the above mentioned income criterion.**

- 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.
- 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-2012" 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 2012 candidates seeking admission under AIEEE / AIPMT/CAT/XAT/CMAT/MAT have to pay an additional non-refundable Fee of Rs.500/-.
- All the candidates have to deposit an amount of Rs.16000/- only towards part admission fee.
  - Report at the assigned **Nodal Centre** with original and photo copy of necessary documents as per list mentioned in Counselling brochure (pages 5 & 6) 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. after verification and collect the **verification slip**.
  - The candidate can collect back the draft of Rs.16000/- in case he /she fails to clear the document verification.
  - After successful document verification, 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 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-2012 website after log-in.
- Candidate can download his/her **provisional 1st round seat allotment letter** from the website for his/her own record, **but he / she should not go (or report) to the above 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 first round provisional allotment) desires to withdraw from the OJEE counseling process he /she can approach Nodal Centre where he/she had verified his/her document within the specified duration for withdrawal process and collect back his/her part admission fee of Rs.16000/- by filling up a withdrawal form and depositing a refund fee of Rs.1000/- by a bank draft in favour of, "OJEE-2012" drawn on any Scheduled Bank payable at Bhubaneswar. All the allotted candidates in the first round except the candidates who have withdrawn from counseling are considered as **Reporting Candidates** and are eligible for Second Round (final) seat allotment through auto-upgradation.

### 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.
- The registered SC/ST candidates who had not got their documents verified earlier are also allowed to participate in the counseling.

#### STEP-8

- The vacant seats arising due to withdrawal by candidates after the first round provisional seat allotment, shall be finally allotted to the following category of candidates :
  - Reporting candidates (who have not taken back Rs.16,000/- part admission fee deposited during choice locking cum document verification) for their better choice in order of priority through **auto upgradation process**.
  - The candidates who have **not been provisionally allotted any seat** in the first round.
  - The freshly registered SC/ST candidates with successful document verification and choice locking.
- After the second round, the **final seat allotment** can be seen in the OJEE-2012 website after log-in 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**.
- 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** within 7 days of the final allotment.
- The deposited part admission fee of Rs. 16,000/- 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 candidate will be allowed to take admission against the provisionally allotted seat in the first round. Hence the candidate should be very careful in filling choices in order of priority.**

Sd/-  
CHAIRMAN, OJEE-2012